

Guide for C&S RE/RTO Renewal

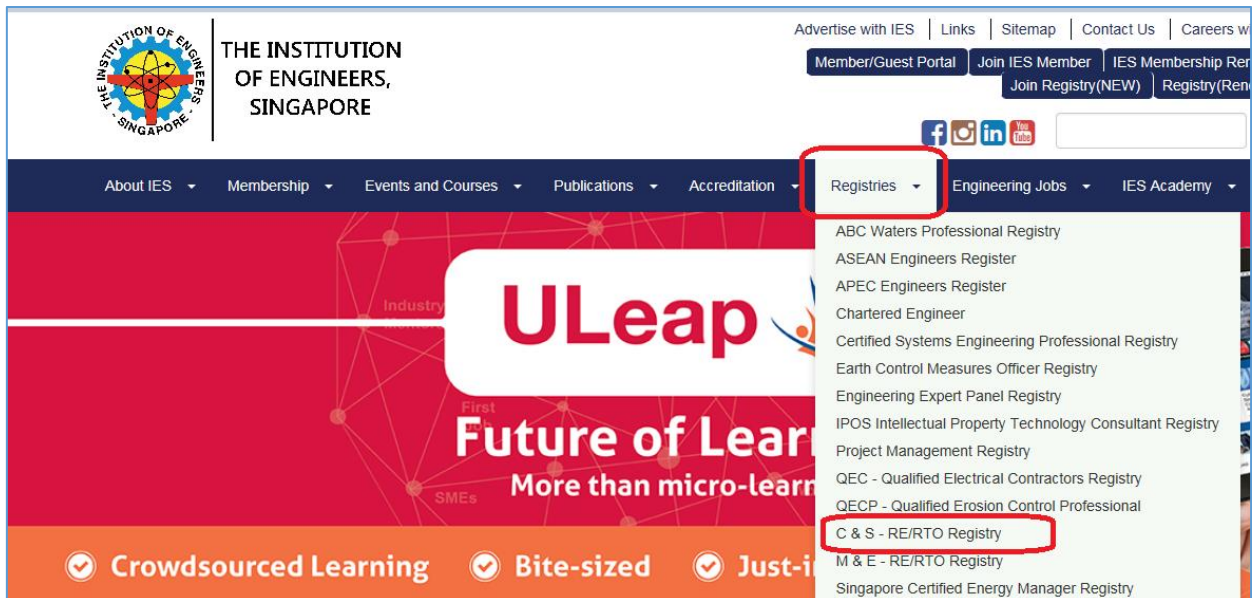
STEP 1) Get ready the required documents before logging in to IES website to submit your renewal.

Documents which you might need:

- i) **QPS (Performance Assessment Form) – Revised Form**
- ii) **Letter from Employer (dated not more than 6 months ago) if not working as RE or RTO**
- iii) **Declaration Form**
- iv) **Medical Examination Form (if you are age above 65 (base on calendar year))**

For item (i), (iii) & (iv), please retrieve the softcopy following below instructions

- Go to [IES Website](#)
- Click “**Registries**”
- Select **C&S RE/RTO Registry** from the drop-down



The screenshot displays the homepage of The Institution of Engineers, Singapore. The header includes the IES logo and navigation links such as 'Advertise with IES', 'Links', 'Sitemap', 'Contact Us', and 'Careers w'. Below the header is a dark blue navigation bar with a dropdown menu for 'Registries'. The dropdown menu is open, showing a list of various registries. The 'C & S - RE/RTO Registry' option is highlighted with a red box. The main content area features a large red banner with the 'ULeap' logo and the text 'Future of Learning More than micro-learning'. At the bottom, there are three circular icons with checkmarks and the text 'Crowdsourced Learning', 'Bite-sized', and 'Just-i'.

STEP 1 a) Choose “Part VIII Forms”, under the drop-down menu, you will see the “[Performance Report](#)” in Word or PDF Format. Choose either format to download

Part V. Certified List of RE/RTO	▼
Part VI. Courses & Events	▼
Part VII. Circulars	▼
Part VIII. Forms	▲

Under normal circumstances, if the submissions are complete and in order, the applicants will be informed of the outcome within 2 to 3 months.

