

LICENSED BODIES REGISTRATION GUIDE



SECURING THE HIGHEST STANDARDS IN THE PRACTICE OF ENGINEERING

1.0 INTRODUCTION

This manual provides comprehensive guidance on the registration and renewal of Licensed Bodies (LBs) with the Engineering Council, in accordance with the Engineering Council Act, 2011 (Act 819) and the Engineering Council Regulations, 2020 (L.I. 2410)

It is intended for use by professional engineering associations and institutions seeking to be licensed to certify engineering practitioners, firms, and educational units.

2.0 DEFINITION OF A LICENSED BODY

A Licensed Body (LB) is legally defined in the Engineering Council Regulations, 2020, as “a body registered by the Board to certify engineering practitioners, engineering firms and educational units for registration by the Council.” (L.I. 2410, Regulation 37)

3.0 FUNCTIONS OF A LICENSED BODY

Pursuant to the Engineering Council Act, 2011 and the Engineering Council Regulations, 2020, a Licensed Body is mandated to perform the following functions:

1. Certify engineering practitioners for initial and continuing registration with the Council.
2. Certify engineering educational units and programmes for registration with the Council.
3. Conduct examinations and interviews of applicants for registration.
4. Monitor the compliance of its members with the provisions of the Act and the Regulations.
5. Investigate complaints made against its members and submit findings and recommendations to the Board.
6. Provide and manage Continuing Professional Development (CPD) programmes for registered engineering practitioners.
7. Maintain a secured and updated database of its members.

4.0 PROCEDURE FOR RENEWAL OF LICENSE FOR LICENSED BODIES

4.1 Eligibility Requirements

To qualify as an LB, the applicant must:

1. Hold a Certificate of Registration as a Professional Association from the Office of the Registrar of Companies.
2. Have been in operation for at least five (5) years.
3. Provide audited accounts for the past five (5) years.

4. Have a fixed registered office.
5. Have a governing body whose members are registered with the Council.
6. Have well-established CPD programmes approved by the Council.
7. Demonstration of ability to uphold and enforce professional standards, conduct and ethics.
8. Maintain a secured database of members.
9. Have a minimum of 1,000 members in good standing for the preceding three (3) years.
10. Include at least two categories of engineering practitioners among members.
11. Ensure 10% of members are in good standing.

4.2 Procedure for Renewal

• A licensed body may commence the renewal process within six months before the expiration of its current certificate of registration.

- The application for renewal shall be submitted to the Registrar of the Engineering Council in person, by post, or electronically
- The application must be accompanied by the prescribed renewal fees as per the Fees and Charges (Miscellaneous Provisions) Act, 2018 (Act 983).

The following documents (based on initial registration requirements under Regulation 2) should be kept updated and may be requested:

1. Evidence of continued operation and good standing.
2. Updated audited accounts.
3. Updated list of governing body members registered with the Council.
4. Evidence of continued professional development programmes for members.
5. Evidence of a secured database of members.
6. Evidence of minimum membership of 1,000 members in good standing for the preceding three years.
7. Proof that membership includes at least two categories of engineering practitioners.
8. Evidence that 10% of members are in good standing.

5.0. VALIDITY OF REGISTRATION CERTIFICATE

The certificate of registration issued in accordance with the Act is valid for one year.

6.0 SUSPENSION OR REVOCATION

The Board may suspend or revoke a license if the licensed body:

- Provides false information, or
- Certifies an application which does not satisfy the registration criteria set by the Board.