



UNITED REPUBLIC OF TANZANIA  
ENGINEERS REGISTRATION BOARD



**Requirements for Renewal of Practising License**

**1. Introduction**

The Board launched Practising Licenses on May 17, 2011 as part of implementation of Amended Act No. 24 of 2007 and subsequent Regulations 2010. Pursuant to Section 12A of the Act No. 15 of 1997 and its amendments requires every Professional and Consulting Engineer in addition to the Registration Certificate be issued with a Practising License.

Further Regulations 21 and 22 of the Engineers Registration Regulations 2010 provides for the procedure and conditions for issuance and renewal of Practising License.

**2. Procedure for Renewal**

The following is a procedure to be followed by Professional and Consulting Engineer for Renewal of the Practising License: -

- a) Submit dully filled CPD Logbook and Evaluation Form showing activities undertaken for the years 2014, 2015 and 2016;
- b) Fill in the application form for Practising License and pay License fees of Tshs. 20,000/= for PEng. and Tshs. 50,000/= for CEng;
- c) Submit evidence of payment of Annual fees of which the current rates are Tshs. 80,000/= for PEng. And Tshs. 200,000/= for CEng;
- d) Attend an organised ceremony for Oath taking and submit the original copy of the signed Oath to the Board before collecting the Practising License;

**3. Guidelines on how to fill the CPD Logbook**

- i. Continuing Professional Development or CPD is defined as *“the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout one’s working life”*
- ii. *Professional Development Unit or (PDU)* is the unit of measure for effort invested in continuing professional development. One PDU is equivalent to one contact hour of attendance or involvement in a structured CPD activity
- iii. CPD Logbook is obtained from the Board offices or from the website ([www.erb.go.tz](http://www.erb.go.tz))
- iv. Applicant to fill in item 3.1 the CPD activities for years 2014, 2015 and 2016 in the CPD Logbook and complete CPD evaluation form;
- v. Every Engineer is required to attain 30 PDUs each year or a total of 90 PDUs for 3 years.
- vi. Attach documentary evidence of attending a CPD activity such as receipt of the course fees, certificate of attendance, attendance list from organiser, invitation letter, etc Issued by