



## Annex-1

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Nepal Engineering Council

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Registration for Title of Professional  
Engineer, PEng (Nepal)

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Guidelines for Applicants

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March 2016 (Second Amendment July 2022)

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# Guidelines for Applicants

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## **ACRONYMS AND ABBREVIATIONS**

CEng	Chartered Engineer
CPD	Continuing Professional Development
CPEng	Chartered Professional Engineer
Atts	Attributes Records
GoN	Government of Nepal
IEA	International Engineering Alliance
NEA	Nepal Engineers' Association
NEC	Nepal Engineering Council
NPRs	Nepali Rupees
PEng	Professional Engineer
PPA	Public Procurement Act
PPMO	Public Procurement Monitoring Office
PPR	Public Procurement Rules
RE	Registered Engineer
WTO	World Trade Organisation



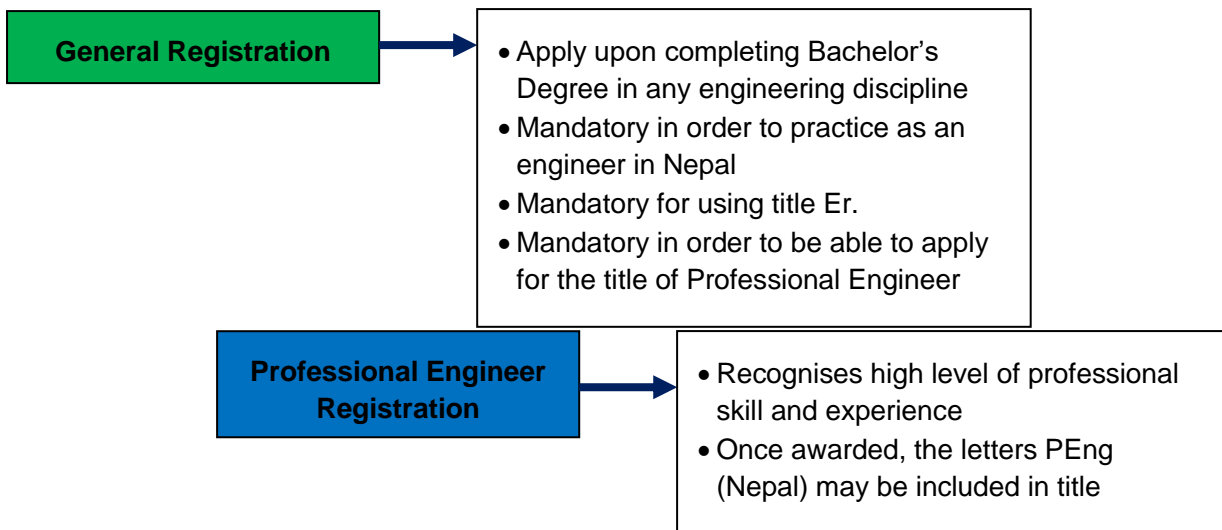
## 1. INTRODUCTION

### 1.1. THE TITLE OF PROFESSIONAL ENGINEER

The Nepal Engineering Council (NEC) is an extended arm of the Government of Nepal and is the regulatory body for the engineering profession, and engineering education, in Nepal, as per the Nepal Engineering Council Act 1999. Under this act the NEC may award the title of Professional Engineer to engineers who have achieved prescribed standards in their academic qualifications and professional experience. The award of the title of Professional Engineer enables an engineer to use the title PEng (Nepal), indicating that the engineer practices to high ethical standards and is applying their engineering knowledge to provide solutions to complex problems. A similar title is awarded in the USA and Canada, in Japan the title of Registered Engineer (RE) is awarded, in Australia and New Zealand the title awarded is Chartered Professional Engineer (CPEng), in the UK and Ireland the title Chartered Engineer (CEng) is awarded.

