

Private Bag X 691  
 BRUMA 2026  
 Tel: (011) 607-9500  
 Fax: (011) 622-9295  
 Email: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)  
 Website: [www.ecsa.co.za](http://www.ecsa.co.za)

Waterview Corner, 1<sup>st</sup> Floor,  
 2 Ernest Oppenheimer Avenue  
 Bruma Lake Office Park  
 BRUMA  
 Johannesburg  
 2198



Office Use
Ref.: _____

## APPLICATION FORM

### REGISTRATION AS A PROFESSIONAL ENGINEERING TECHNOLOGIST

**NB:** Please consult the enclosed Information Sheets (Sheets B1.1 & B1.2) before completing this Application.

**1. General Information:**

Surname:		First Names:		PHOTOGRAPH <i>(Passport-type)</i>
Date of Birth:		Identity No:  <i>or</i>		
*Race Group: <small>Please tick the applicable block</small>	Asian	Black	Passport No. and Country:	Country of normal residence:
	Coloured	White		
Home Address:		Postal Address:		Name & Address of present Employer:
Tel. No. (Home):		Title of Position held:		Tel. No. (Employer):
Tel. No. (Work): <i>(include area codes)</i>				Fax No.: <i>(include area codes)</i>
Cell No.:				E-mail:
E-mail:				

\* Completion of this section is necessary in order to accurately reflect equity statistics in terms of Government Policy.

**2. Qualifications:** (All qualifications at tertiary level) (List of subjects to be provided on Form B1.3)

Educational Institution	Qualification	Attendance		Date of final Examination	Office use
		from	to		

<b>NB:</b> Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.	
Applicant: .....	Commissioner Of Oaths/ Justice Of Peace: .....

**3. Previous / Current Registration or Application Details:** (eg. Candidate Engineering Technologist, Professional Engineering Technician, etc.)

Type	Category	Number	Date
Previous Registration:			
Current Registration:			
Previous Application:			

**4. Membership of Voluntary Associations recognised in terms of the Act** (or other):  
(If more space is needed, please supply information separately.)

Name of Association / Institute / Society	Membership grade and date accepted	Number of years	Office held

**5. Application Fee:** (See item 5 of the Information Sheet)

My Application fee of R \_\_\_\_\_ (cheque) is enclosed herewith.

**6. Referees:**

(1)	(2)	(3)

**7. Declaration:**

I, \_\_\_\_\_ (full names) hereby apply for **Registration as a Professional Engineering Technologist** and undertake to abide by all the provisions of the **Engineering Profession Act, 2000 (Act No. 46 of 2000)** and any **Rules** published thereunder, including the **Code of Professional Conduct**. I declare that Section 19(3)(a) of the Act does not preclude me from registration. I solemnly declare that, to the best of my knowledge, all the information contained herein is true.

Signature: \_\_\_\_\_

Sworn to/Affirmed before me at \_\_\_\_\_

on this the \_\_\_\_\_ day of \_\_\_\_\_ (month & year).

**Commissioner of Oaths/  
Justice of Peace:** ..... (Commissioner's stamp)

**Office Use Only**

Application fee: R \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Council's stamp)

Detailed information on  
**TERTIARY ENGINEERING QUALIFICATIONS**  
 Professional Engineering Technologist

Name of  
 Qualification:

All subjects passed	Year Obtained	Marks obtained <i>(if available)</i>
Extra subjects passed for incomplete qualifications		
<b>Total Credits</b>		

\_\_\_\_\_  
 Signature of Applicant

## **Information Sheet for Applicants Applying for Registration as a Professional Engineering Technologist**

This document briefly sets out the information required by  
the Registration Committee to evaluate applications.

### **A. General:**

Your application for registration as a Professional Engineering Technologist will only be considered if the following documents are submitted:

- Completed Application Form (B1.1 & B1.2).
- Certified copies of qualifications.
- Completed Detailed Information on Qualifications (Form B1.3).
- Completed Training/Experience Report (Forms B2.1), one for each training/experience period and the Summary of Training/Experience Reports (Form B2.2).
- Project Summary Report (Form B2.3).
- CPD Report (Form B5), where applicable.
- Referee Reports, each duly completed on Form B4.1 & B4.2.

