

THE INSTITUTION OF ENGINEERS PAPUA NEW GUINEA INC.

Post Office Box 881 WAIGANI NCD 131, Papua New Guinea

Phone: (675) 325 8763 or 3258765 Facsimile: (675) 3258718 Email: MemberServices@iepng.org.pg



APPLICATION FOR CONTINUED REGISTRATION ASSESSMENT

1. Non refundable application fee must accompany this application
2. Attach recent passport size photo of applicant

1. APPLICANT DETAILS		IEPNG Membership Number (if known)	
Surname _____		Title _____	
Other Names _____			
Preferred Name _____	Date of birth – (dd/mm/yy) _____	Gender M ☐ F ☐	

2. PLEASE SELECT WHAT YOU ARE APPLYING FOR

Tick the applicable box.

REGISTRATION – APPLICATION FOR CONTINUED REGISTRATION BY THE PROFESSIONAL ENGINEERS REGISTRATION BOARD OF PNG		
Professional Engineer (PE) (RegEng) ☐	Date when registration commences (dd/mm/yy)	Date when registration expires (dd/mm/yy)
Registered Structural Engineer ☐	Date when registration commences (dd/mm/yy)	Date when registration expires (dd/mm/yy)
IEPNG MEMBERSHIP – APPLICATION TO BE A MEMBER OR FELLOW OF THE INSTITUTION OF ENGINEERS PNG INC		
Professional Membership Fellow (FIEPNG) ☐	Same as registration date	Same as registration date

Member (MIEPNG) ☐		
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3. CONTACT DETAILS

Home Address				Business Address			
Address:				Company:			
				Position:			
				Address:			
		Post code				Post code	
Telephone				Telephone			
Email – Gmail account		Fax		Email		Fax	
Address you would prefer your mail to go to				Home ☐		Business ☐	
Address to be shown on any register(s) if authorized				Home ☐		Business ☐	

4. QUALIFICATIONS

Certified copies of your academic qualifications (degree etc) and the academic transcript must be provided with your application if not previously supplied to IEPNG.

Qualification (State Degree/Diploma or Certificate)	Length of qualification (Years of study)	Discipline (Engineering Branch) (eg Civil, Mechanical etc)	Education Provider (eg. PNG University of Technology)	Country (Country where qualification acquired)	Year (Year of Graduation)

5. PROFESSIONAL MEMBERSHIPS/ REGISTRATION

Please list any professional memberships, competence-graded registrations or licenses that you currently hold or have previously held.

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

Institution/ Organization (eg Engineers Australia)	Class or Membership category	Still current? Yes/No	Membership and/ or Registration Number	Year joined (Date of admission)

6. INFORMATION FOR ASSESSMENT PURPOSES

6.1 PRACTICE AREA

All applicants are assessed for competence in their personal practice area. Refer to document *Instructions to fill in Ca01 application* for more information.

Use 15 to 25 words to describe your practice area - describing 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'). Use 'bullet point' type statements rather than full sentences. Include supporting evidence for everything specified in your practice area description and exclude things from the practice area description that are not supported by evidence. [NB – those seeking registration as a Registered Structural Engineer under the Building Act 1977 should include 'Designer of Seismic Capable Structures in accordance with the detail requirements of the PNG Codes of Practice (or internationally equivalent) in their practice area description.]

Please copy this information into your Referee Declaration and Evaluation (Form CA06).

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6.2 PRACTICE FIELD(s)

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.

Refer to *Instructions to fill in CA02 application* for information.

- | | | | |
|--|--|--|---|
| ☐ Civil | ☐ Mechanical | ☐ Electrical | ☐ Mining |
| ☐ Communications | ☐ Environmental | ☐ Management | ☐ Transportation |
| ☐ Building services | ☐ Fire | ☐ Surveying | ☐ Oil & Gas |
| ☐ Chemical | ☐ Geotechnical | ☐ Aviation & Avionics | ☐ Marketing |
| ☐ Marine | ☐ Industrial | ☐ Petroleum | |

6.3 WORK SAMPLES

You are required to present work samples as evidence that you are **‘still able to practice competently’** as an engineer.

