

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

INSTRUCTIONS TO FILL IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

Please use this form when you are applying for *Assessment for Admission (AFA)* to become registered as a Professional Engineer with the Professional Engineers Registration Board of PNG (PERB) and also become a financial member of the Institution of Engineers PNG Inc. under the category of Student member, Graduate member, Technician member, Companion member, Member, Fellow or Honorary Fellow.

Assessment for Admission (AFA)

New engineering professionals who need to register with IEPNG will firstly undergo this assessment. Here, the person is applying to be registered and to become a member of IEPNG for the first time to one or more of the PERB competence based registers and/or IEPNG membership categories. This involves a knowledge assessment unless you hold the appropriate exemplar qualification where evidence is presented by way of work samples. If evidence is weak, the panel may require a face-to-face Interview/discussion with the applicant.

HOW TO APPLY

The portfolio of evidence from engineering professionals applying for Assessment For Admission (AFA) must be presented using the following five (5) forms:

- CA01** - Application Form for assessment for admission to a Professional Register of PERB and/or Membership to IEPNG.
- CA03** – Competence Self-Review Form - this is a key document as it gives Assessors evidence of your professional work experience demonstrating your competence or professional abilities in addressing the twelve (12) elements or standards of the CBA system. *(Applicable for Member & Fellow applicants only)*
- CA04** – Work History Summary Form - Write up of your employment history in summary and the key responsibilities carried out in the last three (3) years. You are also required to provide a 'detailed CV' to confirm your summary outline as indicated on the form.
- CA05** - CPD summary form for Continuous Professional Development (CPD) activities undertaken in the last three (3) years.
- CA06** – Referee Declaration and Evaluation form is to be completed by your selected referees and must be submitted directly to IEPNG. *(Applicable for Member & Fellow applicants only). This form is filled out after receiving the applicant's 2 work samples and the completed Form CA03 for evaluation and confirmation.*

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

You can either submit copies of your portfolio of evidence electronically (if it is larger than 2MB, please do not email it but send it on a memory stick or CD, but if you submit printed copies, you must send in 1 copy of the documents to the IEPNG national office at the address listed on the application form. If you require a Knowledge Assessment, you will need to provide an extra set of application documents (i.e., 2 in total).

3.1 COMPETENCE STANDARDS FOR INITIAL REGISTRATION

The assessment panel will assess your evidence against the following competence standards:

- The standard for registration as a Professional Engineer - used for assessing RegEng (*RegEng – Registered Professional Engineer*) and MIEPNG or FIEPNG or HonFIEPNG (*Member, Fellow & Honorary Fellow of the Institution of Engineers PNG*)

3.2 NON-IEPNG MEMBERS

New IEPNG members who have not previously been assessed for any recognized category of membership or professional registers must undertake the same assessment process using AFA.

3.3 NON PNG CITIZENS

Non PNG citizens who have not previously been assessed for any recognized category of membership or professional registers must undertake the same assessment process using AFA. If the applicant is a Member of a recognized professional body overseas that IEPNG recognizes or has a mutual agreement with, then the required amount of assessment may be reduced or in some instances, not required at all.

4. PREPARING FOR ASSESSMENT FOR ADMISSION ✓

We recommend the following steps:

- I. Familiarize yourself with the competence standard that you will be assessed against. The standard used is for Professional Engineer.
- II. Update your Work History Summary (Form CA04) and your detailed CV (if it includes the same information) in the last 3 years.
- III. Update your Continuing Professional Development Activities Summary (Form CA05) to include CPD activities undertaken in the last 3 years. Take the time to reflect on the key learning that you gained and how it impacted on your practice and contributed to demonstrating competence against the relevant competence elements.

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

- IV. Use the Competence Self Review Form (CA03) to document at least two (2) examples of evidence you believe demonstrates you meet the standard for each of the 12 elements. Refer to the Standards for Professional Engineer for details.

COMPLETING CA01 APPLICATION FORM

Use the AFA Competence Assessment for Admission (Form CA01) when you are applying for admission to Professional Engineer competence PERB register and for IEPNG membership as a Student member, Graduate member, Technician member, Companion member, Member, Fellow or Honorary Fellow of IEPNG.