Please note the following:

- All supporting documentation must be clearly identified. If you are unable to complete any of the sections, please explain the reasons in a covering letter.
- In completing all forms use type or print clearly in **black ink** and **minimum font size 10** to ensure clear copying. Forms may not be substituted but may be photocopied or recreated in electronic format.
- **Application fee** must accompany the Application. NB. See item 5 below.
- It is imperative to present records of only the most significant work and achievements. The Registration Committee considers that an application of forty (40) A4 pages or less, is sufficient to assess an applicant and that longer presentations may not be to the applicant's advantage.
- Your application for registration will only be considered when all referee reports have been received by the Council. If the referee reports do not reach the Council within a reasonable time, you will be notified accordingly. You will then be expected to contact the referees.
- If you are in doubt regarding any aspects please contact the Council's offices.
- The registration process may take **6 (six) months** or longer to complete and each applicant will be informed of the Council's decision as soon as it becomes available.
- Information regarding the progress of any application will not be given telephonically.

Please note that it is your responsibility to ensure that all reports reach Council's offices timeously.

For registration as a Professional Engineering Technologist applicants must have the normal academic qualification and three years of approved experience as a technologist, of which at least a minimum of one year must be in a position of acceptable engineering responsibility. If the applicant does not have the normal academic qualification, their application will be considered by the **alternate route**. The difference must be made up by increased periods of both engineering experience and responsibility. The exact periods will depend upon the level of the qualifications held by the applicant. It must be clearly understood that the work which the candidates are doing or have done, as well as the submission of the **Continuing Professional Development Report** (Form B5), are important factors in determining registrability.

### **B. The Application Form:**

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

**1. General Information:** Ensure that all personal details are correct. A recent passport-type photograph of the applicant is required.

**2. Qualifications:**

- Original certified copies of your qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help you.)

/...

- If your documents are not in English or Afrikaans, please supply certified translations.
- The normal academic qualification required by Council for registration is a BTech degree awarded by a South African Technikon.

**3. Previous / Current Registration or Application Details:**

If you have previously applied for registration in any category or were previously registered but your registration was cancelled for any reason, please provide category and previous registration number in relevant block. If you are currently registered in another category, also complete the appropriate block.

**4. Membership of recognised Voluntary Association:**

A list of associations is attached as **Addendum A**. Proof of current membership of such association will qualify you for a reduction in your annual fee should your application be successful.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

**5. Application and Annual Fees:**

**Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. ECSA's banking details are: Standard Bank, Eastgate Branch, Code 018505, Account number 221285938, Swift Code SBZAZAJJ. Alternatively you may make payment (1) via the internet, or (2) you may ask your bank for a bank cheque to be made out to ECSA, (3) contact your bank's telephone banking division to make payment into ECSA's account or (4) by credit card by phoning our Accounts Department. When making the deposit please ensure that your name, initials and registration number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, visit ECSA's website at <http://www.ecsa.co.za>, click on "**Finance**" or contact the Council's offices at (011) 607-9500 to determine the current fee.

**6. Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of three referees, who have personal knowledge of the applicant's work. Referees must be registered with ECSA as either a Professional Engineering Technologist or a Professional Engineer, and in exceptional circumstances a Professional Certificated Engineer or Professional Engineering Technician, of which one should be a direct supervisor. In the case of the supervisor not being registered with ECSA a forth registered referee must be provided.

Use Form B3 for formal correspondence with each referee, and enclose copies of the referee report (Form B4.1 & B4.2) and the guideline for referees (Sheet B4). It is suggested that you provide each referee with an addressed envelope with prepaid postage for the referee to forward the report direct to the Council.

**7. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- if the applicant has been removed from an office of trust on account of improper conduct;*
- has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. Your attention is drawn to the initialling required at the bottom of the first page of the Application Form.

**TRAINING/EXPERIENCE REPORT**  
**PROFESSIONAL ENGINEERING TECHNOLOGISTS**

Page No. \_\_\_\_ of \_\_\_\_

**Surname and Initials:** \_\_\_\_\_

Discipline of Engineering: \_\_\_\_\_  
(e.g. Elect/Civil/Mech etc.)

Consult the enclosed Information Sheets (Sheets B2.1 & B2.2) before completing this report.

