

Frequently Asked Questions (FAQs)

1. I am a Professional Engineer (PE). Am I required to register as a RE or RTO (C&S)?

A. No. A PE with a valid practicing certificate in Civil or Structural Engineering discipline is not required to register.

2. I am above the age of 65 years; must I attend an interview whether for new application or renewal of certificate?

A. No, For New Application/Renewal you are required to submit a medical chit from a certified general practitioner, declaring you are fit for employment. For new application, you may need to attend an interview, but it depends on case by case basis.

3. What is the subscription fee and application fee?

A. The application fee is \$21.40 (non-refundable, inclusive of GST) and subscription fee is \$64.20 (per calendar year, inclusive of GST).

4. I have a Letter of Acceptance from BCA. How do I register for RE or RTO accreditation?

A. You are required to duly complete the Application Form, with supporting certificate/and complete transcripts for submission. RE or RTO Application form can be downloaded from link <https://www.ies.org.sg/https://www.ies.org.sg/ccms.r?pageid=10089&TenID=IES#collapse8>

5. How do I know if my new application is approved?

A. Processing time is approximately 8 weeks under normal circumstance for new application. Applicants will be notified by email.

6. What is the payment fee for renewal of my RE or RTO accreditation certificate?

A. The payment fee for RE or RTO accreditation renewal is \$64.20 per calendar year.

7. What are CPD or STU requirements?

A. STU stands for Supervision Training Units (STU) and is training pertaining to supervision in structural works for RE/RTO renewal requirement. Only STU can be used for renewal purpose.

8. What are the documents required for renewal and submission process?

a. Performance Assessment Report to be endorsed by your PE (If you are working as a RE/RTO) can be downloaded from link:

<https://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/C&S/Performance%20Assessment%20Report%20QPS.pdf>

b. Letter of Employment indicating your roles & responsibilities not dated more than 6 months from the date of renewal if you are not working as RE/RTO

c. Medical Report for those aged 65 & Above

d. Declaration form for those who are Unemployed can be downloaded from link:

<https://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/C&S/Declaration%20Form.pdf>

e. 6 STU (Structural) & 2 STU(Safety) for yearly renewal, For those who lapse between 1-3 years in renewing RE/RTO certificate, You are required to submit 9 STU(Structural) & 2 STU(Safety).

f. Please note that we **DO NOT** accept any hardcopy or email submission. You will need to submit your renewal online through our IES Website.(Click [here](#) for the online renewal guide)

9. What is the minimum requirement for Resident Engineer (RE) accreditation application?

A. One of the following academic qualifications:

a. A University degree or any other professional qualification recognised by Professional Engineers Board for registration as a professional engineer under the Professional Engineers Act (cap. 253) in Civil Engineering or Structural Engineering discipline.

b. A postgraduate master's degree or doctoral degree in Civil Engineering or Structural Engineering from any university recognised by the Professional Engineers Board for registration as a professional engineer under the Professional Engineers Act (cap. 253).

c. A Chartered Engineer registered by the Engineering Council, United Kingdom in the Civil Engineering or Structural Engineering discipline.

d. A university degree in Civil Engineering or Structural Engineering from any university specified by the Commissioner of Building Control in the list available at the Building and Construction Authority (BCA) website. And with a minimum 1 year relevant postgraduate practical experience in design or construction of structural works is required.

10. What is the minimum requirement for Resident Technical Officer (RTO) accreditation application?

One of the following academic qualifications;

a. A Degree or Diploma from a local university or local polytechnic in Civil Engineering or Structural Engineering.

b. A Diploma in Construction Engineering by BCA Academy.

c. A Diploma in construction related discipline from any Singapore polytechnic with a minimum of 1 year relevant practical experience in full time supervision of structural works in construction sites in Singapore is required.

d. A Diploma or higher certificate from any oversea polytechnic in Civil Engineering or Structural Engineering, with a minimum of 2 years relevant practical experience in full time supervision of structural works in construction site is required.

d. A Degree from any oversea university in Civil or Structural Engineering with a minimum of 2 years relevant practical experience in full time supervision of structural works in construction site is required.

e. National Certificate on Construction Supervision (NCCS) with a minimum of 1 year relevant practical experience in full time supervision of structural works in construction site is required.

11. How do I register for specialist accreditation as RE (Tunnel) or RTO (Tunnel)?

A. a. To show proof of membership of TUCSS and

- b. To show proof of attendance of training course and c. Subject to approval by TUCSS and
- d. Duly completed RE or RTO (T) Application Form downloaded from link
[https://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/C&S/RERTO%20\(T\)%20Form%201%20November%202020%20v4.pdf](https://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/C&S/RERTO%20(T)%20Form%201%20November%202020%20v4.pdf)
- e. The application fee is \$21.40 (non-refundable, inclusive of GST)

12. What is the Joint Accreditation Committee?

A. The Joint Accreditation Committee (JAC) is comprised of The Institution of Engineers, Singapore (IES), Association of Consulting Engineers, Singapore (ACES), and Building and Construction Authority (BCA).

13. What is the validity of my RE or RTO certificate?

A. The validity of the RE or RTO certificate is for the calendar year, and is renewable on a yearly basis. Please allow 2 to 8 weeks for processing under normal & peak period respectively.