Do not use this form if you are already registered Professional Engineer and wish to become a Registered Structural Engineer - you should use the Form CA02 as the assessment will be treated as a continued registration assessment.

FILLING THE CA01 APPLICATION FORM - FOR NEW ADDMISSION

PART 1 - APPLICANT DETAILS

Write the following information in the sections as indicated:

1. IEPNG membership number (if you know it)
2. Surname
3. Title (Mr, Mrs, Ms, Miss, Prof, Dr, etc)
4. Other name/s
5. Preferred name – the name you normally prefer to use
6. Date of birth in the format – date, month, year (dd/mm/yyyy)

PART 2 - SELECT WHAT YOU ARE APPLYING FOR

This section has two parts to fill in.

- 2.1 - Registration Section where you mark/tick the box to apply for *Professional Engineer, RegEng* with PERB.

You then specify the period of registration by stating the:

- Date when the registration commences – for expatriates, this will be the date of the work permit issued from
- Date when the registration will expire - for expatriates, this will be the date when the work permit will expire

- 2.2 - Membership Section is where you or the applicant mark/tick the appropriate box for the Membership Category you are applying for. Student member – currently studying engineering, Graduate member – holds a Degree in Engineering and have less than five years of engineering work experience, Technician member – holds a Certificate in Engineering and/or doing engineering related work, Companion member – holds other qualification and/or doing engineering related work, Member – holds a Degree

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

in Engineering and has more than five years of work experience, Fellow – holds a Degree in Engineering, have more than 15 years of work experience, in a position of responsibility and has good standing with the Institution, Honorary Fellow – has a good standing with the Institution and honored by the Council of IEPNG for valued services to engineering fraternity and the Institution. The date when membership starts and when the membership will expire. For Professional Engineer applicants the date of expiry will be the same period as the Professional registration period expiry.

If you are applying for Graduate membership with IEPNG, you must also join the Graduate Professional Development Program (GPDP) for four (4) years. Assessors will be assessing your professional work experience annually to assess your competence as outlined on the CBA standards.

If you have been a Graduate member and wish to apply for upgrade to the membership category of Member, you will be required to pay your processing fees and also undertake Competency Assessment to be Registered as a Professional Engineer.

To apply for Registered Structural Engineer use application form CA02 after being accepted as a Professional Registered Engineer.

PART 3 - CONTACT DETAILS

IEPNG needs a contact address when communicating with you. You can select either your home or business address as the address you would prefer IEPNG to use. Provide the following information:

a) The *Home address* information required is as follows:

- Postal Address, Street Address and post code
- Telephone number – land line or mobile
- Email address – IEPNG request you use a Gmail account
- Fax

b) The *Business address* information required is as follows:

- Name of the company
- The position you hold in the company
- Postal Address, Street Address and post code
- Telephone number – land line or mobile
- Email address – company email
- Fax

c) Select which address would you prefer your mail to go to? Select either your home or your business address

d) Select which address would you prefer to be shown on the Professional register for public viewing. Select either your home or your business address

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

The registers are publicly accessible and searchable so if you consent to your contact details being listed on a register, IEPNG will only use a business address for your contact details on the register. You may choose not to have your contact details listed on the registers.

PART 4 - QUALIFICATIONS

You are required to submit the following information:

- Qualifications attained – State if Degree, Diploma or Certificate
- Length of qualification – how many years/months of study
- Discipline of study – eg Civil, Mechanical, Electrical, Mining Engineering etc
- Country – the country where you acquired the qualification
- Year – the year when you graduated

You should provide certified copies of your academic qualifications and academic transcripts with your application. There is no strict required qualification in a competence-based assessment system but the knowledge benchmark is the relevant Accord exemplar qualification – that is the Washington Accord or recognized equivalent (four year) BE degree for professional engineers.

To meet the required category for membership or professional registration requirements you must demonstrate that you have acquired knowledge to a level equivalent to the exemplar qualification. For example, Professional Engineer applicants must demonstrate they can 'comprehend and apply' knowledge to the level equivalent of a Washington Accord degree. As Category classes are competence based, there is no prescribed qualification required – the exemplar qualification is 'good evidence'.