<b>Period No:</b>	<b>Date from:</b>	<b>to:</b>	<b>Your Title or Function:</b>	<b>No. of years:</b>	
<b>Employer's Name and address:</b>			<b>Did you train under a Commitment and Undertaking (CU)?</b>	Yes <input type="checkbox"/>	
			<b>If yes, provide number of CU No:</b>	No <input type="checkbox"/>	
<b>Supervisor's Name, Title of Position held and address:</b>			<b>Supervisor's Signature:</b>		
			<b>Date:</b>		
<b>ECSA Registration No:</b>					

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SUMMARY OF TRAINING / EXPERIENCE REPORTS : PROFESSIONAL ENGINEERING TECHNOLOGISTS**

**Surname and Initials:** \_\_\_\_\_

**Discipline of Engineering:** \_\_\_\_\_  
 (e.g. Elect / Civil / Mech, etc.)

First complete a Form B2.1 for each period.

<b>Period No:</b>	<b>Dates (inclusive)</b> From: To:		<b>Number of Years and months</b>	<b>Employer</b>	<b>Post held</b>	<b>Subject and type of work</b>
<b>Total years, months:</b>						

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Information Sheet for completion of the Training/Experience and Project Reports

### 1. Training/Experience Reports:

1.1 Your application for registration as a professional engineering technologist must be accompanied by the Training/Experience Report (**Forms B2.1**) in which your engineering experience from the date of obtaining the first engineering qualification to the date of application is recorded in chronological order and typed or printed in black ink and minimum font size 10. If your academic qualification included a requirement for compulsory practical training, then details must be supplied separately. A job description outlining the engineering work done by the applicant, where the applicant's particular responsibility lies and where it stops, is essential.

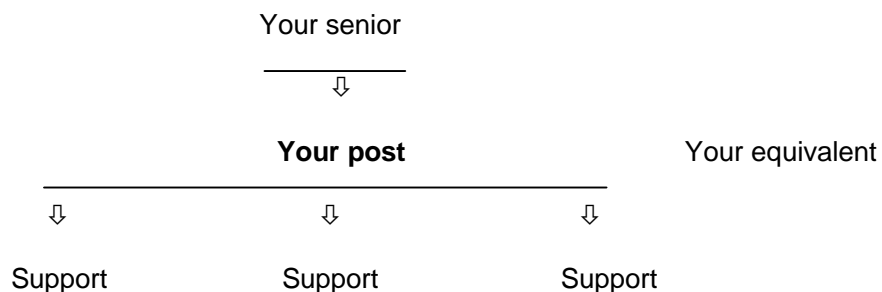
- Use a separate form for each training/experience period and approximately 200 words per form.
- Number the periods in chronological order, which may not overlap.
- Cover the period from graduation to date of application.

A training/experience period ends when:

- your work environment has changed, eg. when a major task or project has been completed;
- your type of work has changed;
- your responsibilities or level of function have changed (for instance, as in a promotion);
- you have changed employer;
- your training/experience is interrupted (for instance by study or prolonged illness).

1.2 The training/experience periods and periods of interruption must also be noted in the Summary of Training/Experience Reports (**Form B2.2**). Ensure that each Form B2.1 is signed (verified) by your relevant supervisor or employer and signed by yourself. If you cannot obtain the supervisor's signature, please annotate accordingly in the appropriate block and submit an affidavit to the effect that the information provided is true and correct.

1.3 Please include an Organigram indicating your degree of responsibility (example as shown):



Indicate on the organigram the names, qualifications, job titles and registration categories of the persons indicated.

/...



