



Activity approval process for training providers

This fact sheet contains information for education and training providers about the process to gain pre-approval of activities or workshops for skills maintenance. It also explains how you can use the Licensed Building Practitioner logo (LBP logo) to promote activities or workshops.

To apply for pre-approval you will need to read and complete the following:

- General use of the LBP logo fact sheet
- The activity pre-approval application
- Deed of licence

All of this information is also available on the Department of Building and Housing's website at www.dbh.govt.nz/occupational-licensing

Who can apply?

Anyone can apply to have an activity or workshop approved even if it is not your core business. The activity must meet certain criteria and it is the activity that gains the approval, not the training provider.

What are the advantages for me of getting an activity or workshop approved?

Once an activity or workshop is approved points will be allocated that count towards skills maintenance. You will be able to promote your activity or workshop to licensed building practitioners (LBP) by:

- advertising it as being approved by the Registrar and counting towards the LBP Scheme
- indicating the number of points that have been allocated to that particular activity or workshop
- using the LBP logo to promote and market your activity or workshop.

How do you gain approval of an activity?

You will need to complete the *Activity pre-approval application form* and send it to the Department of Building and Housing after reading the supporting information. This form asks for details of the course and what the outcome of it should be.

If you also want to use the LBP logo you will need to sign the *Deed of licence* and send that in as well.

What criteria are used to assess an activity or workshop?

The key criteria in gaining approval are to ensure that the competencies of the licence class the workshop is pitched at are met. The closer the activity aligns to the competencies the greater chance it has of being approved. These competencies are all listed in detail on the Department's website.

How are points allocated to a workshop?

As a general rule, one hour of activity equals 1 point. However, where an activity or workshop is based on the introduction of a new standard, for example, it may be given greater weight and result in an additional point being allocated.

How long does the approval last?

Approval can be sought for a maximum period of two years. Any amendments made to a workshop during that time must be sent to the Registrar to attach to the original application and the approval will continue.

Where a workshop is fundamentally altered, then a new application for pre-approval must be sought. For example, where new legislation is introduced or a code is amended that changes the content of a workshop, the onus is on you to stop running the workshop and amend the content.

How long does the process take?

Please allow a period of fifteen working days from the time the Department receives your application for processing. On the odd occasion where you face a tight turn-around between the set up period and the activity date, the Department will do its best to advance this timeframe and speed the process up.

Use of the LBP logo by training providers to promote workshops.

A request can be made to the Registrar to approve the use of the LBP logo along with the workshop you are promoting. For example:



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BRANZ Seminar: Sustainable Design Series, Energy

The display of the LBP logo contributes to the public awareness of licensed building practitioners. It provides a quality mark, awareness, and trust through brand communication.

How do I get a copy of the LBP logo?

When you send in your *Activity pre-approval application*, also send in your signed *Deed of licence*. On approval of your activity, we will email or post you an electronic copy of the LBP logo.

All of this information is also available on the Department of Building and Housing's website at www.dbh.govt.nz/occupational-licensing