RE Application Form (Word)	RE Application Form (PDF)
RTO Application Form (Word)	RTO Application Form (PDF)
Renewal Form (Word)	Renewal Form (PDF)
Declaration Form (Word)	Declaration Form (PDF)
Performance Report (Word)	Performance Report (PDF)
Medical Examination Form (PDF)	RE/RTO (Tunnel) Application/Renewal Form (PDF)

Performance Assessment Report

- i) Required to submit 1 Performance Assessment Report (Appendix III) for 1 project. If you have more than 3 projects in Year 2018, you can submit up to 3 Performance Assessment Reports.
 - ii) If QP wants to submit separately to JAC, the QP needs to check on the box, sign, endorse and indicate the date.
- RE/RTO will upload/submit the blank form with the QP undertaking endorsement.

<p>Please tick if applicable:</p> <p><input type="checkbox"/> QP who undertake to submit the assessment report SEPARATELY, has to complete within 7 working days from date of endorsement to JAC by email to re.rto@iesnet.org.sg or mail the complete endorsed report to: Joint Accreditation Committee (C&S) C/o The Institution of Engineers, Singapore 70 Bukit Tinggi Road, Singapore 289758</p>	<p>QP's Endorsement & Date</p>
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STEP 1b) Choose “**Part VIII Forms**”, under the drop-down menu, you will see the “[Declaration Form](#)” in Word or PDF Format. Choose either format to download

i) If you are unemployed, download the form, check on the unemployed box and indicate the period of unemployment.

ii) If you did not involve in any site supervision as RE or RTO, check on box and indicate the period. Please submit the letter from your employer to indicate your position and responsibilities.

DECLARATION
<input type="checkbox"/> I am not being investigated and have not been charged or convicted of criminal offence under Singapore Law. <i>*Please provide details if the box is not selected</i>
<input type="checkbox"/> I have not been found guilty of fraudulent or grossly improper conduct in the discharge of any professional duty in Singapore. <i>*Please provide details if the box is not selected</i>
<input type="checkbox"/> I declare that I did not involve in any site supervision as RE or RTO from _____ to _____. (Applicable for REs and RTOs who could not submit APPENDIX III due to no project.) <i>*Please submit the letter from employer to indicate your position and responsibilities.</i>
<input type="checkbox"/> I declare that I am unemployed from _____ to _____. <i>(If any of the above information is found to be untrue, you will be referred to the Disciplinary Committee for investigation.)</i>
<input type="checkbox"/> I declare that the particulars (and all the documents) and any subsequent document(s) and information provided in support of this application are true, correct and complete to the best of my knowledge and belief, and I have not wilfully suppressed any material facts. <i>(If any of the above information is found to be untrue, you will be referred to the Disciplinary Committee for investigation.)</i>

STEP 1c) If you are age above 65 (**base on calendar year**), you need to be certified fit for duty before your renewal application can be approved by submitting a medical letter from General Practitioner or download the [Medical Examination Form](#) from website under “**Part VIII Forms**”

