



Record of skills maintenance form

Return this form with your annual licence fee:
The Registrar, LBP Scheme
Department of Building and Housing
PO Box 50041
Porirua

Licensed Building Practitioner details

Full name

BP number

Date of Birth

/

/

Enter hours - one hour of learning equals one point

<input type="checkbox"/>	Activities approved by Registrar	<input type="checkbox"/>	meetings
<input type="checkbox"/>	apprenticeships	<input type="checkbox"/>	mentoring
<input type="checkbox"/>	conferences	<input type="checkbox"/>	publications
<input type="checkbox"/>	committee representation	<input type="checkbox"/>	private study
<input type="checkbox"/>	discussion groups	<input type="checkbox"/>	seminars/workshops
<input type="checkbox"/>	industry based education	<input type="checkbox"/>	service to industry
<input type="checkbox"/>	trade events	<input type="checkbox"/>	on the job training
<input type="checkbox"/>	lecturing	<input type="checkbox"/>	tertiary education
<input type="checkbox"/>	LBP licensing assessor	<input type="checkbox"/>	workplace safety
<input type="checkbox"/>	One bonus point (if skills maintenance provided in first year)		

Point total

Total points needed over two years (please circle)	24	30	36
Points acquired in Year 1	<input type="text"/>		
Points acquired in Year 2	<input type="text"/>		
Total points acquired	<input type="text"/>		

Declaration

I declare this is a true record of my skills maintenance activities. I understand that the Registrar can ask to see my personal skills maintenance records that support this claim. I understand that it is an offence under the Building Act 2004 to provide incorrect or misleading information.

Date

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Signature

Privacy notice: Any personal information submitted in this form will be kept and maintained by the Registrar and the Building Practitioners Board in accordance with the Privacy Act 1993. Information will be used to determine whether your initial and continued licensing may be granted, and for complaints and disciplinary processes. Personal information will also be used to maintain and administer the Register. You have the right to access, and to have corrected, any information about you that is held by the Registrar and the Building Practitioners Board.