Most applicants with the relevant Accord qualification (or recognized equivalent) and their summary of on-going learning are able to demonstrate they meet the knowledge requirement without a specific knowledge assessment.

If you do not have qualifications recognized under these Accords, you should assume you will be required to undertake a knowledge assessment.

Certified copies are copies of your original academic qualifications or professional memberships that have been certified by third party as true copies of the original. The person certifying your copies could be one of the following:

- an IEPNG Registered professional Engineer (they must also state their membership number and Registration Number)
- Justice of the Peace
- IEPNG National Office appointed staff member

Whoever certifies the qualifications needs to print their name, signing the statement stating "I certify this to be a true copy".

If you are currently an IEPNG member, you do not need to submit certified copies of your qualifications unless requested to, as records of your qualifications should be held on file. However, if you have obtained further qualifications since your last

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

assessment, then include certified copies of these as outlined above.

Important note: you should always retain possession of your original documents.

PART 5 - PROFESSIONAL MEMBERSHIPS/REGISTRATIONS

Please list any professional memberships, competence-graded registrations or licenses that you currently hold or have previously held. The following information is to be provided:

- Institution/Organisation – the name of the Professional body/organization eg. Engineers Australia
- Class or Membership Category – eg Member, Associate
- Still current? – Yes/No
- Membership and/or Registration number
- Date joined – Date of admission

Certified copies of your membership/registration/license certificates must be provided with your application if not previously supplied to IEPNG

You may be eligible for 'credit' being given for any previous demonstrations of competence, resulting in your requiring less documentation for assessment.

OVERSEAS-BASED APPLICANTS

There is nothing in the IEPNG/PERB Rules or IEPNG/PERB Regulations that requires applicants to prove that they have resided or practiced in Papua New Guinea in the past as a condition of becoming a member of IEPNG or being registered with PERB. However, element 2 of the competence standard requires applicants for the current competence-based register (*Professional Engineer*) to demonstrate that they are able to comprehend and apply knowledge of good engineering practice that is specific to Papua New Guinea. This practice area will impact more significantly on those areas of engineering where there is high level of Papua New Guinea specific good practice (for example, as determined by the regulatory environment) than those areas where there is a high-level of international codes, standards and regulations.

If an applicant's practice area has limited Papua New Guinea-specific engineering knowledge (*such as for software engineering*) because engineering practice is based largely on international standards and codes, there will be minimal evidence required. If, however, the candidate's practice area demands a high level of Papua New Guinea-specific engineering knowledge (*such as seismic engineering*), evidence will be required to show that he/she is able to practice competently in the Papua New Guinea context, through activities such as:

- Performing engineering work for Papua New Guinea -based clients;
- Working in an international company which has Papua New Guinea offices, and he/she participates in Papua New Guinea-based activities;
- Working in an environment where design codes, standards etc are based on Papua New Guinea standards and codes or equivalent such as Australian & New

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

Zealand codes. In such a situation, the candidate would need to show how he/she is aware of and applies these in the context of the Papua New Guinea regulatory environment (e.g. application of the Papua New Guinea Building Code);

CPD includes development and/or training on Papua New Guinea-specific practice. This CPD would normally be evidence in addition to one or more of (a) through (c) above. Note that passive CPD (e.g., private reading) alone is unlikely to provide sufficient evidence to satisfy the requirements for this element.

PART 6 - INFORMATION FOR ASSESSMENT PURPOSES

6.1 PRACTICE AREA

Practice area means your area of practice, as determined by –

- the area within which you have engineering knowledge and skills; and
- the nature of your professional engineering activities.

Your practice area is likely to change over the course of your engineering life – as your knowledge and skills are developed and/or as the nature of your engineering activities changes (such as taking on engineering management responsibilities).

Assessment panels are required to assess whether your practice area description is a reasonable summary of your practice area (based on the evidence presented) and then they will assess your competence within that practice area.