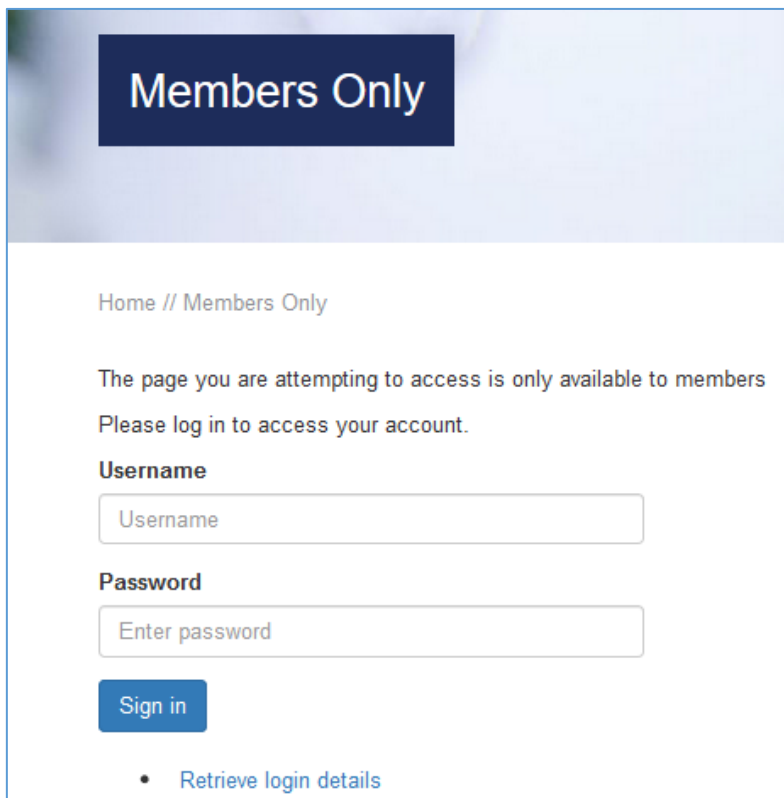
STEP 2) Launch **IES website** <https://www.ies.org.sg/Home>