- 1.4 The Training/Experience Report (Form B2.1) must be set out in a way that clearly shows engineering knowledge applied and responsibility carried by the applicant. It is incumbent on applicants to select and describe projects and tasks, which show their level of engineering knowledge and experience and clearly illustrates the applicant's own role and strategies devised to make these projects successful.
- 1.5 The description of your work should highlight special skills and expertise that you used in engineering practice. Mention particular engineering procedures and methods, which you followed and how you applied specialised knowledge and expertise to solve problems in the course of your work.
- 1.6 Representative sample copies of calculations, drawings or other relevant documents pertaining strictly to engineering work done by you, could be included only if essential to demonstrate your competence. Representative sample copies are adequate (not full documents). The documents must certify that you personally performed the work. Note that these documents should be A4 size and of a quality that would make clear copies, and that **your complete application, including these documents, should not be more than 40 pages.**
- 1.7 The use of obscure jargon which relates to highly specialised fields is not acceptable and may confuse the issue and result in requests for clarification with consequent delays in processing applications.
- 1.8 All engineering experience, not only experience obtained after obtaining your highest qualification, must be submitted. For alternate route applicants, the training/experience report must cover at least the last ten years.
- 1.9 Describe any unique engineering development that you invented/developed and patents that you may hold. Also mention any engineering awards and prizes received and the dates these were received.
- 1.10 It is essential that the information supplied relates to engineering. Other activities which pertain indirectly to engineering may be considered but measurement of quantities, attendance at meetings and unrelated functions are not relevant. Management activities, where mentioned, must contain predominantly engineering content.

## 2. Project Report:

**Use Form B2.3 to submit a single project report of 1 000 to 2 000 words in total** on a maximum of three projects. The projects must be of a nature that is representative of the engineering work that the applicant has done illustrating the applicants own role and strategies devised to make these projects successful. Applicants should indicate their level of delegated specific engineering responsibility, independent judgement and decision-making. Factors such as performance, economic evaluation, environmental and safety considerations, complexity of the task, interdisciplinary team working, financial implications and duration of the projects have to be included. In addition the project report should include the extent of the applicant's contribution to the engineering process such as conceptualisation, design and analysis, specification, tendering and adjudication, manufacturing, project and construction management, commissioning, maintenance, measurement and testing and planning.

## Project Summary Report

Use this form to report on at least one, but not more than three projects to which you have made a significant contribution. Use a new form for each project.

**Name:** \_\_\_\_\_

**Application Ref No:** \_\_\_\_\_

<b>Project name and dates</b>	
<b>Engineering brief and Objective</b>	
<b>Environment (Industry; Laboratory; Theory; Simulation)</b>	
<b>Summary</b> <i>(State engineering problems; solutions)</i>	
<b>Your contribution to the project</b> <i>(State aspects of engineering judgment)</i>	
<b>Title of report or publication</b>	
<b>Budget</b>	

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Mentor / Supervisor:** \_\_\_\_\_

ENGINEERING COUNCIL OF SOUTH AFRICA  
SUID-AFRIKAANSE RAAD VIR INGENIEURSWESE

Private Bag X 691 • BRUMA • 2026

Tel: (011) 607-9500

Fax: (011) 622-9295

E-mail: [engineer@ecsa.co.za](mailto:engineer@ecsa.co.za)

Website: [www.ecsa.co.za](http://www.ecsa.co.za)



**PROFESSIONAL ENGINEERING TECHNOLOGISTS**

\_\_\_\_\_  
**Name of Referee**

\_\_\_\_\_  
**Date**

**Address:** .....  
.....  
.....

Dear Sir

I have applied to the Engineering Council of South Africa for **Registration as a Professional Engineering Technologist** and hereby request you to provide the Council with your evaluation of my experience and capabilities, on the basis of your personal knowledge thereof.

Please use the attached Forms B4.1 & B4.2 and consult the guideline for referees (Sheet B4).

In making this request to you I acknowledge that the information which will be supplied by you to ECSA is of a confidential nature and that I have no right thereto.

Your co-operation and early despatch of the document direct to the Council would be appreciated, as it would expedite the processing of my application.

Thank you in advance for your co-operation.

Yours faithfully

.....  
**Signature of Applicant**

.....  
**Name of Applicant** (Please print)

**Address:**.....  
.....  
.....

**Postal Code** .....

**Tel No:** .....

**Cell No:** .....

**REFEREE REPORT : PROFESSIONAL ENGINEERING TECHNOLOGISTS**

Please complete this form using type or print in black ink, after consulting the attached guideline (Sheet B4).

The Engineering Council of South Africa agrees that it owes a duty of confidence to all referees in terms of the Promotion of Access to Information Act, 2000

<b>Name of Applicant:</b> _____ _____ _____	<b>Address:</b> _____ _____ _____
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**1. General Information:**

(a) My personal knowledge of the applicant's engineering experience extends from \_\_\_\_\_ to \_\_\_\_\_ (month and year closely as possible).