You are required to describe your practice area through a small number of succinct statements of 15-25 words in total. Here are some tips for when drafting your practice area description:

describe both the nature of your engineering activities (using words like 'design', 'production', 'construction monitoring' or 'certification') and the area in which you have current knowledge and skills (using terms like 'electricity generation and reticulation', 'biomass fuels', 'roading networks', 'heavy road transport vehicles' or 'reinforced concrete structures') or your position description

If using generic terms in describing the nature of your engineering activities (such as 'project management', 'asset management' or 'contracts management') ensure that you include suitable qualifying terms to show the engineering aspects of the work. For example, 'project management the design of wideband telecommunications networks'.

Use 'bullet point' statements rather than full sentences.

Include supporting evidence (work samples, or descriptions of the work in either or both of your work history or your competence self-review form) for everything specified in your practice area description and

Exclude things from the practice area description that are not supported by evidence in your portfolio of evidence. If you are unable to provide supporting evidence for some

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

engineering activity included in your practice area description - remove it.

PRACTICE AREA DESCRIPTION - EXAMPLES

The following are examples of acceptable practice area descriptions and how they align with the most appropriate practice field(s) in completing Sections 6.1 and 6.2.

Some examples of poor practice area descriptions include:

I have specialized in management and have over 30 years experience as an engineer, currently leading multidisciplinary teams consisting of engineers, architects, IT specialist and planners located in Papua New Guinea, Australia, Singapore and Malaysia advising on the facilitation of key strategic infrastructure projects valued at up to PNGK 500 million.

Structural Design, Project management, Procurement, Contracts management.

The reason why these practice area descriptions are poor is that they do not identify the engineer's knowledge base and the nature of his/her engineering activities.

Description (i) - gives no indication of any engineering involvement in the projects - is it transportation, energy management, water supply or waste water management? Engineering management is acceptable but the practice area description needs to show how engineering is involved - the candidate has to provide clear evidence that he/she analyses and solves complex engineering management problems and manages complex engineering management activities in this practice area.

Description (ii) - lacks specific detail – is the engineer claiming to be competent across all aspects of structural engineering? Some details - such as reinforced concrete structures - dams, bridges and related structures' – are required to give a more accurate description of the practice area.

Description (iii) – like description (i) – lacks any indication of the engineering involvement. Additional information is required to show the engineer's engineering involvement – such as 'Project management of design and construction of industrial plant'.

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

6.2 PRACTICE FIELDS

Please select one but no more than two engineering practice field(s) within which you believe your practice area best fits. This information is only used for selecting suitable assessors and has no relevance to your assessment outcome. The common Practice fields are:

Aviation & Avionics	Chemical	Geotechnical	Mineral Processing
Aeronautical	Communications	Industrial	Oil & Gas
Aerospace	Electrical	Instrumentation	Petroleum
Agricultural	Electronics	Management	Power
Building Services	Environmental	Marine	Surveying
Biomedical	Fire	Mechanical	Transportation
Civil	Geology	Mining	Other

You are asked to select one or two practice field(s) with which your practice area most closely aligns. Your practice area may partly lie within two or more practice fields, but IEPNG asks that you select no more than two practice fields when completing the application form.

Many of the Practice Area fields are the disciplines adopted by the IEPNG, APEC Engineer Agreement, Engineers Australia and New Zealand and other professional Bodies.

6.3 WORK SAMPLES *(applicable to Member & Fellow applicants only)*

You are required to present work samples as evidence that you are '**still able to practice competently**' as a professional engineer. In the work samples you must demonstrate that you have as a person been able to:

1. **Use ENGINEERING KNOWLEDGE** on the project – give evidence of what was used
2. Applied **LOCAL KNOWLEDGE** –about Papua New Guinea in areas such as PNG Laws, standards, Codes, geography, cultures, languages etc?
3. **ANALYSE PROBLEMS** – Show what you did to define, investigate and analyse complex engineering problems that related to the project
4. **DESIGN OR DEVELOP SOLUTIONS** – Show what you did to design and develop solutions to complex engineering problems for the project
5. **MAKE DECISIONS** - What decisions you made relating to complex engineering activities for the project
6. Provide **MANAGEMENT** – Show areas where you were able to manage and provide leadership in managing complex engineering activities for the project
7. **Manage RISK** – Show areas where you were able to identify, assess and manage risks when involved in complex engineering activities on the project