### 1.2. THE BENEFIT OF BECOMING A PROFESSIONAL ENGINEER

Securing the title of Professional Engineer provides a badge of credibility to an engineer and is a clear demonstration of their professional ability. Engineers should take pride in their skills and abilities and the title of Professional Engineer can be seen as a formalisation of this. The title of Professional Engineer also holds a status that is not just relevant to the Nepali context but also relevant in the wider engineering profession. Engineers who are awarded the title will be entitled to include the letters PEng (Nepal) in their title. The relationship between 'General Registration' and 'Professional Engineer Registration' is outlined in the diagram below:



The Government of Nepal (GoN) and other organisations, through legal provision, may introduce requirements for particular engineering roles and responsibilities to be carried out only by engineers who hold the Professional Engineer (PEng (Nepal)) title. Prior to the introduction of this, employers can immediately begin to award certain engineering roles and responsibilities only to engineers who hold the Professional Engineer (PEng (Nepal)) title.

### 1.3. ETHICS AND CODE OF CONDUCT OF A PROFESSIONAL ENGINEER

All engineers working in Nepal must adhere to the NEC Code of Conduct as per Rule 18 of the NEC Regulation 2057 (2001). The title of Professional Engineer brings further responsibility in terms of professional conduct and adhering to the code of conduct. The title of Professional Engineer can be removed in cases of misconduct as stated in the NEC Act & Regulations and the By-laws of the NEC related to the PEng (Nepal) title.

The Code of Conduct of the Nepal Engineering Council (NEC) can be found on the NEC website:



- In Nepali, <http://http://nec.gov.np/img/downloads/Aachar%20Samhita.pdf>
- In English, <http://http://nec.gov.np/img/downloads/Code%20of%20Conduct.pdf>

#### 1.4.APPLICATION FEES

The application submission must be accompanied by the relevant fees, which currently total NRs 11,500:

- NRs 1,500, non-refundable administration fee, plus
- NRs 10,000 registration fee, which will be refunded if application is not accepted.

These fee rates will be reviewed at regular intervals and updated as required. A detailed description of the registration fee is described in clause 5 of NEC rules & regulations 2057.

The application deadlines will be published through public notice every year.

#### 1.5.RENEWAL OF PROFESSIONAL ENGINEER TITLE

The period of validity of the Professional Engineer title awarded by the NEC is five years. Application for renewal of the PEng (Nepal) title must be submitted a minimum of two months prior to the completion of the five year period. The intention of the renewal process is to ensure that engineers holding the PEng (Nepal) title are working continuously as engineers, and are maintaining their Continuing Professional Development (CPD) record. Engineers will be required to submit an up to date Curriculum Vitae (CV) and CPD record in order to renew their PEng (Nepal) title.

## 2. APPLICATION AND REVIEW PROCESS

This section of the guidelines provides a step by step overview of the process involved in submitting an application, and the review of submitted applications. There are minimum criteria that applicants must meet which are specific to particular application routes, as explained in [Section 2.1](#) below, but in general all applicants must meet the following:

- Be registered under the General Category of the Nepal Engineering Council.
- Hold a Master's Degree in engineering from a university recognised by the NEC
- Have attained a suitable level of professional experience

The review process is primarily focused on the professional experience acquired by the applicant and looks to determine if sufficient professional experience has been acquired to achieve the skills and competencies required of a Professional Engineer (PEng, Nepal). The NEC will evaluate applications based on the achievement rating described in section 3.2.

#### 2.1.APPLICATION ROUTES

There are three possible routes for applicants to apply for the title of Professional Engineer (PEng,Nepal) under the Nepal Engineering Council (NEC); A – Senior Experience Route, B – Registered Applicant Route, and C – Graduate route (Standard route). All routes (A, B & C) will be opened as per the Council decision.