STEP 3) Select **“Registry (Renewal)”** or **“Member/Guest Portal”**

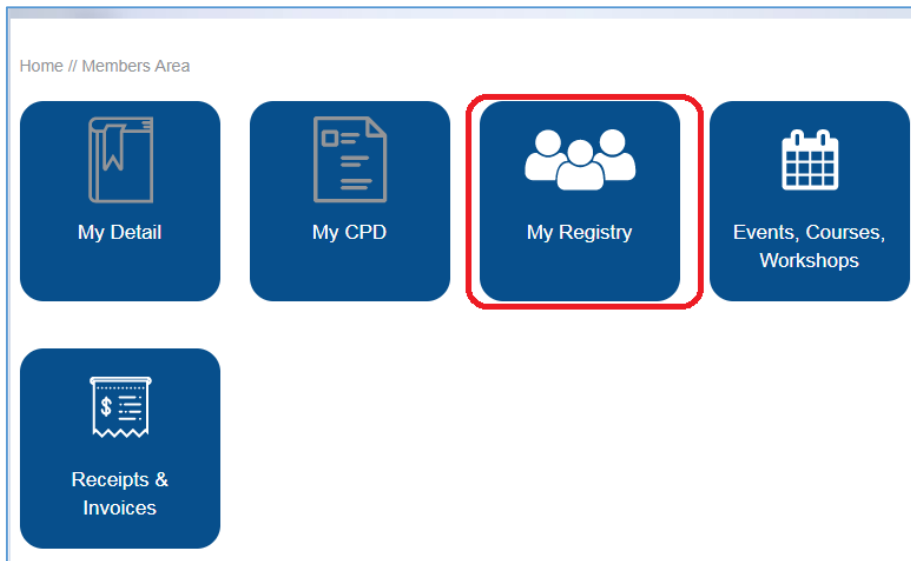


STEP 3) Under **“Members Only”**

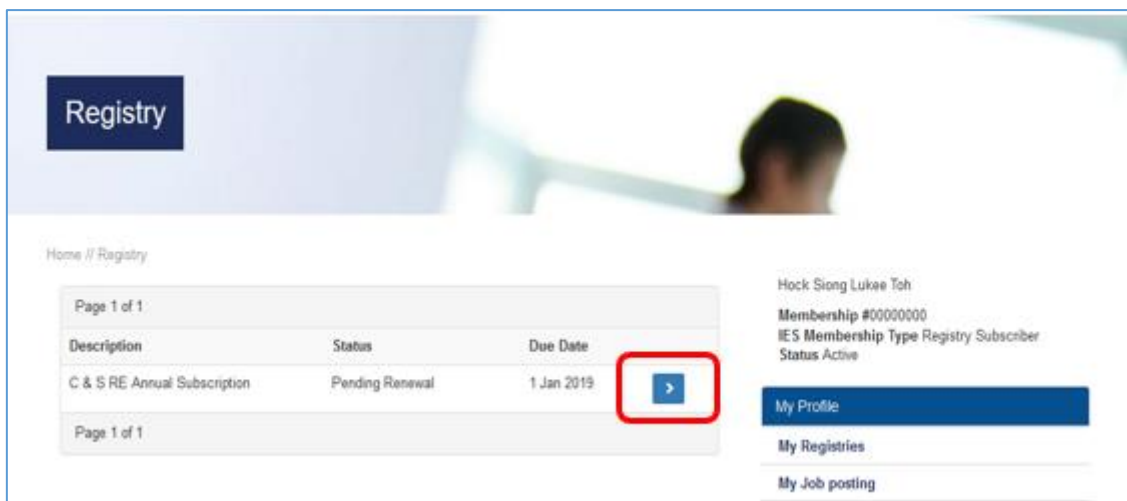
- Username: NRIC/FIN Number
- Password: ID given (Case Sensitive)
- Click Sign In



STEP 4) Select “My Registry”



STEP 5) Click on the blue colour arrow to do the renewal



STEP 6) Under “Registry Renew”

Read the Terms and Conditions, check on “agree to the above Terms and Conditions” box and click “Next”

Registry Renew

Home // Registry Renew

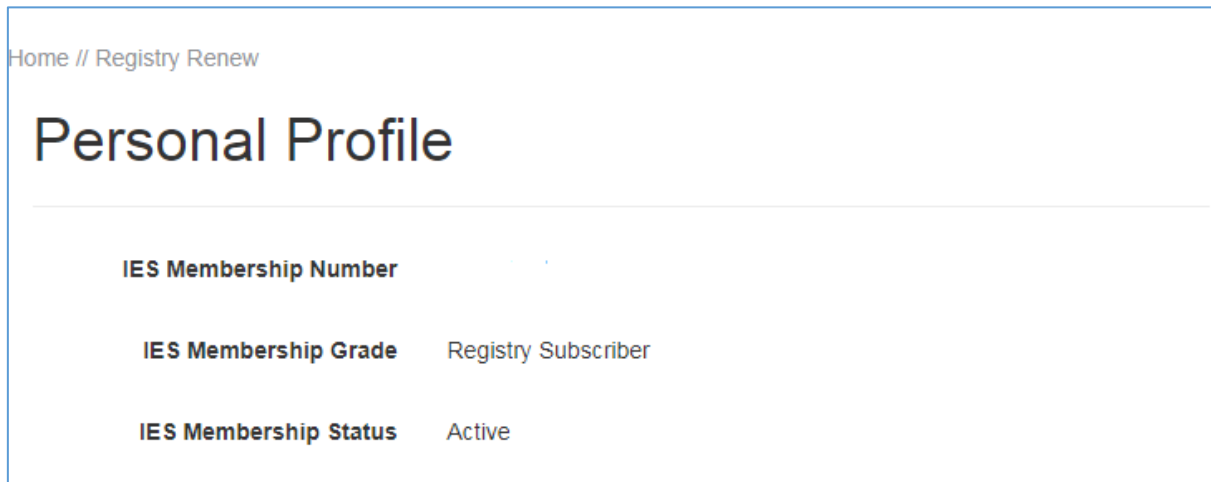
Note:

1. If your certification has not been renewed for more than 3 years, you are required to re-apply for RE/RTO certification; PE Endorsements are required on the application form and supporting documents as per any new application. A renewal application form may be submitted after the re-application has been approved by JAC.
2. All sections of the application form, including APPENDICES I, II and III are to be duly completed and signed before submission. Incomplete submission will not be accepted for processing.
3. In APPENDIX I, please update change in qualification and list the details of your past employment/ practical experience corresponding to the projects you would be submitting QPS assessment (up to 3 Projects in qualifying period, past 12 months taking reference from the date of renewal application submission)
4. You are required to meet the Continuing Professional Development (CPD) requirement of attaining minimum 6 STU (Structural) & 2 STU (Safety) on a yearly basis to renew your certification. However, if the certification has not been renewed last calendar year, 9 STU (Structural) & 2 STU (Safety) are required for renewal instead.
5. Since 14th September 2015, submission of Performance Assessment Report (APPENDIX III) has been a requirement for renewal of certification; a Performance Assessment Report (APPENDIX III) of you by the Structural Qualified Person in-charge of the project is to be submitted for each project you supervised during the qualifying period. If you have 3 or more projects, only 3 Performance Assessment Reports are required to be submitted.
6. If you did not involve in any site supervision project during the qualifying period, you are required to make declaration in Part 3 of the form and submit a letter from your employer (dated not more than 6 months ago upon submission) stating your roles and responsibilities during the period.
7. If you are age above 65, you need to be certified fit for duty before your renewal application can be approved by submitting a medical letter from General Practitioner certifying that you are physically fit for duty.
8. If you are a Professional Engineer (PE) with valid practice certificate in Civil & Structural discipline, you are not required to register or renew your certification as REs or RTOs.

agree to the above Terms and Conditions

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STEP 7) Update your particulars under **“Personal Profile”** and click **“Next”** to continue



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Personal Profile

IES Membership Number [Redacted]

IES Membership Grade Registry Subscriber

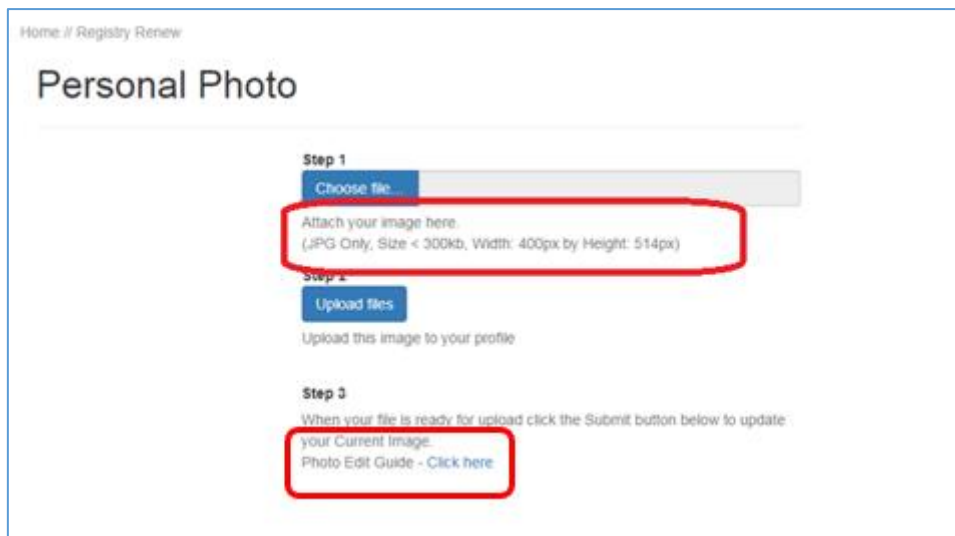
IES Membership Status Active

STEP 8) Upload your **“Personal Photo”** according to the requirement.

- a) Click on **“Choose file”** under Step 1
(JPG only, Size <300kb, Width: 400px by Height: 514px)
- b) Click on **“Upload files”** to upload your photo to your profile.

If your photo size is huge, follow the steps below to edit your photo before submission.

- c) Click on **“Click here”** under Step 3 for the Photo Edit Guide.
- d) Click [here](#) for the Photo Edit link which you can edit your photo.



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Personal Photo

Step 1

[Choose file](#)

Attach your image here.
(JPG Only, Size < 300kb, Width: 400px by Height: 514px)

Step 2

[Upload files](#)

Upload this image to your profile

Step 3

When your file is ready for upload click the Submit button below to update your Current Image.

[Photo Edit Guide - Click here](#)

STEP 9) Click **“Add”** to key in your **“Employment Details”** and click **“Next”**

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Employment Details

Description	Location	Status
<div style="border: 2px solid red; padding: 5px; display: inline-block;">+ Add</div>		

You must enter at least 1 item(s) before you can continue

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STEP 10) Update your **“Home Address”** and click **“Next”**

Home // Registry Renew

Home Address

Address (*)

Postcode (*)

Country (*)

Preferred Address (*) Business

Home

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STEP 11) Update your **“Qualifications”** and click **“Next”**

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□

Qualifications

Institution	Qualification	Completed
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[+ Add another](#)

STEP 12) Add your **“Project Experience”** and click **“Next”**

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Project Experience

Date from	Date to	Project Title	Position Held
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[+ Add](#)

You must enter at least 1 item(s) before you can continue

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STEP 13) Click **“Add”** to enter your **CPD** (STU Structural & Safety) points.

Date	Activity	Type of CPD	Points
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Key in each STU (Structural & Safety) course details

- Activity type: Course Title
- Provider: Training Provider (eg: IESA or Star Academy)
- If you have 2 CPD points (eg: Structural & Safety) in one course, you will need to key in CPD twice

Upload the certificates and click **“Save and Return”** or you may upload together with your other documents (Eg: QPS report/Letter, etc) under **Step 15**.

The screenshot shows a web form for entering CPD details. At the top left, there is a blue box with the text "CPD". Below it, the breadcrumb "Home / CPD" is visible. The form contains the following fields and sections:

- Activity type:** A text input field.
- Provider:** A text input field.
- Type:** A dropdown menu.
- Started:** A date input field with a calendar icon.
- Completed:** A date input field with a calendar icon.
- CPD Points:** A text input field containing "0.00".
- Complete:** A checkbox.
- Overview:** A large empty text area.
- Comment:** A large empty text area.
- Document:** A section with two steps:
 - Step 1:** A "Choose file..." button.
 - Step 2:** An "Upload files" button.

At the bottom of the form, there are three buttons: "<< Prev", "Save and return", and "Delete".

Date	Activity	Type of CPD	Points
15/05/2018	Legal Duty and Negligence of Site Supervisors 14th Run	STU (Structural)	3

<< Prev **Add CPD** Next >>

STEP 15) Select **“QPS/Letter from Employer/Medical Letter”** from the drop-down under **Document** to upload the files.

- Click **“Choose file”** to attach your file,
- Click **“Upload files”** to upload the document to your application.

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Required Lists	Document	Mandatory	Provided
	C&S RTO(Renew) 2018 - Performance Assessment Report/ Letter from Employer/ STU certificate/ Medical Letter	✓	✗

Document

Step 1
Choose file...
Attach your file here.

Step 2
Upload files
Upload this file to your application

No files uploaded.

Note: You will not be able to continue until all the Mandatory documents are uploaded.

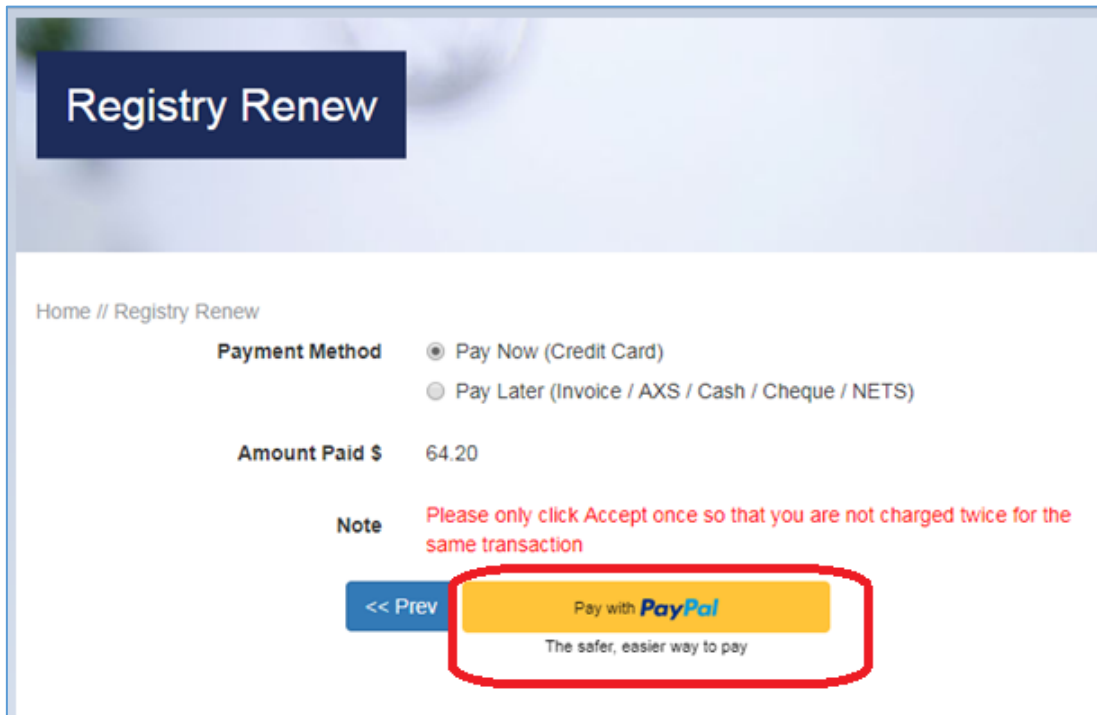
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STEP 16) 2 types of payment method:

