



ASSOCIATION OF  
ADMINISTRATIVE  
PROFESSIONALS  
NEW ZEALAND INC

Te Kāwarangi

## AAPNZ Provisional Certification Two Yearly Renewal Application Form And Upgrade to full Certification

**Please complete sections A & B for renewal  
Complete section C only if upgrading to full Certification.**

<b>Last Name:</b>	<b>Date:</b>
<b>First Name(s):</b>	
<b>AAPNZ Membership Number:</b>	
<b>Date of Provisional Certification:</b>	<b>Provisional Certification No:</b>
<b>Address:</b>	
 <b><u>NB:</u> Renewal fee covers from 1 April this year to 31 March <u>two</u> years later.</b>	
Renewal \$50.00 (including GST component \$6.52)	
<input type="checkbox"/> <b>I include my cheque for \$50.00</b>	
<b><u>Or</u></b>	
<input type="checkbox"/> <b>I have paid by Direct Credit on (date):</b>	
This form is a Tax Invoice	
Reference details for your payment: <u>Surname</u>	<u>Membership No.</u> <u>Cert No.</u>
<b>A/c Number: 03 0104 0384627 00 (AAPNZ Inc)</b>	<b>GST No. 29-916-420</b>

<b>Email Address:</b>
<b>Phone:</b>
<b>Mobile:</b>

<b>Declaration</b>
I am a fully paid up member of AAPNZ Inc and I wish to re-apply for continued recognition as a Provisionally Certificated member of AAPNZ based on the information provided here, which I affirm as being true and correct.
I authorise AAPNZ to publish my name in connection with administering and promoting AAPNZ certification.
I authorise AAPNZ to contact persons named in this application to verify any information provided
I authorise AAPNZ to answer enquiries from third parties in relation to my certification status.
Signed: _____ Date: _____
<b>Please Note:</b> if you put your name where the signature space is and send this electronically from your work email this would constitute a signature. Alternatively complete electronically, print, sign and then scan to send electronically.

## Section A: Work History

(Use this form as a cover page for Section A of your renewal)

### Work History Requirements

A combined total of at least 400 hours of work (paid and/or voluntary) employed in a business administration role.

#### Evidence:

1. *Confirmation of **continued employment***: If this is under the same conditions as in the earlier application the evidence can be:
  - a letter from your employer (or voluntary organisation), **OR**
  - an email to [professional.development@aapnz.org.nz](mailto:professional.development@aapnz.org.nz) from yourself at your place of work. This must be dated the date of re-application, sent from your place of work thereby providing the email address.

Both these forms of evidence must state that you are still working there under the same conditions.

2. ***If in new employment provide evidence of employment***: This information should only cover the immediate past two years. This must include start date, hours of work (if part time - hours per week need to be specified) and the nature of the work undertaken. If you were self-employed any relevant combination of; evidence of work contracted, letters from clients, IRD records, etc may be used. If you were employed it must be signed by your manager or equivalent. If you are a volunteer it should be signed by the chairperson, or equivalent person in authority. This evidence of employment must be verified by a person with the appropriate authority within the employing organisation(s).
  - a) ***If your role is different*** from previous applications provide a new job description. This would only be required if you had changed roles. This should specify the tasks undertaken in the role, and should include a business administration component that meets or exceeds the minimum hour requirement.
  - b) ***Tutors of business administration*** – if you need to submit a changed job description, please ensure that your role description includes the administration you undertake outside your direct teaching role, to demonstrate you undertake actual administration tasks as well as teach them.

#### Checklist:

- Evidence of continued employment (as described in point 1. above)

#### **And; only if changed since initial application**

- Job description(s) (as described in points 2, 2a and 2b above)

List here the documents you have attached to support Section A of your application:

Doc 1		
Doc 2		



## If up-grading from Provisional to full Certification

### Section C: Formal Learning

(Use this form as a cover page for Section C of your upgrade)

#### Formal Learning Requirements

##### Definition:

**Formal learning** – recognises **achievement** rather than only attendance. It is learning which is assessed and leads to the award of a recognised qualification. Formal learning will be in a programme listed on the NZQA Qualifications Framework.

For Certification formal learning refers to certificates, diplomas and degrees at Level 5 or above. The qualification/s you hold must also meet the criteria:

- The qualification is a complete qualification
- The qualification is at least 120 credits (which is one year or longer in length)
- The qualification can be made up of two 60 credit level 5 or above certificates

##### **For international qualifications:**

It is the responsibility of the applicant to ensure that any international qualification has been matched through NZQA and meets the requirements set out above. Documentary proof of this results matching from NZQA must be provided. Alternatively it may have been accepted by a New Zealand tertiary education organisation (TEO) for enrolment in a degree as being at an appropriate level – a formal letter from the TEO advising such must be supplied with the application.

##### Evidence:

A verified copy of your achievement (certificate) from your tertiary provider and/or course transcript showing results and/or record of learning.

*Definition:* verified means that the document (a copy of the original certificate) you are submitting has been verified by any one of a lawyer, a Justice of the Peace or at a District Court

**Please note** – some older qualifications no longer in use may not be listed on the NZQA Qualifications Framework. This does not necessarily mean that they are not valid. However, it is up to the applicant to undertake any research and provide the evidence of meeting the above criteria.

##### Checklist

List here the document(s) you have attached to support Section B of your application:

Qualification Name	Year it was awarded	Institute Awarding	Total No. of Credits