

# **GUIDELINES FOR REGISTRATION OF ENGINEERS IN UGANDA**

## **1.0 BACKGROUND:**

The Engineers Registration Board (ERB) is established under the Engineers Registration Act, Cap 271, as a statutory body with a mission to regulate and control engineers and their profession in Uganda and to continuously look into and improve on policies affecting the engineering profession and advise Government accordingly.

## **2.0 GENERAL REQUIREMENT FOR REGISTRATION OF NATIONAL ENGINEERS**

The minimum requirements for a national to register with the Board as an engineer are:

- (i) A Degree, Diploma or Licence of a University or School of Engineering recognized, for the time being, by the Board as furnishing a sufficient guarantee of adequate academic knowledge in engineering;
- (ii) At least 2 years training as a pupil engineer after graduation, under the supervision of a Registered Engineer;
- (iii) A further 2 years working experience in a position or positions of some responsibility, again under the supervision of a Registered Engineer;
- (iv) Corporate membership of the Uganda institution of Professional Engineers (UIPE);
- (v) The applicant must have attained the age of 25 years;
- (vi) Submission of acceptable application form, career report and technical report.

An applicant will submit a full application for registration consisting of the following: Form ERA 1, a Career Report, and a Technical Report.

- (i) Form ERA 1 should be duly completed in all the sections, with attached copies of certificates, signatures of engineers under whom you trained, and membership of institutions as required under the relevant sections of the form;
- (ii) A Career Report should give a chronology of one's professional career, precisely showing the positions occupied, degree of responsibility assigned, the engineer under whom you trained, and should detail the tasks undertaken indicating their size and value, lessons learnt and the challenges met;
- (iii) A technical Report should be on a specific project that clearly brings out one's role, responsibility and contribution in the exercise of independent engineering and professional judgement and best demonstrates one's competence as an engineer. The report should indicate the tasks he/she was employed on, problems encountered and how such problems were identified, analysed and dealt with throughout preliminaries, design, documentation, construction/installation, operation, and maintenance, research and/or

teaching periods. An indication of the size and cost of the works should be given;

1. The report should include, where applicable, design calculations relating to one or more of the candidates own submitted drawings, certified by the supervising engineer;
  2. Relevant working drawings, certified by the supervising engineer, should be part of the report;
  3. The report must include bills of quantities;
  4. In writing the report therefore, the candidate should bear in mind that the onus is on him/her to give sufficient information to guide the Board in a fair and just assessment of his application. But, the report should be between 2,500 and 6,000 words.
- (iv) For applicants who, at the time of making the application for registration, are involved in engineering education and/or research work, such applications must submit evidence of the research carried out as additional information.

This guideline covers nationals, what follows covers non nationals in 3 categories namely MRA, British Commonwealth and others.

### **3.0 GENERAL REQUIREMENT FOR REGISTRATION OF FOREIGN ENGINEERS**

#### **1. Who should apply for Temporary Registration?**

The provision for Temporary Registration is for a person who is not ordinarily resident in Uganda but intends to be in Uganda in the capacity of a professionally qualified engineer only for the express purpose of carrying out specific work or works for which he/she has been engaged. Therefore a letter from the employer naming him/her and specifying his/her position will be required.

#### **2. Who Qualifies for Temporary Registration**

A person applying for temporary registration is required to demonstrate that he is, or immediately prior to entering Uganda was, in practice as an engineer in such a capacity as to satisfy the Board of his fitness to serve the public as a professionally qualified engineer. Therefore a practicing licence from his home country or immediate past country of work is required.

#### **3. Obligation to Register**

It is an obligation under the law for any professional engineer coming to work in Uganda to register within four months of his arrival. In accordance with the ERA, Cap

271, section 21 (6), it is also obligatory for any firm or organization, private or public, which recruits such a professional in Uganda to ensure that such engineer registers within the stipulated time period. Therefore a fully duly filled application form must be lodged with the ERB and payment of application fees.

#### **4. Period covered by Temporary Registration**

The Board registers an applicant for temporary registration for a period of one year or for the duration of any specific work or works of engagement. In case of the latter, registration ceases on termination of the work or works. The employer may have to prove that no competent personnel could be found within Uganda.

#### **5. Scope of Registration**

A person under temporary registration is treated as a registered engineer under the law only in relation to the period of registration and to such works in question; but in relation to other matters shall be treated as not so registered. The scope of temporary registration is therefore specific to the subject of registration, and is not transferable.

In addition to the general requirement the applicants in the categories below have to follow the requirements as set out below:

### **I. APPLICANTS FOR TEMPORARY REGISTRATION – UNDER MRA**

A Mutual Recognition Agreement (MRA) exists between the East African states of Uganda, Kenya, Tanzania and Rwanda. The purpose of the MRA is to strengthen the cooperation amongst East African Competent Authorities to fast track regional integration of professionals in East Africa.

