

# **Registration of Professional Engineering Bodies (PEBs)**



## **Registration Procedure and Guidelines**

### **1. Registration of Professional Engineering Bodies**

#### **1.1 Conduct of Continuing Professional Development Activities**

Under Section 16 of SRO 1310(I)/2008, Professional Development of Engineers, the Governing Body shall ensure and manage the professional development of engineers in terms of its obligation under the Act. The Engineering Professional Development Committee (as per Section 15) shall administer the professional development activities according to specified criteria and guidelines laid down by the Council. Professional institutions and associations, CPD academies, engineering universities or colleges and private institutions, registered by the Council may impart CPD in coordination with the Committee. All these institutions, associations and other bodies shall be known as Professional Engineering Bodies (PEBs) in terms of Clause (xxiv) of Section 2 of the Act. The Council shall ensure that the responsibilities outsourced to these bodies are carried out in a fair, equitable and responsible manner without any profit motives. The Council retains the right to withdraw any outsourced responsibility from a registered PEB if the circumstances so require.

Registration of Professional Engineering Bodies (PEBs) shall form the basis of imparting effective CPD to Engineers of the relevant fields, thereby playing a pivotal role in mentoring the engineering profession.

The registration of PEBs will be based on an assessment/review ascertaining the strengths and weaknesses of the organization in terms of standards, functioning, efficient management system, an effective self-assessment process, and trained and experienced manpower to achieve the purpose of professional development.

## **1.2 Objectives**

- An initial detailed review progressively focusing on support rather than compliance;
- Focus on qualification, training and experience of people involved and procedures evolved for management and conduct of proceedings with emphasis on self-assessment; and
- Review based on demonstrated and appropriately documented material.

## **1.3 Criteria**

- Government/Semi-Government/Private Chartered Institutions;
- Autonomous and registered Professional Body in good standing;
- Shared objectives and compliance with PEC Act, Bye-laws (Section 16 of Bye-laws), regulations, etc.;
- Preference shall be given to those organizations which have all/most of the necessary infrastructure of their own; and
- Willing to be a registered member as a PEC Professional Engineering Body and pay a prescribed fee regularly to remain in good standing.

## **1.4 Procedure**

- Receipt of Application for registration on prescribed form along with a fee, if any;
- Analysis and clarifications on the application by PEC;
- If needed and approved by EPDC, visit to be conducted by Experts' Panel approved by EPDC and submission of Experts' Report to EPDC;
- Approval for registration in regular meetings of EPDC;
- Based on approval, formal certificate of registration be issued by EPDC;
- The whole process to be completed within three (03) months;
- Registration valid up to two (02) year;
- After expiry of registration period, the above registration procedure is to be repeated.
- Renewal Fee shall be applied on annual basis.

## 1.5 Guidelines for Registration of CPD Bodies with PEC

All the Professional Bodies interested to join for imparting CPD activities, may apply for registration with PEC while adhering to the provision of CPD Byelaws especially Section 16 and the defined criteria (Section 3.3). The professional bodies named **PEBs** would apply on the prescribed form along with the fee and necessary documents to PEC. Any institute or body having more than one campus, would require a separate registration/ evaluation process. The major parameters to be evaluated might be included but not limited to the followings:

- i. Management of the Institute/ Organization
- ii. Mission and Objectives
- iii. Infrastructure and Physical Resources
- iv. Human Resources – Resource Persons and Staff
- v. Area(s) of Interest for CPD Activities
- vi. Major Achievements – Past CPD activities and experiences

All PEBs will provide a yearly CPD schedule to PEC/ EPDC for information and record until 1<sup>st</sup> December of the preceding year. If anything is found unbalanced in the CPD schedule/ activities, then PEC may ask for clarification(s). After which, The CPD activities will include but are not limited to the activities defined in CPD Byelaws Section 15 ([www.pec.org.pk](http://www.pec.org.pk)). The final CPD activity schedule will be uploaded on PEC and respective PEB websites.

The concerned PEB will send to PEC a verified list of the participants within two weeks of holding the CPD activity for verification of the CPD returns to be filed by the candidates. The format of the CPD Yearly Calendar, CPD Returns of Participants, and CPD Returns of Resource Person(s)/ Event Organizer(s) are given in Appendix A, B and C, respectively. The format of the CPD Certificate is enclosed as Appendix-D.