The requirements for applicants under each of the three routes are outlined in the diagram below:



## A - Senior Experience Route

### Criteria for Application :

- Master's degree in Engineering
- Minimum 20 Years of Professional experience Since graduation
- Registered under NEC general category a minimum of 20 years prior to application

### Application Process :

1. Submit Application - Section 2.2  
Application Form  
NEC Certificate of General Registration  
Curriculum Vitae  
Reference letter from employer  
Attributes (Atts) record
2. Interview - Section 2.4
3. Committee Review - Section 2.5
4. Notification - Section 2.6

## B - Registered Applicant Route

### Criteria for Application :

- Hold a Professional title with a recognized institution which provides competency based registration of engineers and belongs to the IPEA of the International Engineering Alliance

### Application Process :

1. Submit Application - Section 2.2  
Application Form  
NEC Certificate of General Registration or foreign nationals registered with NEC.  
Curriculum Vitae  
Registration Certificate for existing Professional title
2. Committee Review - Section 2.5
3. Notification - Section 2.6

## C - Graduate Route (Standard Route)

### Criteria for Application :

- Master's degree in Engineering
- Minimum 7 Years of Professional experience Since graduation
- Registered under NEC general category a minimum of 7 years prior to application
- 2 years of management experience

### Application Process :

1. Submit Application - Section 2.2  
Application Form  
NEC Certificate of General Registration  
Curriculum Vitae  
Attributes Record and Project Report  
CPD Record
2. Essay Preparation - Section 2.3
3. Interview - Section 2.4
4. Committee Review - Section 2.5
5. Notification - Section 2.6



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## 2.2.SUBMITTING AN APPLICATION

### 2.2.1 Application Form

Applies to all Application Routes.

The application form can be found in Annex 2. The PEng (Nepal) title is paper based application .

The application form has seven sections:

- *A – Applicant Details:* Basic information regarding the applicant, e.g. name, contact details, etc.
- *B – Application Route:* Indicate under which route the applicant is applying, i.e. Route A, B, or C,
- *C – Background and Expertise:* Indicate under which discipline academic experience was gained and in which field of expertise professional experience was gained
- *D – NEC Membership:* Provide details of NEC General Registration
- *E – Documents Submitted with Application:* Provide details of documents submitted with application form
- *F – Declaration:* Applicant must declare that all information and statements included in the application form, and in the accompanying documents, are true
- *G – Supporter's Details:* Only relevant for Application Route C. Applications through route C must be supported by two engineers who hold the PEng (Nepal) title or who hold professional membership from the IPEA member engineering bodies. The supporters are expected to review the applicant's application prior to submission and to provide support as required to make sure that the applicant's application effectively represents why the applicant is a suitable candidate for the PEng (Nepal) title

### 2.2.2 NEC Certificate of General Registration

Applies to all Application Routes.

All engineers must be registered under the general category of the Nepal Engineering Council (NEC) upon completing their Bachelor in Engineering Degree from recognised University in order to be able to work as an engineer in Nepal. At the time of applying for General Registration, a transcript and notarised copy of the Bachelor in Engineering Degree from a recognised University must be submitted. Applicants for the PEng (Nepal) title must hold General Registration with the NEC in order to be eligible to apply. The certificate of General Registration must be submitted with the application form. Applicants under Route A must have registered under the general category a minimum of 20 years. prior to applying for the PEng (Nepal) title.

### 2.2.3 Curriculum Vitae

Applies to all Application Routes.

A complete, and up to date, Curriculum Vitae must be provided by all applicants. Curriculum Vitae must be submitted as per the format which can be found in Annex 3.

### 2.2.4 Reference Letter

Applies to Application Route A only.

Applicants applying through Route A, the Senior Experience Route, must provide a reference letter from their employer with their application. If the applicant is self-employed, they should provide a reference letter from a client (senior member of staff), or senior colleague.

### 2.2.5 Registration Certificate for Existing Professional Title

Applies to Application Route B only.

Applicants applying through Route B, the Registered Applicants Route, must provide a copy of their registration certificate for their existing professional title, and also provide evidence of an active registration with the awarding institution. Please note, that the awarding institution must be a recognised institution which provides competency based registration of engineers and belongs to the International Professional Engineers Agreement of the International Engineering Alliance (IEA).





