



UNITED REPUBLIC OF TANZANIA
ENGINEERS REGISTRATION BOARD



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P. O. BOX 14942,
DAR ES SALAAM
TANZANIA

CPD EVALUATION FORM
(To be attached with CPD Logbook)

1. Personal Particulars:

- i. Full Name:
- ii. Address:.....
- iii. Tel: Mob:.....
- iv. Email:
- v. Registration Number PE/CE.....Date of Registration:.....
- vi. Employer

2. CPD Attained for the last 3 years:

Year	Claimed HOURS (by Applicant)	Evaluated PDUs (By Board)
2014		
2015		
2016		
Total		

Applicant Signature:..... Date:

For official use only

3. Evaluation by PDA Department

3.1 Observations:

.....
.....

3.2 Recommendations:

- Recommended for Renewal of Practicing Licence.
- NOT Recommended**

Signature:..... Date

4. Approved/NOT Approved by Registrar

Signature..... Date



2 No. Passport
Size Photos

APPLICATION FORM FOR PRACTICING CERTIFICATE/LICENCE

(Under The Engineers Registration Act, 1997)

New Application / Renewal (Put a Tick ✓ on the appropriate box)

1. PERSONAL INFORMATION (Names should be entered as they appear in the certificates)

(a) Full Name: _____

(Use capital letters only)

(BLOCK LETTERS)

Registration Number _____ Category _____ Specialization _____

(For. TPE, PE, CE)

Age: _____ Sex: Male Female Nationality: _____

Full Address (for registration and correspondence):

Tel. _____, Fax _____, Mobile _____ Email _____

Number of PDUs attained (Attach CPD Logbook) Status of Engineers' Oath: Yes / No

Annual fees paid up to the (Attach evidence of payment) OATH Location: _____

2. EMPLOYER'S INFORMATION

Contact Details

Name of Employer _____

P.O. Box _____, (City/Town/Other) _____

Tel. _____, Fax. _____, Email _____

Physical Address _____

Job Position: _____

3. DECLARATION

I hereby apply for practicing certificate and undertake to abide by all provisions of the Engineers Registration Act, 1997 and any regulations and by-laws made there under including Code of Ethics. I certify that, to the best of my knowledge, the information contained herein is true and correct.

Date: _____ Signature of Applicant: _____

*** Renewal for Non-Tanzanian (Attach Copy of Permit/Contract)**



UNITED REPUBLIC OF TANZANIA
ENGINEERS REGISTRATION BOARD



Requirements for Renewal of Practising License

1. Background

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)
- 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

Registrar, P. O. Box 14942, TETEX House, 2nd & 4th Floors, Dar es Salaam

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UNITED REPUBLIC OF TANZANIA
ENGINEERS REGISTRATION BOARD



LOGBOOK
FOR
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME
FOR ENGINEERS

NAME OF THE ENGINEER: _____ **REG No:** _____

PREFACE

The Engineers registration Board (ERB) has made *Continuing Professional Development (CPD)* mandatory to all practicing engineers in the country with effect from 2005.

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.

CPD is intended to enable Tanzanian engineers to advance their professional knowledge and skills so as to be able to keep abreast with the advances in science and technology and therefore be in a position where they can effectively compete locally, regionally and internationally. This is also in line with the WTO/GATS agreements. CPD is therefore an ingredient of the professional career activities of any professionally successful engineer.

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.

The Board will review the engineer's participation in CPD activities once every three years. This review will assess compliance with submission of annual returns and attainment of the prescribed minimum PDUs of the Board's CPD Programme.

Every practicing engineer must achieve a minimum of thirty (30) PDUs per year. This is mandatory for renewal of practicing licenses.

