

GUIDELINES FOR REGISTRATION AS A PROFESSIONAL ENGINEER

1. Professional Engineers Board (PEB) registers professional engineers in prescribed branches of engineering, namely civil engineering, mechanical engineering or electrical engineering. A person who meets the following requirements may apply for registration as a professional engineer with PEB in the prescribed branches of engineering.
 - a) An applicant is required to:
 - i) hold any degree, or qualification listed in the Professional Engineers (Approved Qualifications) Notification; or
 - ii) satisfy the Board that he is otherwise qualified by having proper and recognised academic qualifications in engineering and who satisfies such conditions prescribed by the Board.
 - b) After obtaining the approved qualifications, the applicant has acquired not less than four years of practical experience in such professional engineering work and at such level of responsibility as to be sufficiently competent for registration as a professional engineer. The type of relevant practical experience shall be as follows:
 - i) where the person seeks to be registered in the civil engineering discipline, the practical experience shall be obtained:
 - during a period of not less than 12 months in a design office whilst under the supervision of a registered professional engineer who has in force a practising certificate; and
 - during a period of at least 12 months in supervisory work at a project site or engineering investigation work whilst under the supervision of a registered professional engineer who has in force a practising certificate.
 - ii) where the person seeks to be registered in the electrical or mechanical engineering discipline, the practical experience shall be practical experience in electrical or mechanical engineering work, as the case may be, obtained during a period of not less than 2 years whilst under the supervision of a registered professional engineer who has in force a practising certificate.
 - iii) where the person is engaged in full-time teaching or research work, such relevant practical experience as may be acceptable to the Board obtained during a period of not less than two years whilst under the supervision of a registered professional engineer who has in force a practising certificate.
 - c) The applicant has sat and passed the following examinations:
 - i) Fundamentals of Engineering Examination.
 - ii) Practice of Professional Engineering Examination.
2. An application for registration as a professional engineer shall be made within five years of passing the Practice of Professional Engineering Examination. There are no restrictions based on age, citizenship or residency status, and no requirement on membership of any professional body.

3. An applicant may submit an application by completing an online form (include providing the necessary declarations, endorsements by employer or a PE, certificates of good conduct and character, examination results) and submitting them to the PEB personally together with report of work experience and original copies of academic qualifications for verification, and payment of the fee. The application for registration as a professional engineer shall be accompanied by a fee of S\$300, which comprises a non-refundable application for registration fee of S\$150 and a fee of S\$150 for the certificate of registration (See Annex A for details).
4. Following the submission and subject to meeting application requirements, an applicant will be required to attend a professional interview conducted by PEB(See Annex B for details). If successful, the applicant will be accepted for registration as a professional engineer.

APPLICATION REQUIREMENTS FOR REGISTRATION AS A PROFESSIONAL ENGINEER IN PRESCRIBED BRANCHES OF ENGINEERING: CIVIL, MECHANICAL, OR ELECTRICAL

1. An application for registration shall be submitted online together with payment of the prescribed fees of S\$300. The online forms duly filled in shall then be submitted as hard copies in quadruplicate with four recent passport size photographs as detailed in the following paragraphs.
2. An application shall be accompanied by four sets (one original and three duplicate copies) of the documents evidencing the applicant's qualifications, residential status etc.
3. An application must be signed and dated. Application submitted must be current. Application submitted more than two months after the date of online submission will not be accepted.
4. An application must be supported by two testimonials (Form PEB 1A) of good conduct and character. These testimonials should be given by persons who have personal knowledge of the applicant's conduct and character. Select the persons who are equal or senior to the applicant. The applicant may also select colleagues, associates or any other person, e.g. architects, lawyers, prominent persons who can vouch for the applicant's conduct and character. Testimonials from subordinates are not acceptable. All testimonials must be signed by the referees and should also include their names, professions, titles, firms, contact details and dates. They should be sent direct to the Registrar PEB by the referees. Testimonials should be current, those dated more than two months before the date of the submission will not be accepted.
5. An application must be accompanied by a Summary of Post-Graduate Professional Experience (in quadruplicate) and a Report on Post Graduate Engineering Experience (in quadruplicate). The detailed requirements for the summary and the report are as indicated in the **Guidelines for Professional Interview for Applicants** (see Annex B for details).
6. The Report on Post Graduate Engineering Experience must be signed by the applicant himself and verified by his employers or any registered Professional Engineer in Singapore. Verification by an employer should be accompanied by a stamp with name, designation and name of company. Verification by the professional engineer should be accompanied by the professional engineer's stamp.
7. Applicant should familiarize himself with the requirements as stipulated in the **Guidelines for Professional Interview for Applicants** (see Annex B for details).

