

NZIF REGISTRATION BOARD
GUIDANCE NOTE
APPLICATIONS FOR REGISTRATION AND 5-YEAR REVIEW
(Introduced 1 March 2023)

1. PURPOSE OF GUIDANCE NOTE

This guidance note discusses the process and requirements that must be followed by a NZIF member who wishes to apply to be a NZIF Registered Member, or for their five-year review of registration

The application form to be used to apply for NZIF Registration or to apply for a review of registration is on the NZIF web site ([here](#)). You are strongly recommended to refer to this Guidance Note when preparing an application, to make sure you understand and complete all sections of this form and that you supply all the additional documents required. Once submitted and checked by the Registrar to ensure it is complete, the application will be notified in the NZIF Newsletter, and members have 20 working days to lodge an objection to the application, should they so wish. While the Board processes applications as quickly as it can, you should allow approximately three months for processing by the Registration Board (including the notification period) before the Board will announce a decision on your application. More time is likely to be needed if there are objections to your registration or if the Board decides to interview you before making a decision.

The more complete and informative you make your application, the quicker it can be processed by the Board. Every time the Registrar or the Board need to request missing documents, missing information or to query information, the longer it will take to process.

The Board strongly suggests that before making your application, you are familiar with the NZIF Rules, the NZIF Code of Ethics and the associated guidance note on the Code. These are all available [here](#). Other relevant material that you need to be familiar with is mentioned in the details below.

References to NZIF Rules are to the Rules that were last amended on 25th August 2019, the Code of Ethics on 1 January 2022.

2. PERSONAL DETAILS, CONTACTS ETC.

2.1. Update profile on NZIF Website

Check that your profile on the NZIF web site is up to date. To do this you need to use the login link at the right-hand side of the NZIF home page (<https://nzif.org.nz/>) enter the email address you use for NZIF and your password. If you have trouble doing this, contact the NZIF administrator at admin@nzif.org.nz. You can bring up your profile by clicking on the down arrow or your name at the right-hand side of the web page. You can edit the profile using the “edit” option in the menu.

2.2. Check details on form

If any of the pre-filled details and contacts on the form are wrong or missing, you need to edit or add them to your profile on the website and then load the form again.

Ensure you give your correct current membership class. Options are:

- Honorary
- Retired
- Registered
- Ordinary
- Graduate
- Associate
- Student

If you have any problems with this section of the form, contact the NZIF Administrator (admin@nzif.org.nz).

3. SKILLS RECOGNITION

The NZIF Rules (152-156) have provision for a registered member to request that skills they possess are recognised.

Currently the Board has suspended this, while it reviews how it should be done. A Board paper on the issue can be found in Appendix 5 to the Registration Board Procedures Manual for those interested. The Procedures Manual is available [here](#).

4. CURRENT EMPLOYMENT

Information required includes the nature of your current employment. For example are you:

- self-employed,
- employed by someone else in, which case you need to provide the name of your current employer, their contact details and the position you hold
- Other, in which case you need to provide details.

5. QUALIFICATIONS

List your qualifications, giving the name of each qualification, the institution that granted it and the year you completed it.

The Board must have official verification of your qualifications. We cannot rely just on your word that you have a particular qualification. Consequently, you must obtain and upload, for each qualification, evidence from the institution that granted the qualification. This should include an official copy of your academic results and a certificate of completion.

6. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

NZIF requires Registered Members to undertake CPD each year. You should study the *NZIF policy – Continuing professional development* (February 2023 update), which is on the NZIF web site ([here](#)) to understand what qualifies for CPD, how it is classified, etc. Your CPD details must be entered into the CPD data base, which is accessed through your profile on the NZIF website. The Board accesses the web site to review your CPD record when considering your application.

For a new applicant for registration, you need to have achieved a minimum of 60 hours of qualifying CPD in the 36 months before applying, with a minimum of 30 hours of structured professional learning. The definition of structured professional learning and the categories that make it up are set out in the policy document.

CPD is a part of Value 4 in the Code of Ethics and you should refer to that before completing your application.

You are required to enter your hours of CPD in the application form, separately for Structured Professional Development and Unstructured Professional Development.

You are also required to assess your CPD record and tell the Board how well you consider it matches the work you have been involved in over the last three years for a new applicant for registration and five years for an application for review of registration. Then you are asked to add a statement of intentions with respect to your CPD over the next 5 years (the Board does not expect these to be binding as situations and opportunities change, but the Board does regard intentions as a sign you are planning your professional development). You should include any information/explanation around your current CPD hours that may assist the Board in their assessment.

When the Board considers an application for registration it is likely to consider the appropriateness of your CPD activity (see the “auditing” section of the CPD policy) and particularly your intentions for

the next five years (see section 7.2). The Board will sometimes make suggestions (but not instructions) for CPD activity over the next few years, and in such cases it may refer to these suggestions when next reviewing your CPD record.