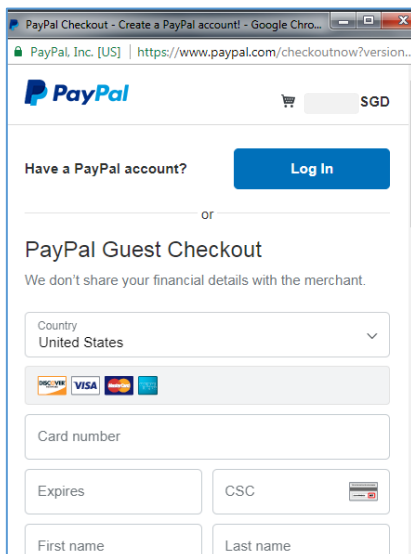
a) **Pay Now** (Credit Card) or

b) **Pay Later** (Invoice / AXS / Cash / Cheque / NETS)

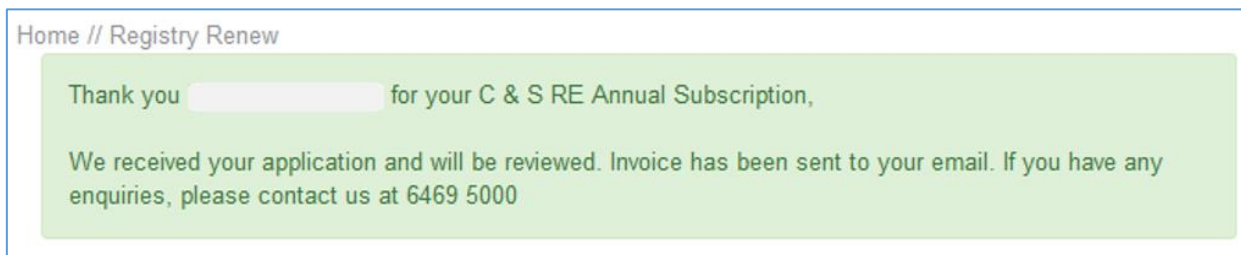
STEP 16 a) If you prefer to pay using your credit / debit card or PayPal account, select **“Pay Now (Credit Card)”** option and click **“Pay with PayPal”**.



- Click **“Log In”** if you want to pay using your PayPal account.
- Key in your debit/credit card details if you want to pay using your card under **“PayPal Guest Checkout”**