14. What is the processing time in the event of any refund?

A. The processing time of refund will be approximately 4 weeks under normal circumstance.

15. What is the address for submission of duly completed documents for processing?

A. The address for submission of documents is Joint Accreditation Committee (JAC) C&S C/o The Institution of Engineers, Singapore 70 Bukit Tinggi Road Singapore, 289758

16. What is the Supervision Training Unit (STU) requirement for RE/RTO accreditation renewal?

A. RE/RTO is required to attain the minimum 6 STU(Structural) & 2 STU(Safety) within the past 12 months for accreditation renewal the following year. STU attainment is capped at 6 STU(Structural) & 2 STU(Safety) per year, i.e. 6 STU(Structural) & 2 STU(Safety) to be used per calendar year renewal. Renewal of accreditation is based on per calendar year basis at any one time. This means that if RE/RTO attained more than the maximum capped of 6 STU(Structural) & 2 STU(Safety) per year, the excess of STU will be forfeited, i.e. if a total of 20 STU(Structural) & 6 STU(Safety) is attained for year 2018 (6 STU(Structural) & 2 STU(Safety) will be used for renewal year 2018 and 6 STU(Structural) & 2 STU(Safety) will be used for renewal year 2019, and the excess of STU will be forfeited.

17. What are the objectives of the C&S RE/RTO Joint Accreditation Committee (JAC)?

- a. To establish a list of accredited C&S RE's and RTO's for use by the construction industry.
- b. To assist the construction industry in maintaining a list of accredited C&S RE/RTO's who possess acceptable quality and professional competence.
- c. To assist C&S RE/RTO toward achieving better quality and standards through continuing education and training.

18. Where can I locate the Terms and Conditions for Accreditation?

A. The Terms & Conditions of Accreditation can be located at link
<http://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/T&C2.pdf>

19. What is the role of the Joint Accreditation Committee (JAC)?

A. The JAC shall be the assessing body for academic qualifications and working experience required for accreditation of RE/RTO's.

20. What are the documents required for submission for RE or RTO Accreditation?

A. The forms required to be duly completed are Application for RE or Application for RTO and a copy of the minimum requirements of academic qualification/and complete transcripts

21. Can I renew my expired certificate and what is the lapse period allowed?

A. You can renew your expired certificate if the expiry is within 3 years from the date of expiry. If the certificate expiry is above 3 years, you will have to re-apply as a new applicant, by duly completing the Application for RE or RTO Form, with applicable subscription fee and application fee for submission and subjected to approval by the JAC. (Please note upon successful Re-Application, you are required to provide 9 STU structural & 2 STU safety).

22. What will happen if my certificate has been revoked by the Disciplinary Committee of the Joint Accreditation Committee (JAC)?

A. Please refer to Rules for Professional Conduct & Discipline at link https://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/C&S/RE%20RTO_Rules%20for%20Professional%20Conduct_Updated%20250618.pdf

23. How do I update my personal particulars e.g. Address or NRIC to the RE/RTO Registry?

A. You are required to furnish update of personal details with supporting copy/proof of documents by mail to RE/RTO Registry (C&S) JAC C/o The Institution of Engineers, Singapore 70 Bukit Tinggi Road Singapore 289758

24. How long is the renewal process, upon complete submission of documents?

A. The renewal process upon receipt of complete documents is approximately 2 to 8 weeks for processing under normal & peak period respectively. Upon approval, we will email to you the e-cert.

25. Where do I register for approved courses by IES Academy (IESA)?

A. You can register for IESA approved courses at link <https://www.ies.org.sg/Events-and-Courses/Events-and-Courses-Listing>

26. What if I did not duly complete the forms or provide complete submission of documents/academic transcripts required for processing during application?

A. If you do not provide complete submission of documents required for processing, your application will be rejected.

27. I am currently a registered RE or RTO. Can I renew my certificate for more than one calendar year?

A. No. You are not allowed to renew your certificate for more than one calendar year.

28. What will happen if I am convicted under Singapore Law or called for hearing by the Joint Accreditation Committee (JAC) or Disciplinary Committee?

A. You will be informed to attend a fair hearing to be conducted by the Disciplinary Committee, to be advised by registered mail (AR registered mail). Attendance is mandatory.

29. Under what situations may result in a hearing to be called by The Disciplinary Committee?

A. The situations will include but not limited to the following: a. Complaints against QSS (RE/RTO),
b. Criminal Offence under Singapore Law.

30. What is the Disciplinary Committee composed of?

A. The Disciplinary Committee is composed of 2 representatives. They are: a. The Institution of Engineers, Singapore (IES), and b. Association of Consulting Engineers, Singapore (ACES).

31. What can be expected of the decision/s after review by the Disciplinary Committee? Updated 30 June 2014

A. The decision/s after review of the hearing will include the following but not limited to: a. Revoke of certificate (2 years), b. Warning Letter, or c. Suspension of certificate (1 year). The decision will be informed to the recipient.

32. What is the opening hours of IES?

A. The opening hours of IES is Monday-Friday, 9am-6pm, excluding Singapore public holidays.

33. What is the contact no. of the RE/RTO Registry (C&S) Processing Department?

A. The no. is 6469 5000 from 9am to 12pm, 2pm to 6pm.

34. How does the RE/RTO track or monitor STU attained?

A. The RE/RTO is responsible to track or monitor the STU attained and to show proof for training attendance. And if required to show proof for the training, eg. Audit purpose.