(b) My association with the applicant was that of:

Mentor	<input type="checkbox"/>	Colleague	<input type="checkbox"/>	Supervisor	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other ( <i>Describe</i> )	<input type="checkbox"/>
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(c) Are you related to the applicant by birth or marriage? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state relationship \_\_\_\_\_

**2. Engineering Experience:**

(a) My personal knowledge of the applicant's engineering experience is as follows:

From	To	Positions held	Employer

(b) Projects in which the applicant was involved:

Projects	Date	Brief description (Give level of responsibility)

**3. Assessment of Applicant**

(a) Ideally, you would have interviewed the applicant and also had the opportunity to visually inspect some samples of recently performed work. It is required that you carefully and objectively assess the applicant's achievements and capabilities before making your conclusion. The work samples and your observations are required to serve as your personal evidence used to verify your final decision, which may or may not support this application. The table, on the next page, should facilitate your response to these requirements. Kindly attach any other comments, which are relevant.

/...

ITEM No.	ASSESSMENT OF APPLICANT'S ABILITIES (Place a ✓ in the appropriate box)	Level of Capability (✓)					Unable to Assess
		YES	NO	Poor To Improve	Acceptable	Above Average	
1	Independently applies mature engineering judgment throughout the decision-making process in association with engineering problem solution						
2	Carries final and entire responsibility for decisions taken by self, in the process being controlled						
3	Applies sound engineering principles based on alternative methods to theoretically check and verify outputs during various stages of analysis, planning and design						
4	Analytical ability enables effective and appropriate engineering solutions to problems						
5	Quality of work is in accordance with client and engineering profession standards						
6	Self-motivation and initiative lead to effective problem identification						
7	Demonstrates sound professional and ethical behaviour in all engineering activities						
8	Writes clear, concise, and effective, technically correct reports using a structure and style which meets communication objectives						
9	Issues clear instructions to subordinates ensuring that language and other communication barriers are overcome						
10	Utilises appropriate technical and economic criteria in conjunction with applicable codes of practice to reach effective engineering solutions						
11	Conceives, identifies and optimises technical solutions beyond the mere comparison with accepted standards and norms						
12	Does not operate outside of specialist engineering field and seeks assistance in situations which are beyond own knowledge and experience						
13	Builds and maintains trust relationships and respect for team members, customers and suppliers						
14	Planning and Organising of engineering functions are logical, consistent and effective						
15	Possible limitations inhibit the ability to make independent engineering decisions			(provide details if Yes)			

4. Referee's Recommendation: \_\_\_\_\_

Referee's comments: \_\_\_\_\_

I regard the applicant competent to be registered as a Professional Engineering Technologist:

Yes	No (Do not register)	Defer	No comment	Do not know

Date on which candidate was delegated engineering responsibility at a mature, professional level.	Date:
---	-------

5. Declaration by Referee: I hereby confirm that I am conversant with the Council's requirements for registration as set out in Policy Statement R2/1B as well as the instructions on this referee report, and that I am prepared to substantiate my view expressed herein at an interview, should the Council require me to do so. I also confirm that I submit this information to ECSA on the understanding that it will be treated as confidential.

Name of Referee: \_\_\_\_\_ Title of Position held: \_\_\_\_\_

Qualifications: \_\_\_\_\_

ECSA Registration: \_\_\_\_\_ Registration No: \_\_\_\_\_

Employer: \_\_\_\_\_ Tel/Cell. No: \_\_\_\_\_

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_

Please post to:

⇒ The Chief Executive Officer ● Engineering Council of South Africa  
Private Bag X691 ● BRUMA ● 2026

# REFEREE GUIDELINE

## for the completion of the Referee Report

### Professional Engineering Technologists

#### 1. COMPETENCY OF A PROFESSIONAL ENGINEERING TECHNOLOGIST

Professional Engineering Technologists are persons who, by virtue of a combination of education, training and experience have attained a level of competence, which enables them to apply engineering principles and techniques to the solution of engineering challenges of varying complexity in industry. Their training and experience can be relatively broadly based but they may also have specialised in a narrow field. Their work may include research, development, design, commissioning, maintenance and any other activity which requires their level of competence. Their stature is such that they may be in a position of responsibility in industry or consulting engineering practice.