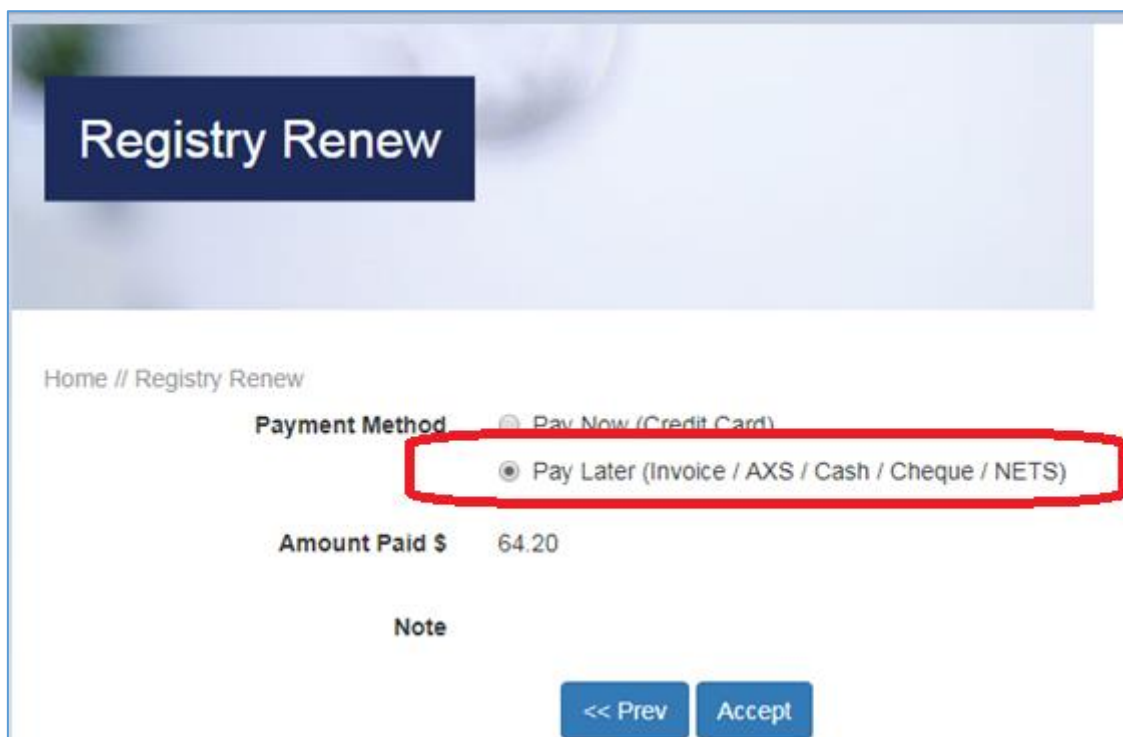


STEP 16 b) After you have paid successfully, you will receive the following message.



STEP 16 c) Email the PayPal receipt/email to re.rto@iesnet.org.sg with Subject Title: **C&S Reg No / FULL NAME / CORESOFT ONLINE PAYMENT RECEIPT** (eg. C&S RE-0001/ Ong Tian Ming/ Coresoft Online Payment Receipt).

STEP 17) If you choose to **Pay Later**, click “**Pay Later (Invoice / AXS / Cash / Cheque / NETS)**” option, click “**Accept**” and follow the steps.



i) Paying by **AXS**:

Please click [here](#) & select -> Pay Bill -> Memberships -> Select IES logo -> Membership ID: enter RE0163 or RTO2980 -> remarks: CS RE or RTO renewal 2019

Email the **AXS receipt** to re.rto@iesnet.org.sg with Subject Title: **C&S Reg No / Full Name / CORESOFT AXS PAYMENT RECEIPT** (eg. C&S RE-0001/ Ong Tian Ming/ Coresoft AXS Payment Receipt).

ii) Paying by **Cash** or **Nets**:

Need to make payment at IES office (70 Bukit Tinggi Road, Singapore 289758).

iii) Paying by **Cheque**:

Cheque made payable to: **IEH-ACESing Joint Registry** and post it to:

C&S Resident Engineer & Resident Technical Officer
C/o Institution of Engineers, Singapore
70 Bukit Tinggi Road
Singapore 289758

1. Please indicate clearly at the reverse side of the cheque your RE/RTO Reg. no. & Full name and contact number
2. Do not staple cheque with other documents.

i) For **Invoice**:

Please click on **“Receipts & Invoices”** to download the invoice if your company is paying for you.