An engineer registered in the MRA countries, shall be entitled, on making an application to the Board in the prescribed manner and on payment to the Board of the prescribed fee, to be registered and to have his or her name entered in the register if that person meets the following conditions:

- a) Submits a recommendation letter from the Engineers Registration Board (Competent Authority) of his country of registration
- b) Submits copies of Registration Certificate, Practicing Certificate, relevant academic and professional qualifications.

#### **How to apply:**

The procedure of application is as follows;

- (i) Obtain and fill form ERA 2
- (ii) Attach an up to date career report
- (iii) Attach an original passport size photograph on each form

- (iv) Attach an appointment letter for specific work or works for which you are engaged plus the role and responsibilities for the assignment.
- (v) Attach a letter from the employer to support the above
- (vi) Attach evidence of membership to other engineering institutions
- (vii) Attach certified copies of certificates and transcripts
- (viii) Ensure that the sponsors endorse and stamp the form ERA 2
- (ix) Attach a copy of the passport and
- (x) Temporary work permit where applicable

Return to the Registrar, Engineers Registration Board. P.O. Box 29267, Kampala.

The applicant will be informed of the outcome of the application within a period of 14 days including the fees to be paid, where applicable.

The Board may require an applicant to appear before it for the purposes of considering his/her application and shall require every applicant to produce documentary evidence of his/her work or employment immediately prior to his/her entering Uganda.

The application will be processed to completion within a period of 30 days from submission.

## **II. APPLICANTS FOR TEMPORARY REGISTRATION – BRITISH COMMON WEALTH**

The following procedure shall apply for non MRA engineers originating from the British Common Wealth countries:

A foreign person shall be entitled, on making an application to the Board in the prescribed manner and on payment to the Board of the prescribed fee, to be registered and to have his or her name entered in the register if that person meets the following conditions:

- a) Submits a copy of his/her passport
- b) Possesses the necessary qualifications recognized for the practice of engineering as a registered or professional engineer in the country where he/she normally practices and that immediately before entering Uganda he or she was practicing as a registered (or professional) engineer,
- c) Holds a valid practicing licence; and
- d) Submits copies of relevant certified academic and professional qualifications.
- e) Submit a confirmation letter from his Country's registration body

### **How to apply:**

The procedure of application is as follows;

- (i) Obtain and fill form ERA 2
- (ii) Attach an up to date career report

- (iii) Attach an original passport size photograph on each form
- (iv) Attach an appointment letter for specific work or works for which you are engaged plus the role and responsibilities for the assignment.
- (v) Attach a letter from the employer to support the above
- (vi) Attach evidence of membership to other engineering institutions
- (vii) Attach certified copies of certificates and transcripts
- (viii) Ensure that the sponsors endorse and stamp the form ERA 2
- (ix) Attach a copy of the passport and
- (x) Temporary work permit where applicable.

Return to the Registrar, Engineers Registration Board. P.O. Box 29267, Kampala.

The applicant will be informed of the outcome of the application within a period of 14 days including the fees to be paid, where applicable.

The Board may require an applicant to appear before it for the purposes of considering his/her application and shall require every applicant to produce documentary evidence of his/her work or employment immediately prior to his/her entering Uganda.

The application will be processed to completion within a period of 30 days from submission.

### **III. APPLICANTS FOR TEMPORARY REGISTRATION – Other countries (Non BRITISH COMMON WEALTH and Non MRA)**

An applicant will submit a full application for registration consisting of the following:  
Form ERA 1, a Career Report.

- (i) The applicant should have practiced engineering for at least 5 years from date of graduation as required in section 2(i) above.
- (ii) Form ERA 1 should be duly completed in all the sections, with attached copies of certified certificates, signatures of engineers under whom you trained, and membership of institutions as required under the relevant sections of the form;
- (iii) A detailed Career Report should give a chronology of one's professional career precisely showing the positions occupied, degree of responsibility assigned, the engineer under whom you trained, and should detail the tasks undertaken indicating their size and value of services/works, cross-cutting issues (gender, environmental and social), lessons learnt and the challenges encountered in each assignment.

#### **How to apply:**

The procedure of application is as follows;

- (i) Obtain and fill form ERA 2
- (ii) Attach an up to date detailed career report
- (iii) Attach an original passport size photograph on each form
- (iv) Attach an appointment letter for specific work or works for which you are engaged plus the role and responsibilities for the assignment.
- (v) Attach a letter from the employer to support the above
- (vi) Attach evidence of membership to other engineering institutions
- (vii) Attach certified copies of certificates and transcripts
- (viii) Ensure that the sponsors endorse and stamp the form ERA 2
- (ix) Attach a copy of the passport

All documents which are not originally prepared in English shall be accompanied by a certified translation into the English language.

- (i) Translation should be done by a recognized institution like Makerere University; and
- (ii) Certification of academic documents, practicing licences and certificates should be done by the embassy.