The national applicant under route B must register with general category upon completing their Bachelor in Engineering Degree from a recognised University or the foreign national should register as a foreign national registered category of the Nepal Engineering Council Act 2055 B.S. and Regulations 2057 B.S.

### 2.2.6 Attributes Record and Project Report

Applies to Application Routes A..

Attributes (Atts) set of competencies and skills which engineers must acquire and develop, through a task oriented approach, throughout their professional experience; refer to [Section 3.1](#) for further details. Applicants must demonstrate in their application that they have achieved all attributes, refer to [Section 3.2](#) for further details, using the Attributes Record which can be found in Annex 4. A minimum of five achievements of rating E in the attributes must be demonstrated during the review process.

Applies to Application Routes C.

Attributes (Atts) set of competencies and skills which engineers must acquire and develop, through a task oriented approach, throughout their professional experience; refer to [Section 3.1](#) for further details. Applicants must demonstrate in their application that they have achieved all attributes, refer to [Section 3.2](#) for further details, using the Attributes Record which can be found in Annex 4. A minimum of eight achievements of rating E in the attributes must be demonstrated during the review process.

Under this application route C, Graduate route (Standard Route), applicants must demonstrate and present that they have had regular sign off by a supervisor on their progress towards achieving their Attributes.

The Attributes Record must also be accompanied by a Project Report, where the applicant is expected to demonstrate their experience with regard to a particular project on which they have worked. This should demonstrate how they have achieved each of the Attributes in a practical sense. There is no prescribed format for the project report but it should be a maximum of 5,000 words.

### 2.2.7 Continuing Professional Development Record (CPD)

Applies to Application Route C only.

Applicants must have completed a minimum of weighted 60 hours of Continuing Professional Development (CPD) per year to be eligible to apply for the title of Professional Engineer (PEng (Nepal)). Applications must be accompanied by a completed CPD record, the format for which can be found in Annex 5 & 6, which logs each CPD activity and the hours completed. Refer to [Section 4](#) for further information regarding Continuing Professional Development.

## 2.3.ESSAYS

Applies to Application Routes C only.

As part of the application process the applicant will be required to prepare essays, according to exam system specified by NEC. The topics and questions to be addressed in the essay preparation will be defined by the NEC and will be revised before every application deadline.

The essays are included as part of the application in order to provide an opportunity for the applicant to articulate their professional opinion on important topics relevant to the professional practice of engineering, as well as to demonstrate their communication skills. It is important that the essays are based on the applicant's own opinions, arguments, conclusions and analysis, and do not include large amounts of quoted text or arguments from other sources. It is not necessary for the assessor to agree with the applicant's stance on a particular topic, they must simply see that the stance has been argued in a logical manner.

The essay test will be given to the applicant and upon the successful result of the essay, the application of the applicants will be processed for review.



There are several stages which needs to be successful for the applicant including screening stage where the applicant will be shortlisted based on their academic credentials & other required submission, Essays stage and review stages. If the candidate is Unsuccessful in any one of these aforementioned stages then the candidate may apply for next time.

The essay test sessions will be held in Kathmandu, in a location determined by the NEC.

#### 2.4.INTERVIEW

Applies to Application Routes A and C.

If called for interview, the applicant will be notified at least one month in advance of the date and location of the interview. Applicants invited to interview will be interviewed by a panel of three interviewers, at least one interviewer will be from the relevant engineering discipline.

#### 2.5.COMMITTEE REVIEW

Applies to Application of All Routes A, B and C.

Applications received through Application Routes A, B and C will be processed through a committee review. The review committees will be formed by the Nepal Engineering Council.

#### 2.6.NOTIFICATION

If the application for professional registration title has been successful, the applicant will be notified no more than one month after their interview / committee review.

If the application has been unsuccessful, the applicant will be provided with feedback regarding the reasoning behind not awarding the professional title, and they will be encouraged to reapply at an appropriate time.