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

8. **ETHICAL CONDUCT** – Show how you applied engineering ethics when conducting complex engineering activities according to the IEPNG/PERB code of conduct
9. **RECOGNISE FORESEEABLE EFFECTS** – Show that you were able to recognise the reasonably foreseeable social, cultural and environmental effects of **professional engineering activities** generally on the project
10. **COMMUNICATION** – Show that you were able to communicate clearly with other engineers and other people that you were working with on the project.
11. **MAINTAIN CURRENCY** – Show what activities/courses/conferences that you undertook in order to keep up to date with the changes in how engineering practice is evolving
12. **JUDGEMENT** – Show that you were able to exercise sound **professional** engineering judgement when involved in complex engineering activities on the project

You are requested to follow the following steps to prepare and submit work samples or evidence to Assessors:

Select two (2) work samples (projects/tasks) that you have worked on in your Practice field where you can demonstrate that you have been able to put into use the twelve (12) competency standards.

Structure your write-up in a logical sequence by firstly giving an overview of the project then for each of the twelve (12) standards; write a paragraph stating how you were involved and what you did. Use words such as 'I designed this' or 'I made the decision to 'etc.

When applying for Assessment for Admission (AFA), you are strongly encouraged to submit evidence in the form of work samples – especially the examples cited in your Competence Self Review form. For example you might use one sample to show your risk identification and management skills, while another could demonstrate your engineering analysis and problem solving skills.

You should clearly identify those parts of projects/activities you were personally responsible for to indicate your personal contribution. You are also encouraged to cross reference work samples in your other documents (especially your competence self-review form) to assist assessors in finding the critical evidence of your competence.

The work samples should make it easy for the assessment panel to verify competence. Choose your examples carefully. The choice of samples is also important as it can help demonstrate that your decision making demonstrates sound engineering judgment. You should outline at the start of each sample exactly how and why you have chosen each sample.

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

EXAMPLES OF TYPES OF WORK SAMPLES

Work samples could relate to an engineering problem requiring a physical solution – for instance your work may have involved the investigation and/or design and implementation of a structure, a product, a transmission system or other physical subject;

- an engineering problem requiring an abstract solution, such as software engineering, information technology, chemical or some other type of process;
- an engineering research project, provided that the work has taken you from investigation and design through to implementation;
- development of standards or policies which rely heavily on engineering inputs and judgments.

For more specific guidelines relating to different practice fields, please refer to the Practice Field Guidelines that can be downloaded from the internet.

IEPNG acknowledges that the below stated guidelines were developed by the Institution of Engineers New Zealand (ENZ) and ENZ have allowed IEPNG to get access to the guidelines. Currently guidelines have been written for:

Academics

<http://www.ipenz.org.nz/ipenz/join/documents/Guidance-Notes-for-Engineering-Academics-October-2007.pdf>

Transportation Engineering

<http://www.ipenz.org.nz/ipenz/forms/pdfs/IPENZ%20Transportation%20Assessment%20Guidelines%20-%20May%202007.pdf>

Structural Engineering

http://www.ipenz.org.nz/ipenz/forms/pdfs/Practice_Field_Guidelines-Structural_Final_version.pdf

Recognised Engineers

http://www.ipenz.org.nz/ipenz/Forms/pdfs/Guidelines_for_assessment_of_recognised_engineer.pdf

6.5 COMPETENCE ASSESSMENT – EVIDENCE CHECKLIST

You may send your portfolio of evidence in electronic or printed form. If your portfolio of evidence is over 2 MB in size, do NOT email it but send it by memory stick or CD. If you send your portfolio of evidence in printed form, you must send 1 copy. The documentation requirements are:

Application for Membership to IEPNG & Registration to PERB (Form CA01)	1 Copy required
Competence Self Review Form (Form CA03)	1 Copy required
Work History Summary (Form CA04) AND detailed CV covering engineering activities since your last assessment	1 Copy required
Continuing professional development activities (Form CA05) AND	1 Copy required

