



IT Professionals
NEW ZEALAND

Te Pou Hangarau Ngaio

CTech Renewal Form

v1.4 SEPT 2019

This fillable PDF form should be completed and returned to ITP within the 6 months prior to your CTech 5-yearly renewal.

Evidence of meeting the requirements should not be attached to this document, however ITP strongly recommends retaining evidence for 12 months as details provided may be audited as part of the renewal and ongoing CTech process.

Your Name: _____

CTech/Member #: _____

(Your number can be found on the CTech register, or in the member area. Leave blank if you are unsure)

Current Role/Occupation: _____

Current Employer/Entity: _____

Brief outline of your roles/occupations over the last 3 years:

Details provided in this form may be used to update ITP member records

1. Evidence of working at SFIA Level 3

Please provide examples of your continuing work, and achievement of results, operating at SFIA level 3 (or above) in the areas of **Autonomy, Influence, Complexity** and **Business Skills**. This is expected to be for at least 2 of the last 3 years.

1.1 Autonomy

“Works under general direction. Uses discretion in identifying and responding to complex issues and assignments. Receives specific direction, accepts guidance and has work reviewed at agreed milestones. Determines when issues should be escalated to a higher level.”

In the box below and using examples from your work over the last 3 years, please outline in brief how you have continued to meet this Autonomy requirement:

Please use the last page of this document if you need more space

1.2 Influence

"Interacts with and influences colleagues. Has working level contact with customers, suppliers and partners. May supervise others or make decisions which impact the work assigned to individuals or phases of projects. Understands and collaborates on the analysis of user/customer needs and represents this in their work."

In the box below and using examples from your work over the last 3 years, please outline in brief how you have continued to meet this Influence requirement:

Please use the last page of this document if you need more space

1.3 Complexity

“Performs a range of work, sometimes complex and non-routine, in a variety of environments. Applies methodical approach to issue definition and resolution.”

In the box below and using examples from your work over the last 3 years, please outline in brief how you have continued to meet this Complexity requirement:

Please use the last page of this document if you need more space

1.4 Business skills

"Demonstrates effective communication skills. Plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures.

Contributes fully to the work of teams. Appreciates how own role relates to other roles and to the business of the employer or client. Demonstrates an analytical and systematic approach to issue resolution.

Takes the initiative in identifying and negotiating appropriate personal development opportunities. Understands how own role impacts security and demonstrates routine security practice and knowledge required for own work.

In the box below and using examples from your work over the last 3 years, please outline in brief how you have continued to meet this Business Skills requirement:

Please use the last page of this document if you need more space

2. Continuing Professional Development

Certified Technologists must undertake an average of at least **10 hours** of Continuing Professional Development (CPD) each year. This is audited periodically.

ITP uses a points system to determine how much of each activity counts towards this total (ie what proportion of an activity counts as CPD). Those with CTech need 10 points in total, with **One (1) CPD point** earned for any activity lasting up to 3 hours (including networking) and for longer activities, **three (3) CPD points** are earned per half-day.

CPD can include:

Any of the following **to a maximum of 10 points each** (per year):

- Formal training, workshops, conferences, courses, presentations, events, trade presentations or other related activities, up to **5 points** for any one activity.
- "On the job" training, where such training is not just standard work.
- Professional reading including relevant academic journals, trade magazines or general IT or other publications related to the work of the individual.
- Participation in ITP's Mentoring, TechHub in Schools or other outreach programmes
- Up to 2.5 points for service on the Institute's National Board, Branch Committees, Boards, Advisory or Steering Groups or other similar formally constituted group.
- Other activities which may be approved by ITP. Contact us to see if yours is included.

Please provide brief details of the CPD you've completed over the last 12 months:

When	Description	Duration	CPD Points
<i>e.g. Feb 2017</i>	<i>e.g. Attended ITP event "Future of DevOps"</i>	<i>2 hours</i>	<i>1</i>

Please use the last page of this document if you need more space

Total Points: _____

4. Confirmations

Please confirm the following statements by placing a tick in each of these boxes:

- To the best of my knowledge, I believe I continue to meet the CTech ongoing requirements in every way.
- I have not been convicted of a crime in the last 5 years, and to the best of my knowledge I am not currently under investigation by the New Zealand Police, nor do I have charges pending, on any matter related to dishonesty or fraud. *(If so, please outline on the following page)*
- I have answered all questions in this form truthfully to the best of my knowledge.

Please enter your name in the following box to indicate you have answered these details honestly and in full:

Date: _____

Please email this completed form to cpd@itp.nz

Additional writing space (if required)

Use this page if you need additional space to answer any of the previous sections. Please note clearly which section this text relates to.