



Philippine Section

APPLICATION GUIDELINES FOR ASEAN ENGINEERING REGISTRY

ver4 series of 2018

Philippine Technological Council

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APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

1. QUALIFICATION REQUIREMENTS

- a. You have attended and completed an accredited or recognized engineering program by the appropriate authority in the country
- b. You have Been assessed as eligible for independent practice.
 - b.1. The assessment maybe undertaken by the monitoring Committee, by a competent Professional Association and/or by an authority with responsibility for registration or licensing of professional engineers.
- c. You have Gained a minimum of seven (7) years of professional experience after registration, and:
 - c.1. The works in question should be clearly relevant to the fields of engineering in which the applicant claims experience.
 - c.2. Should have participated in a range of roles and activities appropriate to these fields of engineering
- d. Spent at least two (2) years in responsible charge of significant “engineering” work
 - d.1. The work should have required the exercise of independent engineering judgement, the project concerned should have been substantial in duration, cost and complexity and the applicant should be personally accountable for the success or failure of the project.
 - d.2. In general, an applicant may be taken to have been in responsible charge of significant engineering work if they have:
 - a. Planned, designed coordinated and executed a small project; or
 - b. Undertaken part of a larger project based on understanding of the whole project; or
 - c. Undertaken novel, complex, and/or multi-disciplinary work.
- e. You must maintain continuing professional development (CPD) at a satisfactory level. CPD to be submitted must be the latest, last 3 years.
- f. Bound by the established Code of Professional Conduct or Ethics.
- g. Held individually accountable for your actions as a professional engineer.

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

2. CERTIFIER

Must be Certified by HR or Immediate Supervisor or any authorize Individual of the Company where the applicant is/was connected.

3. ATTESTER ROLE

Each significant “engineering” work you listed in Form 3 and/or Form 4 must be attested/verified by an engineer in the same discipline and if possible with equivalent experience and standing. Your attester/s must have known you for at least one year and willing to endorse and affix his/her signature on your application. Your attester/s is responsible for providing support and guidance throughout the application and interview process. They should check your application for accuracy and completeness, ensuring that the information provided is true, you are of sound character and that you are applying for the appropriate level of register. They should be confident that you are able to demonstrate the competence criteria called for and be able to advise and assist you in understanding and addressing any shortfall. A direct family member cannot attest your application.

4. SUPPORTING DOCUMENTS

Submit Supporting Documents as applicable such as, but not limited to: Design Works, Plans, Specifications, Pictures of Project, before/After, Certificates of Completion, Commendation, Appointment papers, Organization Chart, etc.

5. CURRICULUM VITAE (employment details) Annex I

Write a short summary of your work Experience and attached half body Photo. Your curriculum vitae should be in chronological order providing full details of your work experience. This should include details of the companies you have worked for, the positions you have held, and level of responsibility. (Start from Latest).

6. ORGANIZATIONAL CHART

Submit an organization chart which clearly indicates your position in your company. If you are self-employed and do not have organization chart, provide a brief note outlining your level of responsibility and leadership in projects undertaken.

7. TWO (2) YEARS SIGNIFICANT ENGINEERING WORK OF RESPONSIBLE CHARGES (ANNEX II)

In no less than 2000 words, write your two years significant engineering work of responsible charge in English and narrative form, clearly stating your role and responsibilities. Use the first person – I, Me, My, to show your personal contribution and should emphasize your:

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

- a. Personal engineering and/or management contribution and responsibility.
- b. Problem faced, before or during and/or after the project activity/ duration.
- c. Solution/s formulated/found and implemented.
- d. Description of engineering judgement you made
- e. Impact generated by the above solutions and judgement.

- Note: 1. The 2000 words excludes career episodes introduction and listings.
2. Include a title page which states your word count.
3. Summarize the key features of each projects, client, scope, dates, etc.

Your two (2) years significant engineering work of responsible charge will consist of one or more significant engineering work (career episode report) on projects and accomplishments that you regard as highlighting your professional experience on the area of your competency. This project/s is/are within the seven (7) years professional experience you listed in Form 3. **Always begin your narration with the project background/introduction and project name so that reviewer will have an idea about the project.**

8. CONTINUING PROFESSIONAL DEVELOPMENT

Using the Guidelines established by the Philippine Technological Council (PTC), applicant for ASEAN Engineer are required to undertake at least 150 weighted hours of CPD activities during any 3-year period and must be certified by each professional organization and /or PTC. ***See Annex III – CPD Guidelines***.

