

## **GUIDELINES TO APPLICANTS FOR REGISTRATION WITH THE ENGINEERS REGISTRATION BOARD (ERB)**

- 1.0 Subject to provision of the Engineers Registration Act (ERA), an engineer is entitled, on making a successful application to the Board in the prescribed manner and on payment of the prescribed fee, to have his/her name entered into the register.
- 2.0 An applicant for registration must have the following qualifications: -
  - 2.1 A Degree, Diploma or Licence of a University or School of Engineering reviewed and assessed by Board and then accredited by NCHE, or any other awards recognized by the Board as furnishing a sufficient guarantee of an adequate academic training in engineering are eligible for registration.
  - 2.2 At least 2 years training as a pupil engineer after graduation (i.e., pupillage), under the supervision of a Registered Engineer;
  - 2.3 A further 2 years working experience in a position or positions of some responsibility (i.e., post pupillage), again under the supervision of a Registered Engineer;
  - 2.4 Corporate Membership of the Uganda Institution of Professional Engineers (UIPE);
  - 2.5 The applicant must have attained the age of 25 years.
  - 2.6 Applicants who possess demonstrable prior engineering practice of at least 4 years after acquiring an Ordinary, or a Higher Diploma in an Engineering field or other technical qualification from a recognized institution of higher learning, upon upgrading to a recognized Bachelor's degree in engineering are eligible to apply for registration at post pupillage level, (i.e., the first 2 years of pupillage are waived in place of the 4 years demonstrable engineering practice).
- 3.0 An applicant will submit a full application for registration consisting of the following;  
Form ERA 1, a Career Report, and a Technical Report.
  - 3.1 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;
  - 3.2 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 engineering tasks undertaken indicating their size and value, lessons learnt and the challenges met;
  - 3.3 Technical Reports presented by applicants for registration with ERB should be based on satisfying all elements of any of the major engineering functions: design, documentation, construction/installation, operation & maintenance, production, engineering procurement, engineering audit, research and/or teaching. Applicants need not submit a report on the entire project cycle or system, but focus on those areas where they have been involved and exercised independent engineering and professional judgement that best demonstrates their competence as an engineer.  
An indication of the size and cost of the works/system components should be given;
    - 3.3.1 The report should include, where applicable, original design calculations relating to one or more of the applicant's own submitted drawings, certified by the supervising engineer;
    - 3.3.2 Relevant working drawings, certified by the supervising engineer, should be part of the report;
    - 3.3.3 The report must include bills of quantities;
    - 3.3.4 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.
  - 3.4 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 teaching/research carried out as additional information.



**Attach Passport  
Photograph here**

**THE REPUBLIC OF UGANDA**

**THE ENGINEERS REGISTRATION ACT (Cap 271)  
(Section 20)**

**APPLICATION FOR REGISTRATION**

*[Under the Engineers Registration (Prescription of Forms and Fees) Regulations]*

To: THE REGISTRAR  
ENGINEERS REGISTRATION BOARD  
P. O. BOX 29267,  
KAMPALA.

I hereby apply for registration as an engineer in accordance with the Engineers Registration Act, and in support of my application I give the following particulars: -

	<i>Particulars</i>	<i>For Office Use Only</i>
1	Name in Full	
2	Address in full ( <i>Box No., Email address, and Telephone No.</i> )	
3	Date and Place of Birth	
4	General Education ( <i>State dates, qualification and the institution for non-engineering education. Attach Documentary evidence</i> )	

	<b><i>Particulars</i></b>	<b><i>For Office Use Only</i></b>	
5*	Engineering Education ( <i>State dates, Engineering Degree, Diploma or license of University or School of engineering. Attach Documentary evidence</i> )		
6*	Practical Engineering Training ( <i>Outline dates, your position, the organisation and engineer under whom you trained i.e. Industrial training, 2 years pupillage and 2 years post-pupillage</i> )	Supervisor's Signature & Stamp / qualifications	
7*	Positions held ( <i>Outline dates, your position, the organisation and engineer who supervised you i.e. subsequent years of post-pupillage</i> )	Supervisor's Signature & Stamp / qualifications	

	<i>Particulars</i>	<i>For Office Use Only</i>
8	Membership of Engineering Institutions ( <i>Attach proof of membership/registration</i> )	
9	Have you ever been convicted? If so, give details of the offence	
10	Are you a Ugandan Citizen? ( <i>Non-citizens are required to attach bio-data page of passport and Citizens attach a national ID</i> )	

I confirm that in my opinion Mr/Mrs/Ms/Dr.....  
is a person qualified for registration under the Engineers Registration Act.

<i>Sponsors</i>	<i>Registered Engineer</i>	<i>Registration Number</i>	<i>Discipline</i>	<i>Signature &amp; Stamp</i>
1				
2				
3				

I hereby declare that the foregoing particulars are true and correct to the best of my knowledge and belief.

Date..... Signature of applicant.....

- NOTE:**
- (i) An applicant for registration may be required to satisfy the Engineers Registration Board that his engineering and general conduct have been such as to make him/her a fit and proper person to be registered under the Engineers Registration Act.
  - (ii) Signatures of persons under whom you trained or worked are required under sections 6 and 7 above.
  - (iii) If space is insufficient, please submit on separate sheet