## 1.6 Fee Structure for PEB Registration and Engineer's CPD Returns

The following fee would be applicable to the PEBs for registration with PEC;

### Registration Fee Structure

S.No	Type of Organization/ Institution	New Registration Fee	Renewal Fee
1	All public sector institutions/ universities/ academies (government, semi-govt, autonomous)	20000/-	10000/-
2	All private sector institutions/ universities/ academies/ associations	20000/-	10000/-

## **1.7 Proforma for Registration of CPD Bodies**

The proforma for registration of PEBs is given below, of which three copies are required to be submitted at the time of registration/ renewal along with a prescribed fee.

## **1.8 Mechanism for recognition of CPD from Foreign Institutions/ Universities/ Professional Organizations:**

The mechanism for recognition/ acceptance of CPD activities acquired by the PEs (Professional Engineers) and REs (Registered Engineers) from foreign institutions/ universities/ professional organizations is based on the following criteria;

1. CPD bodies/ institutions/ universities are recognized or registered by the equivalent registration/ licensing bodies like NCESS, Board of Engineers Malaysia (BEM), etc.
2. CPD activities are acquired from the institutions/ universities having accredited engineering programs by equivalent accrediting bodies such as FEANI, EC\_UK, ABET, BEM, or Washington Accord members.
3. CPD activities acquired from recognized educational institutions/ universities, from the relevant forum (HEC, Education Ministry, etc.)
4. Established and recognized Professional Bodies like the American Society of Civil Engineers (ASCE), etc.
5. Established and recognized technical organizations
6. Distance learning will only be accepted based on defined criteria internationally acceptable.
7. Engineers acquiring CPD through the above-said checklist will deposit Rs 2000/- (Rupees two thousand only) per CPD return plus verification fee, if applicable, as per actual.
8. The CPD activities would have the same CPD credit points and meaning as given in the CPD Byelaws 2008.



# PAKISTAN ENGINEERING COUNCIL

## CHECKLIST FOR REQUIRED DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM FOR REGISTRATION /RENEWAL OF PROFESSIONAL ENGINEERING BODIES (PEBs)

Sr.No.	Document Description	Tick (✓)	
		Yes	No
1	Duly filled Application Form PEB-1 (Available online at <a href="https://www.pec.org.pk/reg_pro_eng_bodies.aspx">https://www.pec.org.pk/reg_pro_eng_bodies.aspx</a> )		
2	<ul style="list-style-type: none"> <li>Original Deposit Slip (as an evidence for the fee deposited): <ul style="list-style-type: none"> <li>MCB Bank account: 0685583041005497 (Branch code 0069).</li> </ul> </li> </ul>		
	Registration Fee		
	<div>New Registration20,000/-</div> <div>Renewal10,000/-</div>		
3	Previous Original Certificate ( if already registered)		
4	Covering Letter of institute/organization on Letterhead		
5	Registration as <ul style="list-style-type: none"> <li>Chartered Institute</li> <li>SECP</li> <li>Constituent part Campus</li> <li>Company Ordinance etc.</li> </ul> (Please submit relevant supporting legal documents/papers in case of New Registration)		
6	Copy of institution/organization profile.		
7	Detail of Infrastructure & Resources		
8	Detail of Resource Persons and Staff alongwith their CV .		
9	Detail of CPD activities conducted by the registered PEBs as per PEC prescribed format of returns.		
10	Yearly Calendar of CPD Activities imparting with fee structure as per prescribed PEC format.		

The Additional Registrar (CPD)  
Pakistan Engineering Council  
Ataturk Avenue (East)  
Sector G-5/2, Islamabad

Subject: **REGISTRATION / RENEWAL ISSUANCE OF LICENCE AS  
“PROFESSIONAL ENGINEERING BODY” UNDER PEC ACT & CPD  
BYELAWS 2008**

Dear Sir,

We are submitting application for registration/renewal issuance of licence as Professional Engineering Body (PEB) duly completed along with necessary supporting documents.