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

CPD certificates since your last assessment	
Referee Declaration and Evaluation Form (Form CA06)	1 copy required
Evidence Summary Matrix (Form CA16)	1 copy required
Certified copy of engineering academic qualifications or professional memberships gained since your last assessment	1 Copy required
Supporting work samples	1 Copy required

6.6 ASSESSMENT CENTRES

Assessments are normally carried out in Port Moresby in Papua New Guinea. However, if there are sufficient applicants from other regional centres where there are a number of locally based assessors available, then the assessments may be arranged in that centre with the agreement of all parties involved. The regional centres will be Lae for Momase region, Kokopo for Islands Region, Mt Hagen for Highlands region and Port Moresby for all the regions including Southern region.

PART 7 – REFEREES (*applicable to Member & Fellow applicants only*)

You must select and name two referees who are familiar with your engineering activities and can provide comment as to whether you are able to demonstrate competence in each element of the relevant standard. Referees must meet certain eligibility requirements – such as being independent. You must also contact and request the Referees to support you and if they do, send them the Referee Declaration and Evaluation Form (CA06 Form) to fill in.

IEPNG needs the referees contact details to communicate with them. Provide the following on the CA01 Application form for each of the two referees:

- Name in full beginning with Surname, the Other Names
- Postal & Street Address
- Telephone number – land line or mobile
- Fax number
- Email address – Private address is preferred

Referees must have been previously assessed at the level of competence assessment for which you are applying for, be a current registered professional Engineer and a Member of IEPNG or members of a recognized professional engineering body that also use a CBA type system of assessment. The requirements for referees are that they:

- I. have successfully undertaken a competence assessment to at least the same level of competence as you are applying for, are currently register and members of IEPNG or members of a recognized professional engineering body which has an ethical obligation on its members to maintain their professional competence
- II. are independent.

To meet requirement (i), referees should either have been assessed in the last 3 years, or be members of a recognized professional engineering body which has an ethical obligation on

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

its members to maintain their professional competence.

Referees must also be independent. 'Independent' is taken to mean that they should have no vested interest in the outcome of the assessment. While it may be alright for you to have one engineer from your immediate workplace as a referee, it is preferable that the other referee is from outside your immediate workplace – especially if you work for a small organization.

Ideally referees will have sufficient first-hand experience of your recent engineering activities to be able to evaluate your competence against what membership category (*Fellow/Member*) and *Professional Engineer* that you are applying. Generally speaking your referees are likely to be a current or former manager/supervisor, engineering colleague or client – so long as they are able to confidently assess your competence as an engineer and attest to your ethical behavior. Referees do not need to be in the same field of engineering as you.

If you are unsure if one or both of the engineers you wish to select as referees meet the eligibility criteria - they may not be sufficiently independent or they may not have demonstrated competence to the required level, you could use them as a third (or fourth) referee after identifying 2 referees who clearly comply with the eligibility criteria.

PART 8 - IEPNG COMMUNICATIONS AND PRIVACY REQUIREMENTS

Complete this section if you are applying for IEPNG membership and professional registration or if you are already a Graduate Member but wish to transfer/upgrade to Member category of membership (e.g. GIEPNG upgrade to MIEPNG, or TechIEPNG to MIEPNG etc). This section determines the level of IEPNG communications that you will receive in future.

You must indicate very clearly to IEPNG what type of information you want to receive and also indicate if you would like to participate in the Election of IEPNG Council and Board of the Professional Engineers Registration Board (PERB) by nominating and electing candidates Please make sure to provide a Gmail account as the internet firewall at your workplace will block information that IEPNG sends to you.

8.1 IEPNG COMMUNICATIONS

You are required to select what type of information to receive from the following options:

- **Financial information Only** - You will ONLY receive your annual invoice for payment and associated reminders such as Statements (i.e. you will NOT receive any other IEPNG publications).
- **IEPNG information** - You will receive financial information, regular IEPNG publications and occasional publications of interest such as Informatory Notes and Newsletters.
- **Marketing Information** – You will receive information promoting IEPNG events such as Short Courses and Seminars, Luncheons, Technical Meetings, Conferences, AGM, etc. From time to time there may also be promotional material from selected suppliers of goods and services.