9. ASEAN/APEC SEMINAR-WORKSHOP

PTC or professional organization are here to help you through the application process and offer the following services:

- a. Applicant briefing session/workshops/seminars. **Applicant must attend ASEAN/APEC SEMINAR – WORKSHOP before they apply for Advanced Level Engineer**
- b. Supporting documentations including sample reports, information on the application process, and interview guidelines.

10. FEES

- a. Application fees must be course through the applicant National Organization.
- b. The National Organization will pay PTC the amount corresponding to the number of applicants endorsed to PTC.
- c. All Payment must be deposited to PTC Bank Account. PTC does not accept direct payment from applicant.

11. RENEWAL OF REGISTRATION

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

You must renew your registration every 3 years and submit the following:

- a. 150 weighted hours of CPD
- b. Certified independent practice during the last 3 years – **Form 3**
- c. Any changes in your status
- d. Organization Chart
- e. Two ID size pictures, white background, (High Resolution, 48mmx33mm)
- f. Payment of applicable fee

GUIDELINES FOR ASSOCIATE ASEAN ENGINEERS

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

1. QUALIFICATION REQUIREMENTS

- a. You have attended and completed an accredited or recognized engineering program by the appropriate authority in the country
- b. You have Been assessed as eligible for independent practice.
 - b.1. The assessment maybe undertaken by the monitoring Committee, by a competent Professional Association and/or by an authority with responsibility for registration or licensing of professional engineers.
- c. You have Gained a minimum of seven (7) years of professional experience after registration, and: (OPTIONAL FOR AAE APPLICANT)
 - c.1. The works in question should be clearly relevant to the fields of engineering in which the applicant claims experience.
 - c.2. Should have participated in a range of roles and activities appropriate to these fields of engineering
- d. Spent at least two (2) years in responsible charge of significant “engineering” work (OPTIONAL FOR AAE APPLICANT)
 - d.1. The work should have required the exercise of independent engineering judgement, the project concerned should have been substantial in duration, cost and complexity and the applicant should be personally accountable for the success or failure of the project.
 - d.2. In general, an applicant may be taken to have been in responsible charge of significant engineering work if they have:
 - a. Planned, designed coordinated and executed a small project; or
 - b. Undertaken part of a larger project based on understanding of the whole project; or
 - c. Undertaken novel, complex, and/or multi-disciplinary work.
- e. You must maintain continuing professional development (CPD) at a satisfactory level. CPD to be submitted must be the latest, last 3 years.
- f. Bound by the established Code of Professional Conduct or Ethics.
- g. Held individually accountable for your actions as a professional engineer.

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

2. CERTIFIER

Must be Certified by HR or Immediate Supervisor or any authorize Individual of the Company where the applicant is/was connected.

3. ATTESTER ROLE (OPTIONAL FOR AAE APPLICANT WITH LESS THAN 1 YEAR EXPERIENCE)

Each significant “engineering” work you listed in Form 3 and/or Form 4 must be attested/verified by an engineer in the same discipline and if possible with equivalent experience and standing. Your attester/s must have known you for at least one year and willing to endorse and affix his/her signature on your application. Your attester/s is responsible for providing support and guidance throughout the application and interview process. They should check your application for accuracy and completeness, ensuring that the information provided is true, you are of sound character and that you are applying for the appropriate level of register. They should be confident that you are able to demonstrate the competence criteria called for and be able to advise and assist you in understanding and addressing any shortfall. A direct family member cannot attest your application.

4. SUPPORTING DOCUMENTS

Submit Supporting Documents as applicable such as, but not limited to: Design Works, Plans, Specifications, Pictures of Project, before/After, Certificates of Completion, Commendation, Appointment papers, Organization Chart, etc.

5. CURRICULUM VITAE (employment details) Annex I

Write a short summary of your work Experience and attached half body Photo. Your curriculum vitae should be in chronological order providing full details of your work experience. This should include details of the companies you have worked for, the positions you have held, and level of responsibility. (Start from Latest).

6. ORGANIZATIONAL CHART

Submit an organization chart which clearly indicates your position in your company. If you are self-employed and do not have organization chart, provide a brief note outlining your level of responsibility and leadership in projects undertaken.

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

7. TWO (2) YEARS SIGNIFICANT ENGINEERING WORK OF RESPONSIBLE CHARGES (OPTIONAL FOR AAE APPLICANT) ANNEX II

In no less than 2000 words, write your two years significant engineering work of responsible charge in English and narrative form, clearly stating your role and responsibilities. Use the first person – I, Me, My, to show your personal contribution and should emphasize your:

- a. Personal engineering and/or management contribution and responsibility.
- b. Problem faced, before or during and/or after the project activity/ duration.
- c. Solution/s formulated/found and implemented.
- d. Description of engineering judgement you made
- e. Impact generated by the above solutions and judgement.

