



Joint Accreditation Committee (M&E)
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Guidelines on Continuing Education System for Mechanical & Electrical Resident Engineer (RE) & Resident Technical Officer (RTO)

Our Ref: MERERTO/CIR001/2015
Date: 01 December 2015

All registered M&E RE and RTO

Dear Sir/Madam

Guidelines for Renewal of Certificate

1. The objective of the Continuing Education System of the Joint Accreditation Committee (JAC) (M&E) 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 duties.

Requirement for renewal of accreditation as RE or RTO

2. Every RE and RTO who wishes to renew his/her accreditation as RE/RTO with the JAC for the year commencing 1 Jul 2016, and annually thereafter, is required to have obtained a minimum of six (6) STU(M&E) annually.
3. The requirement of 6 STU(M&E) is equivalent to 6 hours of training obtained from attending courses approved by the Joint Accreditation Committee (JAC) (M&E) since March 2014.

Carrying over of excess STU(M&E)

4. If an RE/RTO has obtained more than the minimum number of STU(M&E) required for renewal of his/her accreditation, the excess number of STU(M&E), subject to a cap of 6 STU(M&E) can be brought forward for use in the renewal of accreditation for the following year. For example:

(a)

YEAR 2016/17 Renewal		
Total STU(M&E) Attained	No of STU(M&E) used for Renewal 16/17	No of STU(M&E) carried forward for Renewal 17/18 (Max CAP at 6)
13	6	6

(b).

YEAR 2016/17 Renewal		
Total STU(M&E) Attained	No of STU(M&E) used for Renewal 16/17	No of STU(M&E) carried forward for Renewal 17/18 (Max CAP at 6)
9	6	3



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Insufficient STU for renewal of accreditation

1. An RE/RTO who has not obtained sufficient STU(M&E) as at 30 June 2016 to meet the requirement for renewal of his/her accreditation may renew his/her accreditation on the condition that the shortfall in STU(M&E) is obtained during the following year. Up to maximum 10 STU(M&E) shortfalls are allowed. Any shortfalls of more than 10 STU(M&E) will not be allowed for renewal. STU(M&E) obtained in that following year will first be used to meet the shortfalls, and the remaining can be used for the renewal of accreditation for the subsequent year. For example:

(a).

YEAR 2016/17 Renewal			
Total STU(M&E) Attained	No. of STU(M&E) used for Renewal 16/17	No. of STU(M&E) shortfall for 16/17	No. of STU(M&E) required for renewal 17/18
4	4	2	8

Reinstatement after a lapse of 1 year

2. An RE/RTO who has lapsed for one year is required to re-apply for accreditation as a new applicant.

Exemption

3. 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

4. When applying for renewal of certification, an RE/RTO will need to complete the STU(M&E) table which can be found at the back of the renewal form. Renewal form can be found at the following link: http://www.ies.org.sg/professional/registry/me/RERTORF_-_original_version.doc
RE/RTOs are advised to keep own records of courses attended.

List of approved training courses

5. A list of all courses which have been approved by JAC (M&E) for the purpose of this continuing education system can be found at website link: [https://www.ies.org.sg/professional/registry/me/JAC%20\(M&E\)%20Approved%20Training.pdf](https://www.ies.org.sg/professional/registry/me/JAC%20(M&E)%20Approved%20Training.pdf)