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

- **Board Elections information** – You will receive Board Nomination form and also receive the Ballot Paper to cast your vote.

8.2 RETURN OF WORK SAMPLES

After the Assessors have finished assessing you, IEPNG will retain one copy of all the application documents on file. The Work samples that you submitted will be destroyed unless you request that they are returned to you. On the CA01 Application Form, tick 'yes' to have a copy of any work samples returned to you else tick 'No' for the samples to be destroyed.

8.3 PUBLICATION OF PERSONAL DETAILS

The PERB and IEPNG reserve the right to publish your name and other relevant information relating to the registration and membership on the following:

- PNG Government gazette – This is a IEPNG Constitutional requirement
- IEPNG website
- Appropriate daily newspapers

9. DECLARATIONS

You must fill in all of these sections from 9.1 – 9.4. If you leave a section blank, processing your Application will be delayed until all sections are completed.

9.1 Convictions

You are required to state here if you have had any convictions for offences punishable by imprisonment for a term of six (6) or more months and provide details of such convictions. Failure to declare such convictions may result in the de-registration of your registration and removal from the membership roll.

9.2 Declarations and Authorizations for Membership/Registration

Please complete the appropriate declarations by ticking the relevant boxes on the CA01 Application form stating that:

- You are applying for IEPNG membership and that you agree to be bound by the Rules and Regulations of IEPNG including the Code of Ethics, which may be amended from time to time.
- You are applying for registration as a Professional Engineer and agree to be bound by the Professional Engineers Registration Act (PERA) as amended from time to time

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

time and the current Professional Engineers Rules, including the code of ethical conduct, which may be amended from time to time. You also agree that you will inform the Professional Engineers Registration Board (PERB) of any matters that may affect your fitness for registration.

- For the purposes of assessment you will authorize IEPNG Head Office staff and IEPNG-appointed assessors to contact your nominated referees. You will also agree that IEPNG can use reports from any of your previous competence assessments in evaluating this application.

9.3 For Expatriate Applicants ONLY.

This section of the CA01 Application form is strictly for Expatriates ONLY to fill in. The expatriate applicant firstly needs to provide details of his/her Overseas Registration as follows:

- Date and jurisdiction of registration
- Registration Number
- Any conditions if any has been placed on the registration

Secondly, the applicant shall certify to abide and uphold some conditions and agree to:

- Be bound by the current Professional Engineers Registration Act (Amended 2007), including the Code of Ethics and any amendments as made from time to time.
- That he/she will inform the Professional Engineers Registration Board (PERB) of any matter that may affect his/her fitness for registration.
- Undertake a current competence assessment at intervals not exceeding three (3) years to remain on the register.

9.4 Certification and Consent

It is mandatory that the information you provided on the CA01 form is true and correct conforming to your technical skills, knowledge and abilities by signing and entering the date when it was completed. Type written names or initials will not be accepted.

10. PAYMENT DETAILS

The Application Form must be accompanied by the prescribed processing fee applicable to the applicant as per the fee schedule. The total amount of payment enclosed or sent shall include the method of payment and the cheque or direct transfer details to the IEPNG Office for processing of your application for membership and registration.

GUIDELINE - FILLING IN CA01 FORM – APPLICATION FOR MEMBERSHIP AND REGISTRATION

Where to send the completed CA01 Application Form and other forms

Send the completed application and other associated forms to the **Institution of Engineers PNG Inc** at one of the addresses below:

Courier Address:	IEPNG Head Office, IEPNG HAUS, Unit 2 & 3 Spring Garden Road Gordons, NCD Papua New Guinea	Postal Address:	IEPNG Head Office PO Box 881 Waigani, NCD Papua New Guinea
Email:	memberservices@iepng.org	Website:	www.iepng.org.pg
Phone:	+675 325 8763/325 8765	Fax:	+675 325 8718