GUIDELINES FOR PROFESSIONAL INTERVIEW FOR REGISTRATION AS PROFESSIONAL ENGINEER

1. Under the Professional Engineers Act, an applicant applying for registration with the Board must satisfy several requirements to be entitled to registration. The requirements are:-
 - a) Appropriate qualifications – Section 15(1);
 - b) Appropriate experience – Section 15(2)(a);
 - c) Sat and passed prescribed examinations – Section 15(2)(b)
 - d) Good character and reputation – Section 15(4)(a); and
 - e) Able to carry out the duties of a professional engineer effectively – Section 15(4)(b).
2. To register as a PE, an applicant is required to provide sufficient evidence to demonstrate that he has met the competence standard expected of a professional engineer. One major aspect of such evidence would be sitting and passing the prescribed examinations. **In particular, passing the Professional Practice Examination is an assurance that the applicant has acquired the necessary competencies in professional engineering practice to a substantial extent.**
3. In addition, the PE Act requires that such competence should be acquired on the basis of practical experience that is of an appropriate standard. The requirements on practical experience as provided in the PE Act Section 15(2)(a) are as follows:-

15(2)(a) Acquired not less than four years practical experience in such professional engineering work and at such level of responsibility as to be sufficiently competent for registration as a professional engineer under this Act;
4. Therefore, the purpose of the professional interview is to determine the following:-
 - a) The duration and adequacy of practical experience;
 - b) The type, quality and relevance of practical engineering experience;
 - c) The character and reputation; and
 - d) The ability to carry out the duties of a professional engineer effectively.
5. The professional interview process comprises three components: review of the Summary of Post-Graduate Professional Experience, assessment of the Report on Post Graduate Engineering Experience and attending the interview.

Summary of Post-Graduate Professional Experience

6. The applicant is required to submit a chronological summary of his work history including a description of previous employment positions held and degree of responsibility in each position, nature and cost of projects involved, the professional engineers who had supervised the applicant (see section 7 below), etc. The summary should indicate the activities that the applicant has undertaken in his past and present work roles that demonstrate that he has acquired competency in each element indicated in the **Checklist for Professional Interview** in Appendix A. (Use abbreviations PRO, DDS, EVA, RFD, MEA, JUD and COM as applicable)
7. In terms of the duration of practical experience, a minimum of four years of relevant practical experience has to be acquired. In addition, PE Rules section 5 requires that:
 - 5 (a) where the person seeks to be registered in the civil engineering discipline, the practical experience shall be obtained —
 - (i) during a period of not less than 12 months in a design office whilst under the supervision of a registered professional engineer who has in force a practising certificate; and
 - (ii) during a period of at least 12 months in supervisory work at a project site or engineering investigation work whilst under the supervision of a registered professional engineer who has in force a practising certificate;
 - 5 (b) where the person seeks to be registered in the electrical or mechanical engineering discipline, the practical experience shall be practical experience in electrical or mechanical engineering work, as the case may be, obtained during a period of not less than two years whilst under the supervision of a registered professional engineer who has in force a practising certificate;
 - 5 (d) where the person is engaged in full-time teaching or research work, such relevant practical experience as may be acceptable to the Board obtained during a period of not less than two years whilst under the supervision of a registered professional engineer who has in force a practising certificate.
8. For Civil Engineering, a minimum of 12 months practical experience is stipulated for both design and supervision experience respectively in the Professional Engineers Rules as mentioned above. There are no such requirements for the other branches of engineering in terms of practical experience.

Report on Post Graduate Engineering Experience

9. The applicant is required to submit a 2,000-4,000 words Report on Post Graduate Engineering Experience (word count of the report should be indicated). In the Report on Post Graduate Engineering Experience, the applicant is required to describe in detail his involvement in not more than four projects that he regards as the highlights of his professional experience in the branch of engineering that he is seeking registration.
10. For each project, the applicant shall describe his involvement in the technical, managerial, contractual, regulatory and other areas that he was involved in. He shall describe his personal

contribution and responsibilities, the problems faced, the solution(s) found, the engineering and other judgments made and the impact the solution(s) and judgments generated.

11. In preparing his report, he shall refer to the Checklist For Professional Interview in Appendix A and demonstrate how he has achieved **all** of the elements of competence in the checklist (competence element(s) addressed should be indicated in the headings of the write-up or in the margins of the pages). The wording of the report for each project should be such as to clearly indicate how these elements have been demonstrated.
12. Upon receiving an application for registration, an interview panel would be appointed to assess the application. The panel would conduct a desktop assessment to assess if the report is adequate. The assessment shall be carried out on the basis of the checklist as shown in Appendix A. Following the assessment, the applicant will be invited to a Professional Interview (PI).

Professional Interview

13. The professional interview (PI) is a review of the competencies that the applicant has claimed in his report. At the start of the PI the applicant would be invited to make an uninterrupted 10-minute presentation of one or more of his projects highlighted in his report.
14. During the remainder of the PI, the applicant would be expected to discuss with the panel on his involvement in achieving the various competence elements as presented in his report. The applicant is also expected to answer questions on other aspects relating to his application and professional practice such as the summary of post graduate experience. The interview is expected to be about 45 minutes.
15. Following the interview, the applicant may be asked to provide further information or clarification. The additional submissions if required are to be made within three months of the request after which the panel may proceed with the assessment with or without the additional submissions.
16. The applicant shall be informed in writing of the result of the interview. For an unsuccessful applicant, a minimum period of deferment of 12 months would be imposed before he could make another application.

Checklist for Professional Interview

	Competence Element/Performance Indicators
1.	<p>Define, investigate, and analyse complex problems (Problem Analysis - PRO)</p> <ul style="list-style-type: none"> · Identifies and defines the scope of the problem · Investigates and analyses relevant information using quantitative and qualitative techniques · Tests analysis for correctness of results · Conducts any necessary research and reaches substantiated conclusions
2.	<p>Design or develop solutions to complex problems (Design and Development of Solutions - DDS)</p> <ul style="list-style-type: none"> · Identifies needs, requirements, constraints and performance criteria · Develops concepts and recommendations that were tested against engineering principles · Consults with stakeholders · Evaluates options and selects solution that best matched needs, requirements and criteria · Plans and implements effective, efficient and practical systems or solutions
3.	<p>Evaluate the outcomes and impacts of complex activities (Evaluation - EVA)</p> <ul style="list-style-type: none"> · Identifies risks · Develops risk management policies, procedures and protocols to manage safety and hazards · Manages risks through 'elimination, minimisation and avoidance' techniques
4.	<p>Be responsible for making decisions on part or all of complex activities (Responsibility for Decisions - RFD)</p> <ul style="list-style-type: none"> · Takes accountability for his outputs and for those for whom he is responsible · Accepts responsibility for his engineering activities
5.	<p>Manage part or all of one or more complex activities (Manage Engineering Activities - MEA)</p> <ul style="list-style-type: none"> · Plans, schedules and organises projects to deliver specified outcomes · Applies appropriate quality assurance techniques · Manages resources, including personnel, finance and physical resources · Manages conflicting demands and expectations
6.	<p>Exercise sound judgment in the course of his complex activities (Judgment - JUD)</p> <ul style="list-style-type: none"> · Demonstrates the ability to identify alternative options · Demonstrates the ability to choose between options and justify decisions · Peers recognise his ability to exercise sound professional engineering judgement
7.	<p>Communicate clearly with others in the course of his activities (Communication - COM)</p> <ul style="list-style-type: none"> · Uses oral and written communication to meet the needs and expectations of his audience · Communicates using a range of media suitable to the audience and context · Treats people with respect · Develops empathy and uses active listening skills when communicating with others · Operates effectively as a team member

Characteristics of Complex Problem

	Attribute	Complex Problems
1.	Preamble	Engineering problems which cannot be resolved without in-depth engineering knowledge and having some or all of the following characteristics in items 2-9.
2.	Range of conflicting requirements	Involve wide-ranging or conflicting technical, engineering, and other issues
3.	Depth of analysis required	Have no obvious solution and require abstract thinking, originality in analysis to formulate suitable models
4.	Depth of knowledge required	Requires in-depth knowledge that allows a fundamentals-based first principles analytical approach
5.	Familiarity of issues	Involve infrequently encountered issues
6.	Level of problem	Are outside problems encompassed by standards and codes of practice for professional engineering
7.	Extent of stakeholder involvement and level of conflicting requirements	Involve diverse groups of stakeholders with widely varying needs
8.	Consequences	Have significant consequences in a range of contexts
9.	Interdependence	Are high-level problems possibly including many component parts or sub-problems

Characteristics of Complex Activities

	Attribute	Complex Activities
1.	Preamble	(<i>Engineering</i>) activities or projects that have some or all of the following characteristics in items 2-6.
2.	Range of resources	Involve the use of diverse resources (and for this purpose resources includes people, money, equipment, materials, information and technologies)
3.	Level of interactions	Require resolution of significant problems arising from interactions between wide-ranging or conflicting technical, engineering, or other issues
4.	Innovation	Involve creative use of knowledge of engineering principles in novel ways
5.	Consequences to society and the environment	Have significant consequences in a range of contexts
6.	Familiarity	Can extend beyond previous experiences by applying principles-based approaches

Notes: PEB acknowledged that in the Checklist for Professional Interview above, description of competence elements, complex problems and activities, are adapted from 'Graduate Attributes and Professional Competency Profiles for the Engineer, Engineering Technologist, and Engineering Technician' by Washington Accord etc. Performance indicators are adapted from 'Institution of Professional Engineers New Zealand (IPENZ) Competence Standard for Professional Engineers'.

Suggested Format for Report Writing

Project 1 : _____

Word Count : _____

Section 1 Introduction comprising a brief write up of project 1

Sections 2 -7 Using each Competence Element/Performance Indicators as heading, describe the problems and activities that you have addressed or been involved in to demonstrate your attainments under each heading.