Types of CPD activities are varied and they embody, among others, the following:

1. Courses, conferences and seminars;
2. Studying for relevant higher qualifications or related fields such as management, law or finance;
3. Research activities;
4. Mentoring of young engineers;
5. Review of articles/books or presentation of papers;

In order to enable the Board to know the extent of conformance/conformity to requirements by an individual engineer in any year, all CPD activities have to be recorded. Such a record will be the basis of the evaluation by the Board. To this end, the Board has introduced this Logbook into which an engineer will be required to enter all activities that have contributed to his/her professional development during the year *and submit to ERB in hard copies; with evidence of participation to CPD activities indicated.*

1.0 NOTES ON THE USE OF THE CPD LOGBOOK

- (1) This logbook is issued to and used by all practicing professional and consulting engineers to record their Continuing Professional Development (CPD) activities they undertake each year.
- (2) The activities shall be recorded in a chronological order.
- (3) Accredited Continuing Professional Development (CPD) Courses can be identified from ERB Website www.erb.go.tz.
- (4) Practicing engineers shall submit to the Board, on an annual basis, evidence of their participation in Continuing Professional Development (CPD) during the previous year in a manner directed by the Board.
- (5) If a practicing engineer fails to participate in CPD for a continuous period of three years, the Board may exclude such an engineer from the Register.
- (6) Practicing engineers must undertake Continuing Professional Development throughout their professional careers.
- (7) Practicing engineers working in remote areas and who find difficulties in fulfilling CPD requirements shall submit to the Board a statement outlining the engineer's peculiar situation and requesting for dispensation or special consideration. The statement shall be attached to the annual CPD declaration form.

2.0 PARTICULARS OF THE ENGINEER

(1) Name:

(2) Professional Discipline:

(3) ERB Registration No:

(4) Registration category:

(5) .Postal Address:.....

.....

(6) Telephone No:Mob:.....

(7) E-mail address.....

(8) Current employment and Address:

◆ Position held.....

◆ Name of Employer:

◆ Postal Address:

◆ Telephone No:

◆ Fax No:

◆ E-mail address

3.0 RECORD OF CONTINUING PROFESSIONAL DEVELOPMENT

3.1 Continuing Professional Development Activities

S/N	Date (from – to)	Description of CPD activity undertaken (attending postgraduate, short courses, technical conferences, paper authorships, publications, mentoring of young engineers, etc)	Organizer / Institution	Evidence Attached (Certificates, Testimonials, etc)	Total Hours spent	Equivalent PDUs (to be determine d by ERB)
1. Year						
Total						
2. Year						

Total						
3. Year						
Total						

3.2 Declaration

I declare that the above entries in my CPD Logbook are a true and correct record of my participation in Continuing Professional Development for the period.

Name: Signature:.....

Date:.....

APPENDIX: WEIGHTING OF CPD ACTIVITIES

Activity	PDUs
A Structured Activities	
A.1 Relevant postgraduate degree, diploma or certificate courses	1 PDU per contact hour
A.2 Lectures, short courses, conferences, symposia, workshops and seminars on technical, management or professional development matters relevant to engineers	1 PDU per contact hour
A.3 In-house courses on technical, management and professional development matters relevant to engineers	1 PDU per contact hour
A.4 Conducting accredited courses, lectures, seminars, conferences, symposia and workshops	3 PDUs per lecture hour
A.5 Writing or editing technical articles or papers published in reputable journals, conference proceedings or books	6 PDUs per article
A.6 Registering an engineering patent	20 PDUs per patent
A.7 Evaluation of ERB Professional/SEAP reports	1 PDU/2 reports
A.8 Mentoring of SEAP trainees	
B Non-structured Activities	
B.1 Membership of professional societies, boards, and technical committees (ACET, IET, TACECA,CATA,etc)	4 PDUs for attending 1 professional meeting
B.2 Reading relevant technical/management literature	1 PDU for every 3 hours
B.3 Viewing training videos, CD roms and TV programmes, listening to training tapes, or taking distance and open learning courses	1 PDU for every 3 hours
B.4 Attending informal in-house training and presentations	1 PDU for 2 hours
B.5 Conducting informal in-house training and presentations	1 PDU for 2 hours
B.6 Attending organized technical site visits and exhibitions	1 PDU for 2 hours
B.7 Attending professional and technical courses which are not accredited	1 PDU for 2 hours

Note: **PDU** – Professional Development Unit

For all above activities done, one must produce documentary evidence:

1. Programme of the event/activity;
2. Receipt of course/programme payments;
3. Invitation letters;
4. Participation certificates;
5. Attendance list.