

**GUIDELINES TO APPLICANTS FOR REGISTRATION WITH THE ENGINEERS REGISTRATION BOARD (ERB)**

- 1.0 Subject to provision of the Engineers Registration Act (ERA), an engineer is entitled, on making a successful application to the Board in the prescribed manner and on payment of the prescribed fee, to have his name entered into the register.
- 2.0 An applicant for registration must have the following qualifications:-
- 2.1 A Degree, Diploma or Licence of a University or School of Engineering recognized, for the time being, by the Board as furnishing a sufficient guarantee of adequate academic knowledge in engineering;
  - 2.2 At least 2 years training as a pupil engineer after graduation, under the supervision of a Registered Engineer;
  - 2.3 A further 2 years working experience in a position or positions of some responsibility, again under the supervision of a Registered Engineer;
  - 2.4 Corporate membership of the Uganda institution of Professional Engineers (UIPE);
  - 2.5 The applicant must have attained the age of 25 years.
- 3.0 An applicant will submit a full application for registration consisting of the following: Form ERA 1, a Career Report, and a Technical Report.
- 3.1 Form ERA 1 should be duly completed in all the sections, with attached copies of certificates, signatures of engineers under whom you trained, and membership of institutions as required under the relevant sections of the form;
  - 3.2 A Career Report should give a chronology of one's professional career, precisely showing the positions occupied, degree of responsibility assigned, the engineer under whom you trained, and should detail the tasks undertaken indicating their size and value, lessons learnt and the challenges met;
  - 3.3 A technical Report should be on a specific project that clearly brings out one's role, responsibility and contribution in the exercise of independent engineering and professional judgement and best demonstrates one's competence as an engineer. The report should indicate the tasks he/she was employed on, problems encountered and how such problems were identified, analysed and dealt with throughout preliminaries, design, documentation, construction/installation, operation, and maintenance, research and/or teaching periods. An indication of the size and cost of the works should be given;
    - 3.3.1 The report should include, where applicable, design calculations relating to one or more of the candidates own submitted drawings, certified by the supervising engineer;
    - 3.3.2 Relevant working drawings, certified by the supervising engineer, should be part of the report;
    - 3.3.3 The report must include bills of quantities;
    - 3.3.4 In writing the report therefore, the candidate should bear in mind that the onus is on him/her to give sufficient information to guide the Board in a fair and just assessment of his application. But, the report should be between 2,500 and 6,000 words.
  - 3.4 For applicants who, at the time of making the application for registration, are involved in engineering education and/or research work, such applications must submit evidence of the research carried out as additional information.

To be submitted in triplicate

Form ERA 1



**THE REPUBLIC OF UGANDA**

**THE ENGINEERS REGISTRATION ACT (Cap 271)**  
(Section 20)

**APPLICATION FOR REGISTRATION**

[Under the Engineers Registration (Prescription of Forms and Fees) Regulations]

To: THE REGISTRAR  
ENGINEERS REGISTRATION BOARD  
P. O. BOX 29267,  
KAMPALA.

I hereby apply for registration as an engineer in accordance with the Engineers Registration Act, and in support of my application I give the following particulars:-

	<i>Particulars</i>	<i>For Office Use Only</i>
1	Name in Full	
2	Address in full (Box No., e-mail address, Telephone No. and Fax No.)	
3	Date and Place of Birth	
4	General Education (give details with dates)	

Attach Passport Photograph here

	<i>Particulars</i>	<i>For Office Use Only</i>	
5*	Engineering Education (state Degree, Diploma or licence of University or school of engineering. Documentary evidence is required)		
6*	Practical Engineering Training (State dates and engineer under whom you trained)	Signature and qualifications	
7*	Positions held (state dates and degree of responsibility)	Signature and qualifications	

	<i>Particulars</i>	<i>For Office Use Only</i>
8	Membership of Engineering Institutions	
9	Have you ever been convicted? If so, give details of the offence	
10	Are you a Ugandan Citizen? (Non-citizens are required to supply details of passport)	
I confirm that in my opinion Mr/Mrs/Ms/Dr..... is a person qualified for registration under the Engineers Registration Act.		
	<i>Sponsors</i>	<i>Registered Engineer</i>
		<i>Registration Number</i>
		<i>Discipline</i>
		<i>Signature</i>
1		
2		
3		
I hereby declare that the foregoing particulars are true and correct to the best of my knowledge and belief.		
Date..... Signature of applicant.....		
NOTE:	(i) An applicant for registration may be required to satisfy the Engineers Registration Board that his engineering and general conduct have been such as to make him/her a fit and proper person to be registered under the Engineers Registration Act.	
	(ii) Signatures of persons under whom you trained or worked are required under sections 6 and 7 above.	
	(iii) If space is insufficient, please submit on separate sheet	