### 3. PROFESSIONAL EXPERIENCE

#### 3.1. \* Attributes Records

Attributes are the knowledges, competencies and skills which engineers must possess and must have developed, through a task-oriented approach throughout their professional experiences. The Nepal Engineering Council (NEC) has defined a set of the attributes from which applicants must have achieved all attributes prior to applying for the PEng (Nepal) title. The ten attributes are as follows:

- Attribute 1- Knowledge and understanding of Engineering
- Attribute 2- Technical and practical application of Engineering
- Attribute 3- Manage Contractual issues, understand and apply relevant procurement act and regulation.
- Attribute 4- Management and Leadership
- Attribute 5-Independent Judgement and Responsibility
- Attribute 6- Commercial Ability
- Attribute 7-Health, Safety and Welfare
- Attribute 8- Sustainable Development
- Attribute 9-Interpersonal Skills and Communication
- Attribute 10- Continuing Professional Development (CPD)

These Attributes have been developed based on the model used by the Institute of Civil Engineers in the UK, in order to align with established, internationally recognized attributes and professional competencies.



Engineers applying for the title of Professional Engineer must have expected to acquire a wide variety of experience under each attribute. A guideline for the suggested range of activities for each Attributes are provided below :

**Attribute 1- Knowledge and understanding of Engineering**

- A. Maintain and extend a sound theoretical approach to the application of a technology in engineering practices.
- B. Use a sound evidence base approach to problem solving and able to contribute to continuous improvement.
- C. Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new advancing technology.
- D. Engage in the creative and innovative development of Engineering technology and continuous improvement systems.
- E. Demonstrate the ability of the project work, research thesis and technical problem-solving methods etc.

**Attribute 2-Technical and practical application of Engineering**

- A. Identify, review and select techniques, procedures and methods to undertake engineering task.
- B. Contribute to design and development of Engineering. Implement and construct design solutions and contribute to their evaluation.
- C. Conduct appropriate research relative to design and construction and appreciate its relevance within own area of responsibility.
- D. Undertake the design and Development of Engineering Solution and evaluate their effectiveness.
- E. Implement and construct design solution and evaluate their effectiveness.
- F. Demonstrate the engineering application for the research work and any solution that contributed to the design or practicality at site, laboratory test work and course evaluation etc.

**Attribute-3 Manage Contractual issues, understand and apply relevant procurement act and regulations.**

- A. Understand different form of contracts responsibility of parties to a contracts procurement method, mode of payment, contractual record and insurance policies. Instruction and variation and its payment procedures.
- B. Demonstrate the ability to prepare contract documents for engineering projects and prove a good understanding of contractual obligation.
- C. Demonstrate the experiences of review and certify payment request for work undertaken, access contractual issues, claims and make recommendation, undertake coordination of the project activities and prepare and update risk matrices of the projects.
- E. Understand the role of PPMO, PPA and PPR. Apply procurement act and regulation on a wide variety of procurement activities etc.



**Attribute-4. Management and Leadership**

- A. Plan the work and resources needed to enable effective implementation of engineering tasks and projects
- B. Manage the planning and organization of tasks and resources.
- C. Manage (organize, direct and control), programme or schedule, tasks and resources
- D. Lead or influence teams / technical specialists, understanding the limits of their skills and knowledge
- E. Develop others to meet changing technical and managerial needs
- F. Manage quality processes and contribute to quality improvements
- G. Demonstrate continuous quality improvement and promote best practice

**Attribute-5 Independent Judgement and Responsibility**

- A. Identify the limits of personal knowledge and skills
- B. Exercise sound independent engineering judgement and take responsibility
- C. Demonstrate the skill of enhancement to the engineering tasks independently
- D. Execute the responsibility in quality control for engineering tasks.