Refer to *Instructions to fill in CA02 application* for information.

Summarise below is what your work samples show:

- The technological, regulatory and ‘good practice’ changes that have occurred in your practice area and
- The actions you have taken to keep abreast with the changes in your practice area?
- The factors that contribute to the complexity of your engineering work?
- You are still able to practice competently as an engineer.

6.4 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. Refer to the Competence Assessment Registration Guide (CARG) for details of the documentation requirements:

Check that you have completed all the required documentation and tasks below	Number copies required if printed	Please Tick
Application for Continued Registration Assessment to PERB (Form CA02)	1 Copy required	☐
Competence Self Review Form (Form CA03)	1 Copy required	☐
Work History Summary (Form CA04) OR CV covering engineering activities since your last assessment	1 Copy required	☐
Continuing professional development activities (Form CA05) OR CPD records since your last assessment	1 Copy required	☐
Referee Declaration and Evaluation Form (Form CA06)	1 copy required	☐
Evidence Summary Matrix (Form CA16)	1 copy required	☐
Certified copy of any academic qualifications or professional memberships gained since your last assessment	1 Copy required	☐
Supporting work samples	1 Copy required	☐

6.5 ASSESSMENT CENTRE

If you are required to attend an interactive assessment please indicate your preferred location. Individual arrangements will be made by Assessment panel on date and time to talk to you .

☐	Port Moresby	☐	Lae	☐	Mt Hagen	☐	Kokopo
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7. REFEREES

Name two referees who are familiar with your engineering activities and can provide comment as to whether you demonstrate competence in each element of the relevant standard. Referees must meet certain eligibility requirements – such as being independent. Referees must have been previously assessed at the level of competence assessment for which you are applying for.

Refer to for information.

Tick the box to confirm:

- I confirm both referees meet the eligibility requirements ☐
- I have supplied both referees with a Referee Declaration and Evaluation (Form CA06) and my completed Competence Self Review (Form CA03) and asked them to submit Form CA06 to IEPNG Head Office. ☐
- I have filled in my application deadline date and my practice area on Form CA06 ☐

Referee Name	Referee Name
Address _____	Address _____
_____	_____
Contact telephone _____	Contact telephone _____
Fax _____	Fax _____
Email address _____	Email address _____

8. IEPNG COMMUNICATIONS AND PRIVACY REQUIREMENTS

Refer to *Instructions to fill CA02 application* document

8.1 IEPNG COMMUNICATIONS

Please select the level of communication you wish to receive. (Tick one from the option below)

Financial information Only- I only wish to receive my annual invoice for payment and associated reminders such as Statements (i.e. I do not wish to receive any other IEPNG publications).	☐
IEPNG information - I wish to receive financial information, regular IEPNG publications and occasional publications of interest such as Informatory Notes and Branch Newsletters.	☐
Marketing Information - I wish to receive all items listed above, as well as 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.	☐
Board Elections information - I wish to receive Board Nomination form and also to receive the Ballot paper to cast my vote Please Note: In the case of mail outs promoting goods and services provided by other organisations, confidentiality is maintained at all times through the use of third party mailing houses.	☐

8.2 Return of work samples

IEPNG will retain one copy of application documents on file.

Work samples will be destroyed unless you request that they are returned to you. Tick 'yes' to have a copy of any work samples returned to you else tick 'No' for the samples to be destroyed.	Yes	No
	☐	☐

8.3 Publication of Personal Details

IEPNG publishes the names of all registrants on the appropriate web-based register. The names and other information is also published on the PNG Government National Gazette for Professional Engineers and on the newspapers when required.

9. DECLARATIONS

Refer to *Instructions to fill CA02 application* document

9.1 Convictions

Do you have any convictions for offences punishable by imprisonment for a term of 6 months or more? Please provide details of any such convictions below: Yes ☐ No ☐

9.2 Declarations and Authorizations for Membership/Registration

Please complete the appropriate declarations by ticking the relevant boxes below.

