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Guidelines on Continuing Education System for Resident Engineer (RE) & Resident Technical Officer (RTO)

Our Ref: RERTO/CIR002/SEP/2010

Date: 24 Sep 2010

All Accredited Site Supervisors

Dear Sir/Madam

Guidelines for Renewal of Certificate

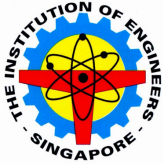
1. The objective of the Continuing Education System of the Joint Accreditation Committee (JAC) of the Institution of Engineers Singapore and the Association of Consulting Engineers Singapore is to reinforce the need for lifelong learning and to provide a framework through which REs and RTOs could systematically maintain and enhance their competency to carry out their statutory duties.
2. The JAC had, in Feb 2010 and Jul 2010, informed REs/RTO of the need to obtain a minimum of six (6) Supervision Training Units (STUs) by 31 Dec 2010 in order to renew their accreditation as RE/RTO for the year commencing 1 Jan 2011.

Requirement for renewal of accreditation as RE or RTO

3. Every RE and RTO who wishes to renew his/her accreditation as RE/RTO with the JAC for the year commencing 1 Jan 2011, and annually thereafter, is required to have obtained a minimum of six (6) STUs annually.
4. The requirement of 6 STUs is equivalent to 6 hours of training obtained from attending courses approved by the Joint Accreditation Committee (JAC).

Carrying over of excess STUs

5. If an RE/RTO has obtained more than the minimum number of STUs required for renewal of his/her accreditation, the excess number of STUs, subject to a cap of 6 STUs, can be brought forward for use in the renewal of accreditation for the next year. For example:



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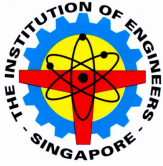


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- (a) An RE/RTO has obtained 27 STUs as at 31 Dec 2010. He/she will use 6 STUs for renewal of his/her accreditation for the year 2011. Although there is a balance of 21 STUs, only 6 STUs can be carried forward for use in renewal of his/her accreditation for the year 2012.
- (b) An RE/RTO has obtained 10 STUs as at 31 Dec 2010. He/she will use 6 STUs for renewal of his/her accreditation for the year 2011. There is a balance of 4 STUs, which will be carried forward for use in renewal of his/her accreditation for the year 2012, and he/she needs to obtain an additional 2 STUs by 31 Dec 2011 in order to meet the required 6 STUs for renewal of accreditation for the year 2012.

Insufficient STU for renewal of accreditation

- 6. An RE/RTO who has not obtained sufficient STUs as at 31 Dec to meet the requirement for renewal of his/her accreditation may apply to have his/her accreditation renewed by providing reasons for the failure to meet the requirement. The JAC may renew his/her accreditation and impose a condition that the shortfall in STUs has to be obtained during the following year. Any STUs obtained in that following year will first be used to meet the shortfall, and the remaining STUs can be used for the renewal of accreditation for the subsequent year. For example:
 - (a) An RE/RTO has obtained 2 STUs as at 31 Dec 2010. He/she has a shortfall of 4 STUs for renewal of his/her accreditation for the year 2011. The JAC may renew his/her accreditation on the condition that the shortfall of 4 STUs is obtained during the year 2011. If he has obtained 6 STUs in year 2011, 4 STUs will be deducted to meet the shortfall, and he/she will have 2 STUs left for renewal of accreditation for the year 2012.
 - (b) An RE/RTO has obtained 2 STUs as at 31 Dec 2010. He/she has a shortfall of 4 STUs for renewal of his/her accreditation for the year 2011. The JAC may renew his/her accreditation on the condition that the shortfall of 4 STUs is



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obtained during the year 2011. If he has obtained only 2 STUs in year 2011, the 2 STUs will be used to meet the shortfall, and he/she will still have a shortfall of 2 STUs as at 31 Dec 2011. In this case, he/she will **not** be able to renew his/her accreditation for the year 2012 as the shortfall for the renewal for year 2011 has not even been met yet.

Reinstatement after a lapse of 3 years

7. An RE/RTO who has not renewed his/her accreditation after a lapse of 3 years or more is required to re-apply for accreditation as a new applicant by completing the RE/RTO Application Form.

Exemption

8. An RE/RTO may be exempt from the continuing education system for a particular year, subject to review and approval of the JAC, if he/she experiences physical disabilities, prolonged illness or other extenuating circumstances.

Keeping of STU Records

9. When applying for renewal of accreditation, an RE/RTO will need to submit the STU Form, a copy of which can be printed from website link at:
<http://www.ies.org.sg/professional/registry/rerto/STU21Oct09.pdf>
10. The STU Form (with the attached proof of attendance of approved courses) has to be submitted together with the Renewal Form for the annual renewal of RE/RTO accreditation.

List of approved training courses

11. A list of all courses which have been approved by JAC for the purposes of this continuing education system can be found at website link:
http://www.ies.org.sg/pageview.php?page_id=228