Their decision making must be at an intellectual level requiring mature judgement, the ability to conceive, identify and optimise technical solutions beyond the mere comparison with accepted standards and norms. implicit in the above is acceptance of full engineering responsibility for such decisions.

#### 2. IMPLICATION OF REGISTRATION

The individual subscribes to and will adhere to the professional Code of Conduct of the Act. As such he/she is required to accept legal responsibility for the soundness of the work executed and thereby affording protection to the public.

#### 3. COMPLETING THE REFEREE REPORT

##### 3.1 Aim

The referee report is a necessary and supplementary document to the applicant's application for registration as a Professional Engineering Technologist with ECSA. The aim is to convey to the Council, on a confidential basis, the personal knowledge which the referee or the employer has of the applicant and in the process to make a reasoned evaluation of the applicant's capabilities.

##### 3.2 Motivation

It is necessary that the referee or employer be able to clearly and strongly motivate his/her opinion in respect of the applicant's readiness for registration. The referee must, when supplying reasons, consider the minimum legal registration requirements.

When signing the referee report, referees declare that they are acquainted with Council's Policy Statement R2/1B and that they are prepared to be interviewed by the Council to substantiate their viewpoint, should Council require them to do so.

##### 3.3 Evaluation

The referee must carefully evaluate the applicant's capabilities. This report is **not a character study**. An evaluation of the candidate's ethical and professional competence is required.

Referees should have a personal knowledge of an applicant and his/her work and they should be able to give a professional opinion on his/her engineering ability, level of engineering responsibility and professional conduct during the period of time of their knowledge of the applicant's activities.

The referee must carefully evaluate the applicant's capabilities and correctly and accurately complete the report as Council attaches great value to the information, which is supplied by the referee.

#### 4. GENERAL

The Referee Report should be returned directly to ECSA by the referee. Referees are requested to have their assessments typed or to complete the report in legible block letters using black ink to ensure clear copying, since written assessments are frequently not very legible and to the detriment of the applicant.

#### 5. CONFIDENTIALITY

ECSA undertakes to protect the confidentiality of all the information received from the referee.

**Professional Engineering Technologists**  
**PRE-REGISTRATION DEVELOPMENT REPORT (PRD)**

See enclosed Information Sheet (Sheet B5)

**Name:**

**Discipline:**

Itemise courses, workshops, conferences, symposia or congresses attended.  
List these under the separate headings of engineering, management and computer courses.

Name or subject of item	Course Provider	Dates attended	Duration in hours	For use of Assessor

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Information Sheet**  
for completion of the  
**Pre-Registration Development Report (Form B5)**

This form **must** be completed by all persons applying for registration as a Professional Engineering Technologist.

1. Pre-Registration Development (PRD) is defined as the ongoing studies and development of engineering knowledge required to keep abreast of new technologies. The Registration Committee aims to gauge to what extent applicants kept abreast with engineering and technical developments in their fields of expertise subsequent to obtaining their qualifications.
2. Details of additional engineering courses and engineering subjects done at tertiary institutions are required.
3. List other engineering courses, seminars, conferences, symposia, workshops etc. that were attended. Please provide dates [year] attended and duration of the course in days or hours. Please indicate whether you were required to sit a written examination at the conclusion of other engineering courses. Also provide detail of papers delivered at engineering seminars, conferences, symposia, workshops, overseas study tours, etc.
4. It is not required that copies of certificates relating to relatively minor seminars or courses form part of the application.



## C H E C K   L I S T

**Before the Application Form is submitted to the Engineering Council please make sure that the following points have been checked and included:**

**If any of the items below, do not accompany the Application Form, your Application will be held in abeyance until receipt of the information.  
(Please submit this marked ✓ form with your Application.)**

