



UNITED REPUBLIC OF TANZANIA
ENGINEERS REGISTRATION BOARD



Requirements for Renewal of Practicing License

1. **Background**

The Board launched Practicing 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 Practicing License.

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

2. **Procedure for Renewal**

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

- a) Submit dully filled CPD Evaluation Form showing (through electronic system) claimed hours of activities undertaken for the years 2017, 2018 and 2019;
- b) Fill in the application form for Practicing License and pay License fees of Tshs. 30,000/= for PEng, Tshs. 75,000/= for CEng and Tshs. 100,000/= for ICE;
- c) Submit evidence of payment of Annual fees of which the current rates are Tshs. 120,000/= for PEng. Tshs. 300,000/= for CEng and Tshs. 375,000 for ICE;
- d) For new Professional Engineer should attend an organized ceremony for Oath taking and submit the original copy of the signed Oath to the Board before collecting the Practicing 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. Applicants are required to fill the online CPD Logbook by using system guide of CPD attached herein;
- iv. Every Engineer is required to attain 30 PDUs each year or a total of 90 PDUs for 3 years;
- and v. You can read the information about CPD on the next page.

INFORMATION ABOUT CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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;

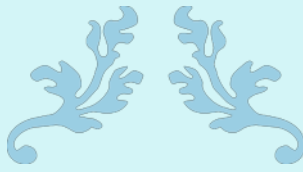
In order to enable the Board to know the extent of conformance/conformity to requirements by an individual engineer in any year, all CPD activities have to be recorded. Such a record will be the basis of the evaluation by the Board. To this end, the Board has introduced this Logbook into which an engineer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

WEIGHTING OF CPD ACTIVITIES

Activity	PDU s
A Structured Activities	
A.1 Relevant postgraduate degree, diploma or certificate courses	60 PDUs
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 Accredited 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	2 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	3 PDU /Trainee/Year
B Non-Structured Activities (Not more than 10 PDUs)	
B.1 Membership of professional societies, boards, and technical committees (ACET, IET, TACECA,CATA,etc)	1 PDUs for attending 1 professional meeting
B.2 Reading relevant technical/management literature	1 PDU for every 3 hours not more than 2 PDUs
B.3 Viewing training videos, CD roms and TV programmes, listening to training tapes, or taking distance and open learning Courses and submit a summary of what you read.	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 and accredited 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
B.8 Participating in IET and ACET activities annually and be active member (Submit ID Card/Clearance Certificate)	8 PDUs
B.9 Member of Parliament or Presidential Appointment	15 PDUs

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;
6. Medical evidence (If you've been sick for more than 6 months);
7. Clearance Certificate from IET/ACET;
8. Brief description of the Watched video, Journal and technical Magazine.



ENGINEER'S REGISTRATION SYSTEM

SYSTEM GUIDE ON CPD



JULY 1, 2019

ENGINEERING REGISTRATION BOARD

1. System Access

- a. System requirement
 - i. Internet access
 - ii. Web Browser (Microsoft Edge, Internet Explorer, Google Chrome, Firefox)
- b. System access

Link to access the system is <https://registration.erb.go.tz>.

2. Engineer registration

Existing member:

- i. Send mobile SMS by writing ERB PEXXXX to **15200** (i.e. ERB PE1234 to 15200);
- ii. You must have a balance of at least Tshs. 100 in your phone as Airtime (NOT SMS bundle OR MPESA or TIGO PESA or AIRTEL Money).
- iii. You will receive an SMS with the system Username and Password

3. User login

- I. Once user has a username and password.
- II. The login portal shall be obtained from the top right-hand corner (Member login).
- III. By Clicking **Member Login**, the system shall prompt to enter username and Password.
- IV. If successful the system shall redirect to the User dashboard. If failed the system will display an error.

4. Updating Profile on the User Dash Board Menu by clicking profile Menu and update the following:

- a. Personal Details
 - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and personal details menu
 - ii. The engineer can view all personal details
 - iii. The engineer can edit the personal information and save
 - iv. The engineer can upload a passport photo (Note! Picture to upload should be a recent photo - white or light-blue background.)
- b. Contact Details
 - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and contact information menu
 - ii. The engineer can view all contact information
 - iii. The engineer can edit the contact information and save (Phone number should be in the format **255 762 XXX XXX**) (E-mail should be a valid and active for receiving notifications and announcements)
- c. Academic Details
 - i. The Engineer can navigate to the left-hand navigation menu, under profile menu and academic information menu
 - ii. The engineer can view all academic information details
 - iii. The engineer can edit the academic information and save (All attachments should be in **pdf** format)

5. CPD

The Engineer can navigate to the left-hand to **CPD Log menu**, then click on **CPD Records** sub menu then Select **CPD Activities**, then navigate to top right and then click **Request PDUs button** by filling the following information:

- I. Choose CPD activity type (i.e. A.1 Relevant postgraduate degree, diploma or certificate courses);
- II. Type the CPD Activity name (i.e. AED 2018);
- III. Type Start date and End date of the CPD activity;
- IV. Attach evidence in PDF format (i.e Participation certificates / Receipt of course / programme payments / Invitation letters with recommendation to attend / Programme of the event/activity / Attendance list).

After filling the information above press **submit and repeat the same to other CPD activities**



UNITED REPUBLIC OF TANZANIA
ENGINEERS REGISTRATION BOARD



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P. O. BOX 14942,
DAR ES SALAAM
TANZANIA

CPD EVALUATION FORM

1. Personal Particulars:

- (i). Full Name:
- (ii). Professional Discipline.....
- (iii). Address:
- (iv). Mob No:
- (v). Email:
- (vi). Registration Number PE/CE/ICE.....Date of Registration.....
- (vii). Name of Employer and Address
- (viii).Position held.....

2. CPD Attained for the last 3 years:

Year	Claimed HOURS (by Applicant)	Evaluated PDUs (By Board)
2017		
2018		
2019		
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**



APPLICATION FORM FOR PRACTICING CERTIFICATE/LICENCE

(Under The Engineers Registration Act, 1997)

FOR OFFICIAL USE

Date received:

Receipt No:

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

2 passport
size photos

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) O A T H 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)**