

Notice to voluntarily suspend accreditation

Accredited certifiers can notify their intention to the Building Professionals Board to voluntarily suspend their accreditation.

The maximum period your accreditation can be suspended is up to the date your accreditation is due for renewal.

A voluntary suspension is useful if you plan to:

- take a break between jobs
- retire from full-time work, take a holiday and then work part-time or on a casual basis
- *council certifiers*: leave your council employer to take a break from work, but retain your council accreditation.

Important: send in this notice **at least seven (7) days** before you leave your current employment to ensure the suspension can start on the first day of your unemployment. If not, you will need to obtain professional indemnity insurance to cover the gap between your last day of employment and the start of the suspension period.

Your accreditation will not be automatically suspended if you're just out of work for a while. You must notify the Board and receive confirmation in writing.

How to notify the Board of a voluntary suspension

1. Complete the next page using BLOCK LETTERS and crossing or ticking the boxes (☐).
2. Email your completed, signed notice to bpb-accreditation@bpb.nsw.gov.au.
3. The Board will notify you to either approve or (rarely) not approve your voluntary suspension, which if approved will be effective from the date of the notification.

Apply to renew your certificate of accreditation: If the Board suspends your accreditation you must apply to renew your certificate of accreditation before it expires. A suspension cannot extend the length of your accreditation.

Continuing professional development (CPD): You must complete required CPD activities, even during a voluntary suspension period, if you wish to have your accreditation renewed. Your accreditation cannot be suspended past the date it is due for renewal.

Professional indemnity insurance: You do not need to obtain professional indemnity insurance for any employment gap covered by a voluntary suspension. If you have a gap in your employment **not** covered by a voluntary suspension, you must obtain insurance to cover the gap, and will need to obtain this insurance each year.

Advice to council certifiers

Leaving council employment: If you're a council certifier leaving council employment, you must either:

- voluntarily suspend your accreditation until you provide verification that you are again employed, **or**
- obtain professional indemnity insurance covering you from the first day that you are no longer employed until the day you are again employed by a council.

You may renew your council accreditation during a voluntary suspension, whether or not currently employed by a council, provided you lodge your renewal form before your accreditation expires.

Changing employers to a different council: If you're just moving from one council to another with no gap in employment, continue to use your current accreditation and notify the Board of your change of employer.

Maternity leave or extended leave: You don't need a voluntary suspension if you're not leaving your current employer.

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Given names		Surname	
BPB accreditation no.			

Reason for voluntary suspension

- Private certifiers: I am leaving my current employer and won't be covered by its insurance.
- Council certifiers: I am leaving my current council and don't intend to purchase insurance.

Current employer

Business/ council name		Employment end date	
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Voluntary suspension: start and end dates

Suspension start date		End date (must not exceed expiry of current certificate)	
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Contact for correspondence

Email	
Mailing address ! The Board's letter confirming your suspension will be sent to this address	
Contact number (business hours)	

Declaration

I agree that:

- I am voluntarily requesting the Board to suspend my accreditation as a certifier under the *Building Professionals Act 2005* for the period stated above
- I will not carry out any certification work during the voluntary suspension period
- I will complete required continuing professional development activities during the voluntary suspension period.

Your signature	
Date of signature	

Email your completed, signed notice to bpb-accreditation@bpb.nsw.gov.au.