1.     Application fee of R \_\_\_\_\_.
- 2 .    First page of Application Form is initialled by the applicant and Commissioner of Oaths.
- 3 .    Second page of Application Form is signed by applicant, signed and stamped by the Commissioner of Oaths.
- 4 .    The names of three referees have been given.  
[The referee reports (Forms B4.1 & B4.2) must be sent under separate cover and the people chosen must be registered as either a Professional Engineer or a Professional Engineering Technologist.]
- 5 .    A photograph has been attached to Application Form B1.1.
- 6 .    Training/Experience Reports covering **ALL** the experience gained completed on the forms provided (Forms B2.1 and B2.2). For alternate route candidates for at least the last ten years. (Photocopies of the blank forms may be made.)
- 7 .    Signatures of applicant on each Training/Experience Report.
- 8 .    Signatures of employer on each Training/Experience Report.
- 9 .    If the applicant has his own business or signatures are unobtainable, the experience report must be accompanied by a Sworn Affidavit stating that the information is true and correct, i.e. the Commissioner of Oaths must stamp and sign each training/experience report form.
- 10 .    Organigrams for the respective positions held by applicant signed by applicant and employer - Period and position (post held) must be indicated.
- 11 .    A single Project Report of 1 000 to 2 000 words in total on a maximum of three projects as indicated in paragraph 2 on Sheet B 2.2.
- 12 .    Certified copies of certificates, diplomas, degrees, etc.
- 13 .    Completed Form B1.3 one for each qualification, where applicable.
- 14 .    Proof of membership of Institutions must be provided, where applicable.
- 15 .    Proof of Continuing Professional Development (Form B5), where applicable.
- 16 .    **Ensure that your Application does not exceed 40 pages in total.**

**Voluntary Associations**  
recognised in terms of section 25(3) of the  
Engineering Profession Act, 2000 (Act No. 46 of 2000)

These Voluntary Associations applied for recognition in terms of section 36(1) of the Engineering Profession Act, 2000 (Act 46 of 2000) and were recognised by the Council in terms of Section 25(3) of the above Act.

One of the benefits of recognition is that registered members of a Recognised Voluntary Association (Categories A and B only) enjoy partial exemption from payment of their ECSA annual fees. Expiry date for these voluntary associations below is five (5) years from the date of recognition. These Acronyms appear in alphabetically order for ease of reference.

<b>Category A</b>			
Acronym	Name	Reference Number	Date Recognised
<b>AeSSA</b>	Aeronautical Society of South Africa	VA A0022	2006 June 22
<b>AMMSA</b>	Association of Mine Managers of South Africa	VA A0031	2007 Jan 24
<b>COET</b>	The Chamber of Engineering Technology	VA A0001	2005 Sep 6
<b>CSSA</b>	Concrete Society of Southern Africa	VA A0019	2006 June 22
<b>ICMEESA</b>	Institution of Certificated Mechanical & Electrical Engineers, SA	VA A0002	2005 Nov 24
<b>IMESA</b>	Institution of Municipal Engineering of Southern Africa	VA A0003	2005 Sep 6
<b>IPET</b>	Institute of Professional Engineering Technologists	VA A0004	2005 Sep 6
<b>LIASA</b>	Lift Inspectors Association of South Africa	VA A0026	2007 Jan 24
<b>SACEA</b>	South African Colliery Engineers' Association	VA A0005	2006 Mar 10
<b>SACMA</b>	South African Colliery Managers Association	VA A0029	2007 Jan 24
<b>SAIAE</b>	South African Institute of Agricultural Engineers	VA A0020	2006 June 22
<b>SAICE</b>	South African Institution of Civil Engineering	VA A0006	2005 Nov 24
<b>SAIChe</b>	South African Institution of Chemical Engineers	VA A0007	2005 Sep 6
<b>SAIEE</b>	South African Institute of Electrical Engineers	VA A0008	2005 Nov 24
<b>SAIIE</b>	Southern African Institute of Industrial Engineers	VA A0009	2006 Mar 10
<b>SAIMechE</b>	South African Institution of Mechanical Engineering	VA A0021	2006 June 22
<b>SAIMENA</b>	South African Institute of Marine Engineers & Naval Architects	VA A0010	2005 Sep 6
<b>SAIMM</b>	South African Institute of Mining and Metallurgy	VA A0011	2005 Nov 24
<b>SAIRAC</b>	South African Institute of Refrigeration and Air-Conditioning	VA A0028	2007 Jan 24
<b>AMRE</b>	Association of Mine Resident Engineers	VA A0032	2007 Nov 30
<b>IEEE</b>	Institute of Electrical and Electronic Engineers South African Section	VA A0036	2008 June 12
<b>NSBE</b>	National Society of Black Engineers	VA A0037	2008 June 12
<b>STE</b>	Society of Telkom Engineers	VA A0035	2008 June 12