I am applying for IEPNG membership. I agree to be bound by the Rules and Regulations of IEPNG including the Code of Ethics, which may be amended from time to time.	☐
I am applying for registration as a Professional Engineer. I agree to be bound by the Professional Engineers Registration Act (PERA) as amended from time to time and the current Professional Engineers Rules, including the code of ethical conduct, which may be amended from time to time. I also agree that I will inform the Professional Engineers Registration Board (PERB) of any matters that may affect my fitness for registration.	☐
For the purposes of assessment I authorize IEPNG Head Office staff and IEPNG-appointed assessors to contact my referees. I also agree that IEPNG can use reports from any of my previous competence assessments in evaluating this application.	☐

9.3 For Expatriate Applicants ONLY.

Details of your Overseas Registration			
Date and Jurisdiction of Registration		Registration Number	

Conditions on registration (if any)

FOR EXPATRIATE APPLICANTS ONLY.

I certify that:

1. I seek registration in Papua New Guinea as a Professional Engineer in accordance with the Professional Engineers Registration Act (Amended 2007) in relation to the occupations of the IEPNG membership and registration class/category.
2. I am currently registered / not registered with another professional body and my registration is neither cancelled nor suspended. (*cross out one*)
3. I am not the subject of:
 - a. Any preliminary investigations or action that might lead to disciplinary proceedings, or
 - b. Any disciplinary proceedings, or
 - c. Any special conditions in practicing as a Professional Engineer as a result of criminal, civil or disciplinary proceedings.
4. I have declared all convictions that could be punished by imprisonment for a term of 6 months or more.
5. I understand the codes of ethics, legislation and regulations applicable to Papua New Guinea within my practice area.

I agree to be bound by the current Professional Engineers Registration Act (Amended 2007), including the Code of Ethical Conduct and any amendments as made from time to time. I also agree that I will inform the Professional Engineers Registration Board (PERB) of any matter that may affect my fitness for registration. I am aware that I will need to undertake a current competence assessment at intervals not exceeding three (3) years to remain on the register.

9.4 Certification and Consent

I certify that all information on this form and in my portfolio of evidence is true and accurate. I also consent to my name being published on the IEPNG website for a period not exceeding 21 days along with an invitation to the public to provide evidence about whether I meet the competence standard for registration.

Signature:

Date

Send your completed application 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: assessment@iepng.org.pg

Website: www.iepng.org.pg

Phone: +675 325 8763/325 8765

Fax: +675 325 8718



PAYMENT DETAILS

(ONLY SEND ONE COPY OF THIS PAGE)

Institution of Engineers PNG Inc.

Name of Applicant _____

For office use only.

Membership Number: _____

FEE SCHEDULE - ALL FEES ALREADY INCLUDE 10% GST. IEPNG GST NUMBER IS : 5453

NOTE : Companies that are exempted from GST – to exclude the GST component from the fees in the schedule.

CLASS/CATEGORY	APPLICATION FEE (Only applicable for new assessments for admission)	ANNUAL FEE		
		Institution Membership	Registration (PERB)	Total fees Membership & PERB
	Citizen applicants	Citizen members	Citizen members	Citizen members
Student	K 12.10	K 9.90 (C)	N/A	K 9.90
Graduate	K 121.00	K 244.65(C)(E)	N/A	K244.65
Technician	K 121.00	K 244.65(C) (E)	N/A	K244.65
Member	K 242.00	K 244.65(E)	K324.05	K568.70 (B)
Fellow	K 242.00	K 244.65(E)	K324.05	K568.70 (B)
Companion	K 121.00	K 244.65 (C) (E)	N/A	K244.65
	Non-citizen applicants	Non-citizen members	Non-citizen members	Non-citizen members
Technician	K 1,210.00	K 170.95 (C)	N/A	K 170.95
Member	K 1,210.00 (A)	K 170.95	K 324.05	K 495.00 (B)
Fellow	K 1,210.00 (A)	K 170.95	K 324.05	K 495.00 (B)
Companion	K 1,210.00	K 170.95 (C)	N/A	K 170.95
Late Application	K 5,500.00 (D)			

Structural Registration applicants				
	Application		Annual fees	Total IEPNG & PERB
Non-citizens	K 1,210.00		K 353.10	K 353.10
Late Application non-citizens	K 5,500.00 (D)			
Citizens	K 242.00		K 353.10	K 353.10
Graduate Professional Development Program (GPDP) Levy				
One Graduate			K 330.00	
Rebates- second graduate with same firm up to fifth			- K 33.00	
Rebates- sixth graduate & subsequent with same firm add			K 165.00	

FEE SCHEDULE - ALL FEES ALREADY INCLUDE 10% GST. IEPNG GST NUMBER IS : 5453

CLASS/CATEGORY	Total fees Membership & PERB	Explanatory Notes
	Citizen members	
Student	K 9.90	C - Student only pays membership fee to IEPNG and is not registered with PERB
Graduate	K 244.65	C- Graduate only pays membership fee to IEPNG and is not registered with PERB E- For PNG citizens this fees includes Membership of the South Pacific Engineers Association (SPEA)
Technician	K 244.65	C- Technician member only pays membership fee to IEPNG and is not registered with PERB currently. Registration to PERB will be required in the near future. E- For PNG citizens this fees includes Membership of the South Pacific Engineers Association (SPEA)
Member	K 568.70	B- Member pays membership fee to IEPNG and registration fees to PERB E- For PNG citizens this fees includes Membership of the South Pacific Engineers Association (SPEA)

Fellow	K 568.70	B- Fellow member pays membership fee to IEPNG and registration fees to PERB E- For PNG citizens this fees includes Membership of the South Pacific Engineers Association (SPEA)
Companion	K 244.65	C- Companion member only pays membership fee to IEPNG and is not registered with PERB E- For PNG citizens this fees includes Membership of the South Pacific Engineers Association (SPEA)
Structural Engineer	K 353.10	Applicant must be a registered Member or Fellow member and must have practiced engineering for more than 10 years.
	Non-citizen members	
Technician	K 170.95	C- Technician member only pays membership fee to IEPNG and is not registered with PERB currently. Registration to PERB will be required in the near future.
Member	K 495.00	B- Member pays membership fee to IEPNG and registration fees to PERB
Fellow	K 495.00	B- Fellow member pays membership fee to IEPNG and registration fees to PERB
Companion	K 170.95	C- Companion member only pays membership fee to IEPNG and is not registered with PERB
Structural Engineer	K 353.10	Applicant must be a registered Member or Fellow member and must have practiced engineering for more than 10 years.

NOTES : FEES PAYMENT FOR ASSESSMENT FOR ADMISSION/REGISTRATION

- A. For an Applicant who is already a Technician, Graduate or Professional Member (equivalent to the Grade being applied for) of an overseas institution recognized by the IEPNG (eg Engineers Australia), the Application Fee shall be the same as for Engineers qualified in Papua New Guinea. In this case, any excess Application Fee received will be offset against the Registration Fees for the duration of the registration period.
- B. The Professional Engineers Registration Board (PERB) uses the Institution of Engineers PNG Inc (IEPNG) Board's assessment procedures to approve Membership to IEPNG and Registration to PERB. The Registration and Membership requirements are identical and there is no provision for an Engineer to be registered without becoming a Member of the Institution. Any person involved in any related engineering work in PNG MUST be registered with PERB and MUST be a Member of IEPNG. It follows that all Registration Fees are inclusive of Membership Fees and vice versa.
- C. The classifications/categories of Members paying Membership Fees ONLY and no Registration fees are as follows: Student Members, Graduate Members, Technician Members, Companion Members or any Member, or Fellow who is residing overseas and not involved in any Engineering work related to projects etc in Papua New Guinea.

- D.** This fee applies to those non-citizens who are only applying for registration now, although they have been in the Country for more than 3months and have been working in engineering related activities during their stay in Papua New Guinea.
- E.** This fee applies to PNG nationals or citizens who are automatically Members of South Pacific Engineers Association (SPEA).

10. METHOD OF PAYMENT

10.1 TOTAL COMPETENCE ASSESSMENT FEE (WRITE IN PGK AMOUNT)

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Please send a
receipt

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Cheque Details – Attach your cheque to this page (cheque made payable to IEPNG or Institution of Engineers PNG Inc in full)