Signature

(Name and Designation)  
Head of Institution/ Organization

# **REGISTRATION/RENEWAL FORM**

**(PEB-1)**

**FOR**

**PROFESSIONAL ENGINEERING BODIES (PEBs)**



**Engineering Professional Development Committee**

**Pakistan Engineering Council**

**[www.pec.org.pk](http://www.pec.org.pk)      [peb@pec.org.pk](mailto:peb@pec.org.pk)**

## RENEWAL/REGISTRATION OF PROFESSIONAL ENGINEERING BODIES FOR CPD

(Self-Assessment Report to be filled by the institutions/ bodies/ academies)

(Please tick and fill as required)

New Licence	Renewal	PEB Registration No (if already registered)

Sr.No.	Parameters/ Attributes	By the Institution/ Organization
1	Management of the Institute/ Organization:	
	1.1 Name of the Institution/ Organization	
	1.2 Govt./Autonomous/ Semi-autonomous/ Private	
	1.3 Registration as: (Chartered Institute, constituent part/campus, SECP, Company Ordinance etc.)	
	1.4 Location/ Constituency	
	1.5 Management and Operational Structure	
	1.6 Detail of PEB Coordinator (Name, contact number & email id for PEC record and update on the PEC Website)	
2	Mission and Objectives of Organization: (clearly defines mission & objectives)	2.1 Mission
		2.2 Objectives
3	Infrastructure and Resources:	
	3.1 Building (Owned, rented, lease etc.)	



Sr.No.	Parameters/ Attributes	By the Institution/ Organization
	<b>3.2 Office Space</b>	
	<b>3.3 Lecture Halls (Nos.):</b> - For atleast 30 participants - For > 30 and upto 100 participants	
	<b>3.4 Seminar/ Workshop Hall (Nos.)</b> (more than 100 participants)	
	<b>3.5 Availability of lecture requirements</b> (Multimedia, speaker, computers, internet, photocopying, Zoom-online facility for live webinars etc.)	
	<b>3.6 Financial Strength</b> (CPD should not be taken as a commercial venture)	
	<b>3.6.1 Govt./ Trust Funds/ Donations</b>	
	<b>3.6.2 Other Sources of Fund Generation</b>	
<b>4</b>	<b>Resource Persons and Staff</b>	
	<b>4.1 Resource Persons</b>	
	<b>4.1.1 Permanent</b> (Name, qualification, experience, expert area, to ascertain availability of experienced Permanent Resource Persons in different areas)	
	<b>4.1.2 Visiting</b> (Name, qualification, experience, expert area, to ascertain availability of experienced visiting Resource Persons in different areas)  <b>4.1.3. From Foreign through online</b> (Name, qualification, experience, expert area, affiliated organization/ Institutions)	
	<b>4.2 Allied/ Supporting Staff</b> (Name, qualification, responsibility, to ascertain availability of necessary allied/ supporting staff)	

<b>Sr.No.</b>	<b>Parameters/ Attributes</b>	<b>By the Institution/ Organization</b>
<b>5</b>	<b>Area(s) of Interest for CPD Activities</b> (in line with PEC objectives)	
	<b>5.1 Area(s) of Interest</b> (subjects & fields including engineering(Civil, Mechanical, Electrical etc.) technical, management, communication, ethics, environment and latest trends):	
	<b>5.2 Details of CPD Courses</b> (details of Topics, targeted participants, mode of delivery and expected outcome of the courses)	
	<b>5.3 Yearly Calendar of CPD Activities with fee structure (Existing/ Projected)</b>	5.3.1 Existing Calendar (Attached as Annex- )
		5.3.2 Projected Activities (Attached as Annex- )
<b>6</b>	<b>Major Achievements – last two years CPD activities and experiences:</b> (sufficient evidence/ record as per PEC prescribed format)	<b>Attached as Annex-</b>
<b>7</b>	<b>Mode of Dissemination</b>	
	<b>7.1 Website</b>	
	<b>7.2 Newspapers/ Newsletter/ Circular etc.</b> (wider dissemination of information)	

**Note: Please attach supporting documents/ additional sheets where necessary.**

## **Undertaking**

1. I declare, on behalf of the institute/ organization, to abide by the terms and conditions of registration set forth in the Professional Development of Engineers Byelaws 2008, Guidelines and amendments made therein from time to time.
2. Not to undertake CPD activities as a commercial venture but as a service to the engineering profession
3. To inform PEC (EPDC in case) of the yearly calendar of CPD activities till 1<sup>st</sup> December of the preceding year, and comply with the PEC's observation if anything found unbalanced in the CPD schedule.
4. To submit CPD returns in prescribed format to PEC after the conduct of each approved CPD activity.
5. To pay initial registration and yearly renewal fee to PEC.