Note: 1. The 2000 words excludes career episodes introduction and listings.

2. Include a title page which states your word count.

3. Summarize the key features of each projects, client, scope, dates, etc.

Your two (2) years significant engineering work of responsible charge will consist of one or more significant engineering work (career episode report) on projects and accomplishments that you regard as highlighting your professional experience on the area of your competency. This project/s is/are within the seven (7) years professional experience you listed in Form 3. **Always begin your narration with the project background/introduction so that reviewer will have an idea about the project.**

8. CONTINUING PROFESSIONAL DEVELOPMENT

Using the Guidelines established by the Philippine Technological Council (PTC), applicant for ASEAN Engineer are required to undertake at least 150 weighted hours of CPD activities during any 3-year period and must be certified by each professional organization and /or PTC. *See Annex III – CPD Guidelines).*

(FOR AAE APPLICANT WITH 3 YEARS OR MORE EXPERIENCE, BUT LESS THAN 7 YEARS EXPERIENCE.)

9. DEVELOPMENT ACTION PLAN

In no less than 1000 words, provide a statement on how you intend to continue with your personal and professional development. You should show your commitment to keep yourself up to date with developments and with maintaining skills and expertise. You should identify your short (1-3 years), medium (3-7 years) and long term (7-10 +years) goals and indicate how you propose to meet them.

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

10. ASEAN/APEC SEMINAR-WORKSHOP

PTC or professional organization are here to help you through the application process and offer the following services:

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- d. Organization Chart
- e. Two ID size pictures, white background (High Resolution, 48mmx33mm)
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GUIDELINES FOR ASEAN TECHNICIAN / TECHNOLOGIST

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

1. QUALIFICATION REQUIREMENTS

- a. You have attended and completed an accredited or recognized Engineering Technologies program/Technician program by the appropriate authority in the country.
- b. You have Been assessed as eligible for independent practice.
 - b.1. The assessment maybe undertaken by the monitoring Committee, by a competent Professional Association and/or by an authority with responsibility for registration or licensing of professional **engineering technologies and technicians**.
- c. You have Gained a minimum of seven (7) years of professional experience at the practice level, and;
 - c.1. The works in question should be clearly relevant to the fields of engineering in which the applicant claims experience.
 - c.2. Should have participated in a range of roles and activities appropriate to these fields of engineering
- d. Spent at least two (2) years in responsible charge of significant “engineering” work
 - d.1. The work should have required the exercise of independent engineering judgement, the project concerned should have been substantial in duration, cost and complexity and the applicant should be personally accountable for the success or failure of the project.
 - d.2. In general, an applicant may be taken to have been in responsible charge of significant engineering work if they have:
 - a. Planned, designed coordinated and executed a small project; or
 - b. Undertaken part of a larger project based on understanding of the whole project; or
 - c. Undertaken novel, complex, and/or multi-disciplinary work.
- e. You must maintain continuing professional development (CPD) at a satisfactory level. CPD to be submitted must be the latest, last 3 years.
- f. Bound by the established Code of Professional Conduct or Ethics.
- g. Held individually accountable for your actions as a professional engineering Technologies or Technician.

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

2. CERTIFIER

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3. ATTESTER ROLE

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7. Two (2) years Significant Engineering Work of Responsible Charge – Annex II

In no less than 1000 words, write your two years significant engineering work of responsible charge in English and narrative form, clearly stating your role and responsibilities. Use the first person – I, Me, My, to show your personal contribution and should emphasize your:

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8. CONTINUING PROFESSIONAL DEVELOPMENT – Annex III

Using the Guidelines established by the Philippine Technological Council (PTC), applicant for ASEAN Engineer are required to undertake at least 150 weighted hours of CPD activities during any 3-year period and must be certified by each professional organization and /or PTC. *See Annex III – CPD Guidelines).*

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11. RENEWAL OF REGISTRATION

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

You have to renew your registration every 3 years and submit the following:

- a. 90 for ASEAN Technologist weighted hours of CPD
- b. 60 for ASEAN Technicians weighted hours of CPD
- c. Certified independent practice during the last 3 years – Form 3
- d. Any changes in your status
- e. Organization Chart
- f. Two ID size pictures, white background (High Resolution, 48mm x 33mm)
- g. Payment of applicable fee

13. INSTRUCTIONS/PROCESS

APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

A. Requirement

1. Submit 2 sets of Filled up Application (Forms 1 – 7 only) and Curriculum Vitae. To be printed Back to Back, use Binder clip.
2. Submit Two (2) sets of Complete Application (Forms and attachments) Each set shall be submitted using a **Blue Ring Bind/Clearbook, COMPLETE WITH TABLE OF CONTENTS AND TABS.**
3. Use A4 size white bond paper of not less than substance (80 gsm) thickness.
4. Photocopies of large documents shall be reduced accordingly.
5. Submit a softcopy of a completed application documents and supporting documents in USB.
6. E-Mailed Applications or Computer-Generated Signatures on the Application Forms Will Not Be Accepted.