**Attribute-6 Commercial Ability**

- A. Manage, prepare and control costs/budgets of engineering tasks or projects
- B. Use sound knowledge of statutory and commercial frameworks within their own area of responsibility and have an appreciation of other commercial arrangements
- C. Demonstrate sound judgement on statutory, contractual and commercial issues in relation to own area of responsibility

**Attribute-7 Health, Safety and Welfare**

- A. Demonstrate a sound knowledge of legislation, hazards and safe systems of work
- B. Manage risks
- C. Manage health, safety and welfare within own area of responsibility

**Attribute-8 Sustainable Development**

- A. Demonstrate a sound knowledge of sustainable development best practice
- B. Manage engineering activities that contribute to sustainable development

**Attribute-9 Interpersonal Skills and Communication**

- A. Demonstrate the skill in communicating well with others at all levels including effective use of English, orally and in writing
- B. Discuss ideas and plans competently and with confidence
- C. Communicate new concepts and ideas to technical and non-technical stakeholders
- D. Demonstrate effective personal and social skills
- E. Demonstrate awareness of diversity and inclusion



F. Proactively manage diversity and inclusion

**Attribute 10 Professional Commitment**

A. Understanding and compliance with the NEC Code of Conduct

B. Demonstration of appropriate professional standards, recognizing obligations to society, the profession and the environment

C. Exercise responsibilities in an ethical manner

D. Actively seek out learning opportunities, follow latest in engineering development, and demonstrate application of learning. Plan, carry out and record CPD and encourage others to document CPD activities in a log book, etc.

The suggested range of activities outlined under each Attribute above should not be considered exhaustive. These are offered as a guide only. Engineers applying for the title of Professional Engineer are encouraged to complete as wide a range of activities as possible to demonstrate achievement of their Attributes.

\*Attributes (Atts) (previous DOs replaced by the following Atts. )



### 3.2. ACHIEVEMENT RATINGS

The achievement of Attributes (Atts) will be graded based on the 'Achievement Ratings', as per the Institute of Civil Engineers in the UK model and as shown in the table below:

Achievement Rating	Definition	Level of Demonstration	Suggested time frame
<b>A</b>	Knowledge and Understanding	Engineer must have knowledge in their respective field of engineering discipline.	At least one year
<b>B</b>	Design, Development and solving engineering problem	Engineer must be able to solve the engineering problems in their respective field independently	At least one year
<b>C</b>	Communication and interpersonal skills	Engineer must be able to proclaim their engineering job to other institutions in demonstrating by an interpersonal skills.	More than two years
<b>D</b>	Responsibility in Engineering Management and Leadership	Engineer must be able to supervise the engineering work to their engineering team and must be able to take up the leadership role for their fellow engineers	More than three years
<b>E</b>	Professional Commitment	Engineer must have firm commitment of dedication role in their Engineering professional career .	More than 5 years.

In order to apply for the title of Professional Engineer applicants are required to be able to demonstrate that they have attained achievement rating 'E' for all of the Attributes. If this level is achieved prior to seven years of professional experience post-graduation the applicant will not be able to apply for the title of Professional Engineer until the required number of years of professional experience has been completed after the graduation from their academic Bachelor of Engineering degree.

### 3.3. Documenting Experience Under Attributes

The standard format for documenting Achievement Rating, the Attributes Record, can be found in Annex 4. Applicants must be able to explain when, where, and how they have achieved each particular Attributes both through the provision of relevant supporting documentation and during the interview ([Section 2.4](#)).



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## **4. CONTINUING PROFESSIONAL DEVELOPMENT**

### **4.1. INTRODUCTION**

Continuing Professional Development (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 an engineers working life.

CPD can therefore be seen to cover all aspects of professional life, and relate to both technical and non-technical skills. The aim of CPD is to provide framework for overall professional development and career progression. CPD should therefore not be viewed simply as attendance at particular training courses, but instead as a planned, and structured, long term training approach for professional development.

### **4.2. THE IMPORTANCE OF CPD**

Engineers must be constantly learning and adapting as their relevant engineering discipline advances. This is also particularly important for skill sets which are not necessarily engineering specific but which are critically important for a Professional Engineer, for example communications skills, report writing, etc. Continuing Professional Development (CPD) is the systematic way in which life-long learning is approached throughout an engineer's career. Demonstrating a commitment to learning, and participation in CPD activities is an important part of the application for the title of Professional Engineer.