**Name and Signature**  
**Head of Institution/ Organization**

# ***Format of CPD Calendar***


**(To be submitted to PEC upto 31<sup>st</sup> December 2022 of proceeding year for CPD activities next year)**

## Format of CPD Yearly Calendar by PEBs

<b>CPD Activities Calendar for the year 2024</b>							
<b>PEB Name:</b>							
<b>PEB Reg. #</b>							
<b>Name of PEB Coordinator:</b>							
Sr. #	CPD Title	CPD Category - Type	Location	Date	Collaboration	Recourse Person	CPD Credit Points

Note: Please refer to Annexure-A of PDE Bye-laws 2008 for the CPD category and CPD credit points for each activity.

## Contents of CPD Activities as per Calendar-2024

	<b>PAKISTAN ENGINEERING COUNCIL</b>	<b>PEB Logo</b>
<b>Activity No.1 (as per CPD Calendar-2024)</b>		
<b>CPD Title:</b>		
<b>Objectives:</b>		
<b>Main Contents:</b>	<b>a.</b> <b>b.</b> <b>c.</b> . . .	
<b>Target Participants:</b>		
<b>Duration:</b>		
<b>Activity No.2 (as per CPD Calendar-2024)</b>		
<b>Activity No.1</b>		
<b>CPD Title:</b>		
<b>Objectives:</b>		

<b>Main Contents:</b>	<b>b.</b> <b>c.</b> . . .
<b>Target Participants:</b>	
<b>Duration:</b>	.
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# ***Format of CPD Returns***

**(To be submitted as soon as CPD activity is held)**



## Format of CPD Returns-1 by PEBs

**Appendix-B**

<b>Course/ CPD title:</b>							
<b>PEB Name:</b>							
<b>PEB Reg #:</b>							
<b>CPD Category</b>	<b>CPD Activity</b>	<b>Course Code</b>	<b>Date</b>	<b>Location</b>	<b>Duration</b>	<b>Credit Points</b>	<b>Total No. of Participants</b>
<b>List Of Participants</b>							
<b>Sr. No</b>	<b>PEC Reg. No</b>	<b>Name (as per PEC Record)</b>					

Note: Please refer to Annexure-A of PDE Bye-laws 2008 for the CPD category and CPD credit points for each activity.

## Format of CPD Returns-2 by PEBs

Appendix-C

<b>Course/ CPD title:</b>							
<b>PEB Name:</b>							
<b>PEB Reg #:</b>							
<b>CPD Category</b>	<b>CPD Activity</b>	<b>Course Code</b>	<b>Date</b>	<b>Location</b>	<b>Duration</b>	<b>Credit Points</b>	<b>Total No. of Participants</b>
<b>List of CPD Organizers</b>							
<b>Sr. No</b>	<b>PEC Reg. No</b>	<b>Coordinator/Resource Person</b>	<b>Name</b>		<b>Affiliation/ Organization</b>	<b>CPD Credit Points</b>	

Note: (i) Please refer to Annexure-A of PDE Bye-laws 2008 for the CPD category and CPD credit points for each activity.  
(ii) Organizers should not be more than two (02) for each activity



**Continuing Professional Development Programme**  
(under PEB License No.: P-UETLHR-50-xx)

**PEB  
logo**

**This certificate is awarded to**

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*for attending one day short course on*

**ENGINEERING PROCUREMENT AND CONTRACTS**

**(One CPD Credit Points)**

*held on February 11, 2011*

**at University of Engineering and Technology, Lahore**

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Course Coordinator

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PEB Coordinator

**Organized by: University of Engineering and Technology, Lahore**



# Criteria for Resource Persons

**For CPD activities and subjects areas relating Engineering disciplines/ Engineering Management / Social Sciences / Natural Sciences etc.:**

**a. Essential**

- Professional Engineer/expert having PhD in Engineering/allied disciplines with min 3-years relevant practical experience in teaching/industry.

**OR**

Professional Engineer/Expert having MSc Engineering/allied disciplines with min 5-years relevant practical experience in teaching/industry

**OR**

Professional Engineer/Expert having BSc Engineering/allied disciplines with min 8-years relevant practical experience in teaching/ field/ industry.

- b. Min 2 year experience of being a Resource Person in the relevant field for short courses/workshops/seminars.**

**For CPD activities and subject areas relating Management/ Social Sciences/ Natural Sciences:**

**a. Essential**

- PhD in relevant/ allied discipline with 3-years relevant practical experience in teaching/ field/ industry

**OR**

MPhil /Master in relevant/ allied discipline with 5-years relevant practical experience in teaching/ field/ industry.

- b. Min 2 year experience of being a Resource Person in the relevant field for short courses/ workshops / seminars.**

**Desired**

- Research publications/ published technical reports on his/her credit.
- Previous experience of course/contents development for relevant engineering programs/seminars/workshops/colloquium.
- Proficiency in English language with good communication skills and positive attitude.
- Entrepreneurs who have experience in developing any product / System and its installation & maintenance.
- Certified Professional trainer/developer/mentor (e.g PMP, SAP, CFA, CCNA, CCNP etc.) in the relevant field.



# Pakistan Engineering Council

Ataturk Avenue (East) G-5/2, P.O.Box No.1296, Islamabad.

UAN:111-111-732, Fax: 051-2276224

E-mail: cpd@pec.org.pk

Passport size  
Photograph  
with blue  
back ground  
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## APPLICATION FOR RESOURCE PERSON

<b>1. Full Name</b> (as per CNIC/ Passport)					
<b>2. PEC Registration</b> (for engineers) or Any other professional affiliation					
<b>3. Major Discipline</b> (Engineering, Natural Sciences, Social Sciences, Management)					
<b>4. Area of Expertise/ Specialization(s)</b>					
<b>5. Postal Address:</b>					
<b>5.1. Phone (Office):</b>		<b>5.2 Phone (Residence):</b>			
<b>5.3. Fax:</b>		<b>5.4. Email:</b>			
<b>6. ACADEMIC/ PROFESSIONAL QUALIFICATION (Bachelor degree and above)</b>					
<b>Institution/ University</b>	<b>Title of Degree/ Diploma/ Certificate</b>	<b>Year of award</b>		<b>Major Subjects/ area of specialization</b>	
<b>7. PROFESSIONAL EXPERIENCE (STARTING FROM LATEST)</b> (Pleas mention past experience of being resource person for invited lectures/short courses/seminars etc. in detail)					
<b>Organization/ Department</b>	<b>Designation</b>	<b>From - To</b>			<b>Major Responsibilities</b>
		<b>Teaching</b>	<b>Industry</b>	<b>Field</b>	
<b>8. EXPERIENCE RELEVANT TO BE A RESOURCE PERSON</b>					
<b>Invited lectures</b>	<b>Short Courses</b>		<b>Seminars/Workshops</b>		

<b>9. AREAS OF INTEREST AS RESOURCE PERSON (MAXIMUM THREE)</b>		
a. b. c.		
<b>10. RESEARCH PUBLICATIONS, BOOKS, TECHNICAL REPORTS ETC. (Use extra pages, if necessary)</b>		
<b>11. PROFICIENCY IN LANGUAGES</b>		
<b>Language</b>	<b>Excellent</b>	<b>Average</b>
<b>English</b>		
<b>Urdu</b>		
<b>Arabic</b>		
<b>Other(s)</b>		
<b>12. ANY OTHER INFORMATION</b>		

I certify that the above particulars mentioned by me are correct. I undertake to abide by the PEC Act, Bye-Laws, relevant rules and Codes of Ethics and Conduct, prescribed for the Resource Persons.

**Signature of Applicant**