<b>Category B</b>			
<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
<b>SAFHE</b>	South African Federation of Hospital Engineers	VA B0023	2006 June 22
<b>SAIMC</b>	South African Institute of Measurement and Control	VA B0024	2006 June 22
<b>SAID</b>	<u>South African Institute of Draughting</u>	VA B0033	2007 Nov 30
<b>WISA</b>	<u>Water Institute of Southern Africa</u>	VA B0038	2008 June 12

<b>Category C</b>			
<b>Acronym</b>	<b>Name</b>	<b>Reference Number</b>	<b>Date Recognised</b>
<b>IESSA</b>	Illuminating Engineering Society of South Africa	VA C0012	2005 Nov 24
<b>INCOSE</b>	International Council of Systems Engineering (SA Chapter)	VA C0030	2007 Jan 24
<b>IQSA</b>	Institute of Quarrying Southern Africa	VA C0014	2006 Mar 10
<b>ITC</b>	Institute for Timber Construction	VA C0015	2006 Mar 10
<b>CESA</b>	Consulting Engineers South Africa <b>(A.K.A SAACE)</b>	VA C0013	2005 Nov 24
<b>SAFA</b>	South African Flameproof Association	VA C0016	2005 Sep 6
<b>SAFCEC</b>	South African Federation of Civil Engineering Contractors	VA C0017	2006 Mar 10
<b>SAISC</b>	South African Institute of Steel Construction	VA C0018	2005 Sep 6
<b>SAMA</b>	South African Maintenance Association	VA C0025	2006 June 22
<b>AMEU</b>	Association of Municipal Electricity Undertakings	VA C0027	2006 Oct 5
<b>SAIW</b>	<u>South African Institute of Welding</u>	VA C0034	2007 Nov 30

**Please note: Proof of membership must be submitted.**

**Application and Annual Fees**  
**1 April 2009 to 31 March 2010**  
 (Vat included)

### Application Fees

#### 1. Candidate Categories:

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
<b>R 330.00</b>	<b>R 825.00</b>

#### 2. Foreign Qualification Assessment <sup>(1)</sup>:

Not applicable to educational qualifications covered by MEAs, approved International Registers or the Washington, Sydney or Dublin Accords	<b>R 825.00</b>
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#### 3. Professional & Registered Categories <sup>(1)</sup>:

For Applicant with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
<b>R 1 650.00</b>	<b>R 3300.00</b>

#### 4. International Registers: <sup>(4)</sup>

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers	<b>R 1 650.00</b>
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### Annual Fees (Vat included)

Candidates <sup>(2)</sup>		Professional & Registered Categories	
VA Member <sup>(5)</sup>	Non VA Member	VA Member <sup>(5)</sup>	Non VA Member
<b>R 574.00</b>	<b>R 844.00</b>	<b>R 1 338.00</b>	<b>R 2 188.00</b>

#### Notes:

- (1) Applicants with foreign educational qualifications are required to have their qualifications assessed before applying for registration.
- (2) Persons registered in the **Candidate** category for more than **six (6) years**, pay the same annual fees as persons registered in the Professional category.
- (3) The annual fee for the **International Register** is considered as "Dual Registration" and is covered by the annual fee for registration as a Professional Engineer.
- (4) The annual fee for **Retired Persons** (55-70 yrs) is **R149.00**, subject to approval. Retired persons over 70 are exempted.
- (5) Annual fees payable by registered persons who are members of a **Voluntary Association** recognised by ECSA (see Addendum A). For more information about Recognition of Voluntary Associations, view [www.ecsa.co.za](http://www.ecsa.co.za) and click on "Legal".
- (6) Kindly refrain from paying in cash or postal orders. The **preferred methods of payment** are either by **cheque, credit card or electronically**. No cash is received at ECSA's Offices if applicants hand their applications in person. ECSA's banking details: **Standard Bank, Eastgate Branch, Code 018505, Acc No 221285938**
- (7) Council will grant discount of R50 for Candidates and R100 for Professionals if payment of annual fee is received before 30 June 2008.
- (8) The Admin fee for re-instating cancelled registrations due to default payments: R300.00.