FOR ASEAN ENGINEER ONLY

SAMPLE RINGBIND FOR AE ONLY

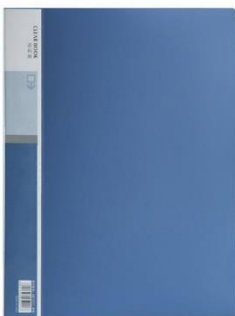


Use Transparent sheets

FOR ASSOCIATE ASEAN ENGINEER & ASEAN TECNICIAN/TECHNOLOGIST

SAMPLE CLEARBOOK FOR AAE and AET

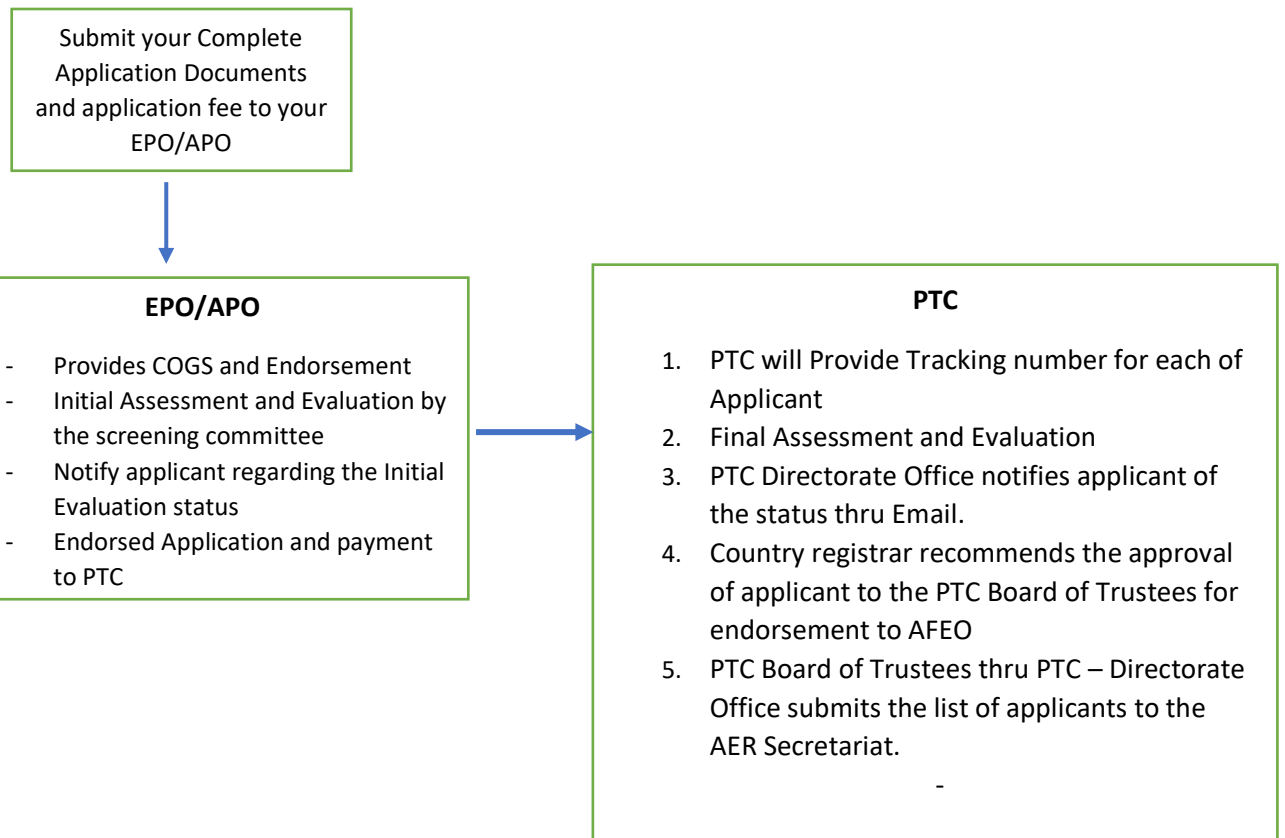
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APPLICATION GUIDE FOR ASEAN ENGINEERING REGISTRY

B. Process of Application

Step 1.



Step 2.