### **4.3. SCOPE OF CONTINUING PROFESSIONAL DEVELOPMENT**

The Nepal Engineering Council defines Continuing Professional Development (CPD), under the By-Laws which govern the registration of engineers under the PEng (Nepal) title, as any of the following activities:

- Performance in the engineer's certified field and its continuation
- Conduct or participate in seminars on subject matter directly related with the engineer's certified field
- Research and development, and publication, of technical articles related to the engineer's certified field
- Knowledge and efforts to develop knowledge on underlying requirements concerning qualifications and expertise of professional engineers as stipulated in international agreements and treaties including the provisions of the World Trade Organisation (WTO) and the International Engineering Alliance (IEA).
- Knowledge of project management techniques
- Knowledge of financial analysis of projects
- Knowledge of laws, bylaws, guidelines, codes, and specifications related to the engineering profession and its performance
- Knowledge relating to achievement of the 10 attributes.

CPD activities outside of those listed above may also be considered and as above do not necessarily need to be technical or engineering orientated, and can cover any learning that develops the professional capacity of an engineer, for example learning a language, IT skills, training on socio-economic issues to improve understanding of social needs, etc.

### **4.4. CONTINUING PROFESSIONAL DEVELOPMENT RECORD**

Applicants applying through Route C must have completed a minimum of weighted 60 hours of CPD per year to be eligible to apply for the title of Professional Engineer (PEng (Nepal)). Applications must be accompanied by a completed Continuing Professional Development (CPD) record, the format for which can be found in Annex 5 & 6. The CPD record should be used by applicants to demonstrate the value of the CPD hours as indicated in section 4.5 below which they have completed.



#### 4.5. CONTINUING PROFESSIONAL DEVELOPMENT AS A PROFESSIONAL ENGINEER

Continuing Professional Development (CPD) continues to be important beyond the award of the title of Professional Engineer. When applying for renewal of the title of Professional Engineer (PEng (Nepal)), the engineer must provide an up to date CPD Record. Professional Engineers are required to complete a minimum of 60 hours of CPD per year. The format for the CPD record can be found in Annex 6.

**The following five types of CPD activities are to be recorded in the CPD record log book :**

- a) Formal Education and training.
- b) Informal Learning
- c) Conference and technical meetings.
- d) Presentation and papers.
- e) Engineering service activities.

Type of CPD Activity	Time Weighted Factor	MAX CPD Hours
1. Formal Education & Training	2	No Limit
2a. Informal Learning Activities - On job learning	1	Maximum 20 for Type 2a
2b. Informal Learning Activities - Private study	0.5	Maximum 10 for Type 2b
3. Conference and Technical Meeting	1	No Limit
4. Professional of papers	10	Maximum 30
5. Engineering Service Activities	1	Maximum 30





**ANNEX 2: APPLICATION FORM FOR TITLE OF PROFESSIONAL ENGINEER**

For Office Use only		Recent Photograph	
Application Receipt No.:-		Date:-	

**A Applicant Details**

In Roman Script (Please use Block letters)

Title:	First Name:	Family Name:
देवनागरी लिपिमा		
	नाऊ	थर
Date of Birth: DD/MM/YYYY	Please specify your gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address: Permanent:  Contact :		
Phone Number:	Email Address:	
Name of Father/Mother		
Name of Grand Father/Mother		

**B Application Route**

Please indicate under which application route you are applying:

Route A  Route B  Route C



**C Background and Expertise**

**Academic Qualifications:**

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**Please indicate under which engineering discipline your academic experience was conducted:**

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**What is the field of expertise under which you have achieved your professional experience?**

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**D NEC Membership**

**You must be a member of the Nepal Engineering Council before submitting an application for professional membership qualification.** The process for becoming a member of the NEC is outlined here [http://nec.gov.np/index.php?action=registration\\_menu\\_data&id=14](http://nec.gov.np/index.php?action=registration_menu_data&id=14). Please provide your membership number in the space provided below.

