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

Our Ref: RERTO/CIR001/April/2020
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All accredited Site Supervisors

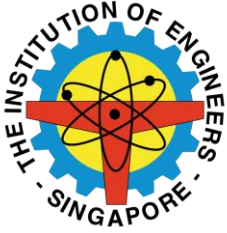
Dear Sir/Madam

Guidelines for Renewal of Certificates

1. The objective of the Continuing Education System of the Joint Accreditation Committee (JAC) of the Institution of Engineers Singapore and 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 informed REs/RTOs of the need to obtain a minimum of **six (6) Supervision Training Units(STUs) Structural & two (2) Supervision Training Units(STUs) Safety** in order to renew their accreditation as RE/RTO for the year commencing.

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, and annually thereafter, is required to have obtained a minimum of six (6) STU(Structural) & two (2) STU(Safety) annually.
4. The requirement of 6 STU(Structural) is equivalent to 6 hours of training obtained from attending courses approved by the Joint Accreditation Committee (JAC) & 2 STU(Safety) is equivalent to 4 hours of training obtained from attending courses approved by the Joint Accreditation Committee (JAC).



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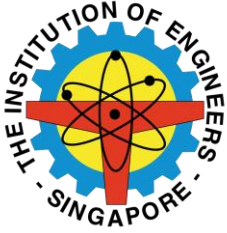


Carrying over of excess STUs

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 STU(Structural) & 2 STU(Safety), can be brought forward for use in the renewal of accreditation for the next year. For example:
 - a) An RE/RTO has obtained 27 STU(Structural) & 8 STU(Safety) as at 31 Dec 2019. He/she will use 6 STU(Structural) & 2 STU(Safety) for renewal of his/her accreditation for the year 2020. Although there is a balance of 21 STU(Structural) & 6 STU(Safety), only 6 STU(Structural) & 2 STU(Safety) can be carried forward for use in renewal of his/her accreditation for the year 2021.
 - b) An RE/RTO has obtained 10 STU(Structural) & 3 STU(Safety) as at 31 Dec 2019. He/she will use 6 STU(Structural) & 2 STU(Safety) for renewal of his/her accreditation for the year 2020. There is a balance of 4 STU(Structural) & 1 STU(safety), which will be carried forward for use in renewal of his/her accreditation for the year 2021, and he/she needs to obtain an additional 2 STU(Structural) & 1 STU(Safety) by 31 Dec 2020 in order to meet the required 6 STU(Structural) & 2 STU(Safety) for renewal of accreditation for the year 2021.

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 STU(Structural) & 1 STU(Safety) as at 31 Dec 2019. He/she has a shortfall of 4 STU(Structural) & 1 STU(Safety) for renewal of his/her accreditation for the year 2020. The JAC may renew his/her accreditation on the condition that the shortfall of 4 STU(Structural) & 1 STU(Safety) is obtained during the year 2020. If he has obtained 6 STU(Structural) & 2 STU(Safety) in year 2020, 4 STU(Structural) & 1 STU(Safety) will be deducted to meet the shortfall, and he/she will have 2 STU(Structural) & 1 STU(Safety) left for renewal of accreditation for the year 2021.



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- b) An RE/RTO has obtained 2 STU(Structural) & 1STU(Safety) as at 31 Dec 2019. He/she has a shortfall of 4 STU(Structural) & 1 STU(Safety) for renewal of his/her accreditation for the year 2020. The JAC may renew his/her accreditation on the condition that the shortfall of 4 STU(Structural) & 1 STU(Safety) is obtained during the year 2020. If he has obtained only 2 STU(Structural) in year 2020 the 2 STU(Structural) & will be used to meet the shortfall, and he/she will still have a shortfall of 2 STU(Structural) & 1 STU(safety) as at 31 Dec 2020. In this case, he/she will not be able to renew his/her accreditation for the year 2021 as the shortfall for the renewal for year 2020 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.