7. AREAS OF PRACTICE

7.1. Curriculum Vitae

You must upload a full and complete CV as part of your application. This must include positions held, responsibilities involved and a description of significant projects in which you have participated.

7.2. Current and Future practice

Describe of your current area(s) of practice.

Describe how you see your area(s) of practice developing over the next five years.

Be aware that the Board compares your recent and proposed future activity with your continuing professional development (CPD) record and with your intentions with regard to CPD over the next few years.

7.3. Recent reports, publications or presentations

The application form asks for details of reports, publications and significant presentations you have been associated with in the past five-years with an explanation of your role (e.g. lead author, project team member, sole responsibility). You do not need to provide copies of reports etc., with you application, but the Board may ask to see copies of these when considering your application.

Any reports you supply will remain confidential to the Registration Board and will be returned to you or deleted following completion of the process.

8. NZIF INVOLVEMENT AND OTHER RELEVANT MEMBERSHIPS

You are asked to list your involvement in NZIF, such as serving on Council, local section committees, conference committees, etc. You will note that Value 8 of the Code of Ethics deals with promoting trust in the profession.

You are also asked to state involvement or membership in other professional bodies, sector organisations, etc.

9. CONFLICTS OF INTEREST

Identifying managing and avoiding conflicts of interest, whether actual or perceived is an important aspect of professional behaviour. The need to disclose and manage conflicts is covered by Value 5 of the NZIF Code of Ethics and you need to be familiar with this and the guidance given on disclosing and managing this process in the NZIF Code of Ethics Guidance Note. You should also note the requirements for disclosing conflicts of interest if you are involved in real estate work and the significant penalties you may face if you do not.

The application form asks you to:

- Describe the nature of conflicts of interest you encounter in your professional life
- State if you or your employer have a conflict of interest policy? If so, you are asked to provide a copy of it
- Describe how you handle the conflict of interest when you or your company provides both strategic advice and management services to a client.

How you handle conflicts is of considerable importance to the Board when assessing your application for registration.

10. REAL ESTATE WORK

NZIF Registered Members are exempt from provisions in the Real Estate Agents Act 2008 that require a person doing “real estate agency work” to be a licensed real estate agent. The exemption is set out in the Real Estate Agents (Exemptions) Regulations 2017 (see [here](#)). The exemption requires NZIF registered members to declare their eligibility for registration, to provide information annually about their professional indemnity insurance and their qualifications relating to real estate work.

Real Estate work occurs when you become involved with both parties in a real estate transaction such as purchase or sale of land, leases, easements etc. There are strict requirements when you are involved in such activity.

To determine if you are involved in real estate work and before answering the questions about it in the application form you need to study the NZIF Guidance Notes relating to the exemption, listed below and available on the NZIF web site [here](#).

- NZIF Guidance note - The NZIF real estate exemption
- NZIF Guidance Note - People prohibited from being registered
- NZIF Guidance Note - New information required from registered members and applicants
- NZIF Guidance Note - Advice to client before undertaking real estate work
- Real Estate Agents (Exemptions) Regulations 2017

The Real Estate Agents (Exemptions) Regulations 2017 require NZIF Registered Members to make a declaration as to their eligibility for registration at time of original application and at each five-year review. Registered Members must also provide information on their professional indemnity insurance and qualifications relating to real estate work. These are required at time of original application and annually thereafter. While professional indemnity insurance is not compulsory for a registered member you are advised to consider it.

You need to complete the section of the application form regarding real estate work and also the form *Form 9: PI, Real Estate & COE* and upload it. The form can be downloaded [here](#).

11. EMISSIONS TRADING SCHEME (ETS)

The Board wants to know if you are involved in ETS work, the nature of your involvement and the proportion of your time it occupies. Because the ETS receives a lot of publicity and also seems to be constantly changing, the Board wishes to ensure that registered members are keeping up to date through their CPD.

12. CODE OF ETHICS

The Code of Ethics has been referred to in a number of sections of this Guidance Note. It is a requirement of NZIF membership that all members must adhere to the Code. All applicants for registration are required to affirm they understand and agree to abide by the Code of Ethics. Registered Members are required to repeat this each year. This is done on Form 9: PI, Real Estate & COE, see section 10.

13. OTHER INFORMATION

In this section you can enter any other matters you would like the Board to take into account as part of its consideration of your application.

14. REFERENCES

You are required to organise references from three referees. The referees must email their references directly to the Registrar (Registrar@nzif.org.nz), not to you. It is your responsibility to ensure referees will comply with the instructions and are able to provide a prompt response. You need to

stress that your application will not be considered by the Board until all references have been received.

When selecting referees, you need to avoid people who might be perceived as providing a biased report. As an example, there can be a perception of bias where a referee is an employee who reports to you and is dependent on your good will for their employment.

Note that:

- at least one referee must be a Registered or Ordinary Member of the NZIF
- no more than one referee should be a current or recent supervisor, employer, employee, fellow director or other close associate
- Others may be clients or general character referees
- Members of the NZIF Registration Board cannot be referees.

A guidance note that you must provide to your referees is available to download [here](#). It sets out the information the Board would like the referee to provide.

The Board's main concern is the applicant's competence to practice, but comments on their personal integrity, practical experience, and reputation are also important.

References are for the sole and confidential use of the Registration Board. However, if a referee wishes to ensure total confidentiality in response to a request under the Privacy Act 2020, they should include the following wording in their reference:

“Under the terms of the Privacy Act 2020, I acknowledge that this reference is to be used solely as evaluative material to supplement an application for Registered Member status of the New Zealand Institute of Forestry. I agree to this reference being used for the above purpose only and I request that this reference as a whole be held in confidence. I do not permit disclosure without my express consent.”

15. ELIGIBILITY FOR REGISTRATION

15.1. Prerequisites for Registration

An applicant for NZIF Registration must (see Rules 148, 149 167 and 168):

- be a member of NZIF at the time of application (Rule 148.1)
- have passed a formal course of a standing recognised by the Board in some branch of forestry or an allied discipline (unless otherwise agreed by the Board) (Rule 148.2)
- have had at least 5 years' experience in forestry since graduation, of which two must have been in New Zealand and have reached a level of expertise recognised by the Board (Rule 148.3).
- display to the satisfaction of the Board an understanding of the basic principles of forestry in the applicant's particular area of qualification and expertise (Rule 148.4).
- have undertaken a programme of CPD prior to application to the standard prescribed by the Board (Rule 148.5).
- agree in writing to abide by the Code of Ethics (Rule 148.6)

The following are not eligible for NZIF registration:

- A person who has been convicted, whether in New Zealand or another country, of a crime involving dishonesty (or of a crime that, if committed in New Zealand, would be a crime involving dishonesty) within the 10 years preceding the application for Registration or renewal of Registration
- A person who has been convicted of an offence under sections 12A, 14, 17 to 22, or 24 of the Fair Trading Act 1986, within the 5 years preceding the application for Registration or renewal of Registration

- A person who has been licensed under the Real Estate Agents Act 2008 but whose licence has been cancelled within the five years preceding the application for Registration or renewal of Registration
- A person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993
- A person who is an undischarged bankrupt or is subject to subpart 4 of Part 5 of the Insolvency Act 2006.

15.2. Declaration Of Eligibility (DOE)

NZIF Rules (Rule 169) require you to provide a Statutory Declaration of some aspects of your eligibility to be a registered member. This is a legal statement made under the Oaths and Declarations Act 1957. To provide this:

- Download the Declaration of Eligibility Form, available [here](#)
- Complete details of your full name, where you live and your occupation.
- You must sign the document in front of a person authorised under the Oaths and Declarations Act 1957, such as:
 - Court Registrar or Deputy Registrar of the District or High Court
 - Justice of the Peace
 - an enrolled barrister or solicitor.
- That person will then complete their details as the witness
- Then scan the completed form and upload it.
- You will be required to complete a new declaration at each periodic review of your registration (usually every five years).

16. SUBMISSION OF APPLICATION

The application form can be prepared in draft and saved on the NZIF web site. When you have completed the form it can be submitted, also through the web site. You need to ensure that all of the following documents have also been submitted:

Declaration of eligibility

Certificates of qualifications and transcripts of your results

Curriculum Vitae

Completed professional indemnity, real estate and adherence to Code of Ethics form

Conflict of interest policy (if relevant)

You should also:

Have updated your profile and contact details on the web site (preferably you should also have entered an up to date biography to your profile)

Have entered your continuing professional development data on the web site

Have made sure your referees will promptly send their reports directly to the registrar.

Once the Registrar has received your application and other details, you will receive an invoice for the application fee. The application fee is \$153.99 (GST Inclusive) but is increasing to \$200 on 1 April 2023. This must be paid before your application is processed further.

17. NEXT STEPS

Once your application is complete, it will be notified in the NZIF newsletter. Any NZIF member may object to your application and they have 20 working days from the first appearance in the newsletter in which to do this. Objections are to be sent to the Register and subsequent consideration by the Board.

Your application will be reviewed by two members of the Board, who will make recommendations to the full Board for consideration. The report may include a recommendation that you are interviewed by a panel set up by the Board. The reviewers and the Board may also request, through the registrar, further information or explanations from you. Such requests may include a request to see one or more of the reports you have listed in your application (see section 7.3 above).

You will be notified of the Board's decision. If your application is successful, you will be invoiced for the annual registration fee. Once paid you will receive a Certificate of Registration which will be valid until the next 31st May.