**Registration Number:**

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**E Documents Submitted with Application**

**Please indicate which documents you are submitting with your application:**

CV (All Application Routes)
  Attributes Record (for route A) & Project Report (both documents for route C)
  CPD Record (Route C Only)

Reference Letter from Employer (Route A Only)
  Evidence of existing title from Registering Institution (Route B Only)
  NEC Certificate of General Registration 00000000 (All Application Routes)

**Other:** \_\_\_\_\_

**F Declaration**

I declare that the statements made on this form, and in the accompanying documents, are true to the best of my knowledge. I agree to comply with the NEC Code of Conduct and understand that this is a commitment to behave ethically within my profession. I confirm that I have not committed any offence of which the NEC would require me to give notice under its Code of Conduct.

<b>Signature of Applicant:</b>		<b>Date:</b>
<b>Right</b>	<b>Left</b>	
<b>Thumb Print</b>		



**G Supporter's Details (Application Routes C Only)**

I, the undersigned, support the candidate from professional knowledge as worthy of consideration for Engineering Council registration and I endorse the content of this application.

**Supporter 1**

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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**Full Address:**

<b>Phone Number:</b>	<b>Email Address:</b>
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<b>NEC Registration Number:</b>												
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<b>Academic Qualifications:</b>	<b>Professional Membership/Affiliation of Engineering Bodies:</b>
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**Supporter 2**

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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**Full Address:**

<b>Phone Number:</b>	<b>Email Address:</b>
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<b>NEC Membership Number:</b>												
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<b>Academic Qualifications:</b>	<b>Professional Membership of Engineering Bodies:</b>
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## ANNEX 3: STANDARD FORMAT FOR CURRICULUM VITAE

### NAME

Phone: 000000 Email: [email@mail.com](mailto:email@mail.com) Skype: skype name

### Education

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Month YY – Month YY **Highest level of academic qualification (Bachelor / Master)**, Score Achieved, Awarding Institution

Project: Title (if relevant)

Subjects: List of key subjects

Month YY – Month YY **Lower levels of academic qualification**, Awarding Institution

Month YY – Month YY **Lower levels of academic qualification**, Awarding Institution

Month YY **Training Institution** – Title of Training

Month YY **Training Institution** – Title of Training

### Employment History

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Month YY – Month YY **Company / Organisation Name, Location of Post**

Job Title. Description of role and responsibilities.

Month YY – Month YY **Company / Organisation Name, Location of Post**

Job Title. Description of role and responsibilities.

Month YY – Month YY **Company / Organisation Name, Location of Post**

Job Title. Description of role and responsibilities.

### References

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Name, Job Title, Company / Organisation Name, email, phone number

Name, Job Title, Company / Organisation Name, email, phone number

Name, Job Title, Company / Organisation Name, email, phone number



**ANNEX 4: RECORD OF ATTRIBUTES**

Attributes No.	Attributes Title				
Range of activities					
Achievement Rating					
Level	A	B	C	D	E
Date Achieved					
Claim of Achievement					

Applicant name : ..... Supporter's name : .....

Signature.....Date..... Signature.....Date.....



**ANNEX 5: CONTINUING PROFESSIONAL DEVELOPMENT RECORD**

Title & Type of Activity	Details of Activity	Dates	Time spent learning	Key Learning Points	Key Benefits

Applicant name .....

Supporter's name.....

Signature.....Date .....

Signature.....Date.....



**ANNEX 6: CONTINUING PROFESSIONAL DEVELOPMENT RECORD**

SN	Description of the type of CPD Activities	Year	Time Spent	CPD Hours	Remarks
	<b>Formal Education &amp; Training</b>				
	<b>Informal Learning</b> a) On the job learning b) Private study				
	<b>Conference and Technical Meetings</b>				
	<b>Presentation of Papers</b>				
	<b>Engineering Services Activities</b>				

Prepared by (Signature):

Date:

Approved by (Signature):

Date:

Professional Engineer:

Approving Supervisor: