

Registration Manual

For

Registered Engineers and Professional Engineers (PEng, IntPE)

Prepared by

IEB - BPERB



Bangladesh Professional Engineers Registration Board
(BPERB)

Institute of Engineers Bangladesh (IEB)

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1.0 Introduction

Engineering education in Bangladesh has evolved significantly over the past few decades, playing a critical role in the nation's economic and infrastructural development. By focusing on quality, innovation, and global standards, Bangladesh can continue to develop professional engineers who meet the needs of the 21st century and beyond. This manual is prepared to help practicing engineers in Bangladesh get guidance on getting licenses and recognition from IEB-BPERB, which complies with the International Professional Engineers Agreement (IPEA) and the International Engineering Alliance (IEA). IEB-BPERB focuses on competence, compliance, and continual improvement to comply with version 4 of Graduate Attributes and Professional Competence (GAPC). Please note that BPERB is now a provisional member of IPEA and expects to become an authorized member soon.

IEB-BPERB is committed to advancing the engineering profession in Bangladesh by promoting excellence, enhancing professional standards, and fostering international collaboration. To fulfill these goals, it seeks to become an authorized member of the International Professional Engineers Agreement (IPEA) through the Bangladesh Professional Engineers Registration Board (BPERB), established in 2001. This strategic initiative aligns with the vision to position Bangladeshi engineers at the forefront of the global engineering community and contribute to Bangladesh's socio-economic development.

In 2003, IEB established the Board of Accreditation for Engineering and Technical Education (BAETE) to accredit four-year engineering bachelor's programs. BAETE is responsible for maintaining and enhancing the quality of engineering education by assessing academic programs against established criteria. After years of dedicated effort and coordinated initiatives, BAETE became a full signatory of the Washington Accord in 2024.

1.1 Jurisdiction

Institute of Engineers Bangladesh (IEB) formed an independent body, BPERB, to provide licenses and recognition for engineers working in Bangladesh. Its jurisdiction area is Bangladesh and deals with engineers who have at least a bachelor's degree in any branch of engineering from IEB-BAETE-accredited programs and institutions.

1.2 Academic Programmes and Disciplines

Engineering education in Bangladesh covers a wide range of disciplines, including but not limited to:

Civil Engineering: One of the most popular disciplines is civil engineering, which focuses on infrastructure development and covers areas such as structural engineering, transportation, water resources, and environmental engineering.

Electrical and Electronic Engineering (EEE): This discipline addresses the growing demand for expertise in electrical systems, electronics, communication, and power engineering, driven by the rapid expansion of the telecommunications and energy sectors.

Mechanical Engineering: Mechanical engineering programs focus on the design, analysis, and manufacturing of mechanical systems, playing a crucial role in developing the manufacturing and industrial sectors.

Computer Science and Engineering (CSE): With information technology's increasing importance, CSE has become a sought-after discipline, offering programs in software development, data science, artificial intelligence, and computer networking.

Chemical Engineering: Chemical engineering programs cover the principles of chemical processes, materials science, and environmental technology, supporting industries such as pharmaceuticals, textiles, and petrochemicals.

Other Disciplines: Other areas of specialization include biomedical engineering, textile engineering, industrial engineering, naval architectural engineering, metallurgical engineering, and agricultural engineering, reflecting the diverse needs of Bangladesh's growing economy.

2.0 Governance of IEB-BPERB

Graduate engineers are now showing more interest in becoming members of IEB. With its growing membership, IEB formed the Bangladesh Professional Engineers Registration Board (BPERB) as a strategic step for global recognition of Bangladeshi engineers by establishing a robust system to enhance professionalism and accountability. BPERB will ensure that engineering practice in Bangladesh meets international standards, supports national development, and safeguards public safety and welfare. Through BPERB, IEB is committed to fostering a culture of excellence and ethical practice, positioning Bangladeshi engineers as leaders in the global engineering community.

BPERB, founded in 2001 by IEB by amending its constitution (Article 68), now functions as an autonomous body to register professional engineers. Whenever required, the IEB Council frames Bye-Laws for BPERB on its recommendation as per Article 55.

BPERB comprises a Chairman, two Vice-Chairmen, a Member Secretary, and 22 members. The Registration Board, which consists of 26 members, is also called the BPERB.

Chairman:

The BPERB is an autonomous body of the IEB headed by a chairman. The Chairman, who is an eminent Engineer and a fellow of the IEB, is nominated by the Central Council of the IEB as per the provisions of the Bye Laws of the IEB from a panel of three eminent engineers proposed by a search committee formed by the President of the IEB.

Vice-Chairman:

There are two Vice-Chairmen to assist the Chairman. The central council will nominate two Vice-Chairmen who are eminent engineers and IEB fellows, as per the IEB byelaws' provisions, from a panel of three eminent engineers proposed by a search committee formed by the President of the IEB.

Member-Secretary:

The Member-Secretary is a Corporate Member of the Institution to be nominated by the central council of IEB as per the provisions of the Bye-Laws of the IEB from a panel of three eminent engineers proposed by a search committee formed by the President of the IEB. The Member-Secretary also works as the Registrar of BPERB.

Members (Ex-Officio):

The Vice-President (Academic and International Affairs) of IEB, the Honorary General Secretary of IEB, and the Chairman of BAETE are the default members of BPERB.

Members:

- Vice-Chancellor of BUET, or his nominee at the level of a Senior Professor (engineering faculty)
- Two Vice-Chancellors from DUET/RUET/KUET/CUET/TEU/BAU or their nominees at the level of Senior Professor (engineering faculty)
- One representative from the Ministry of Education, not below the rank of an Additional Secretary (preferably with a background of science & technology) to be nominated by the Central Council of IEB.
- One member from private universities at the level of a senior professor is to be nominated by the Central Council of IEB.
- Two Corporate Members of the Institution of Engineers, Bangladesh who shall have been a fellow, to be nominated by the Council.
- Two engineers from the public sector, holding or not holding below the rank of Chief Engineer or equivalent, with good academic records and professional experience, nominated by the Council. They must be Fellows of the IEB.
- Four members representing the Private Sectors nominated by the Council of the Institution as per the provisions of the Bye-Laws.
- Five eminent members from other professions nominated by the Council of the Institution as per the provisions of the Bye-Laws.
- One member from a region/international engineering professional body by invitation from the Council of The Institution.

The Registration Board is the highest authority and makes PEng awarding/registration decisions. The major administrative and financial decisions also require the Board's approval. The IEB Council is apprised of the BPERB's decisions through the Honorary General Secretary for information or approval.

The terms of the office for the Chairman, Vice-Chairman, Member-Secretary, and Members that are not “ex officio” are four years. At most, one-half of the members of the Registration Board shall be replaced every two years by the Council, based on the recommendation of the Board. The Chairman, Vice Chairman, Member-Secretary, or Members may be re-nominated for a maximum of one more term.

The organisational structure of BPERB can be seen from the following figure.

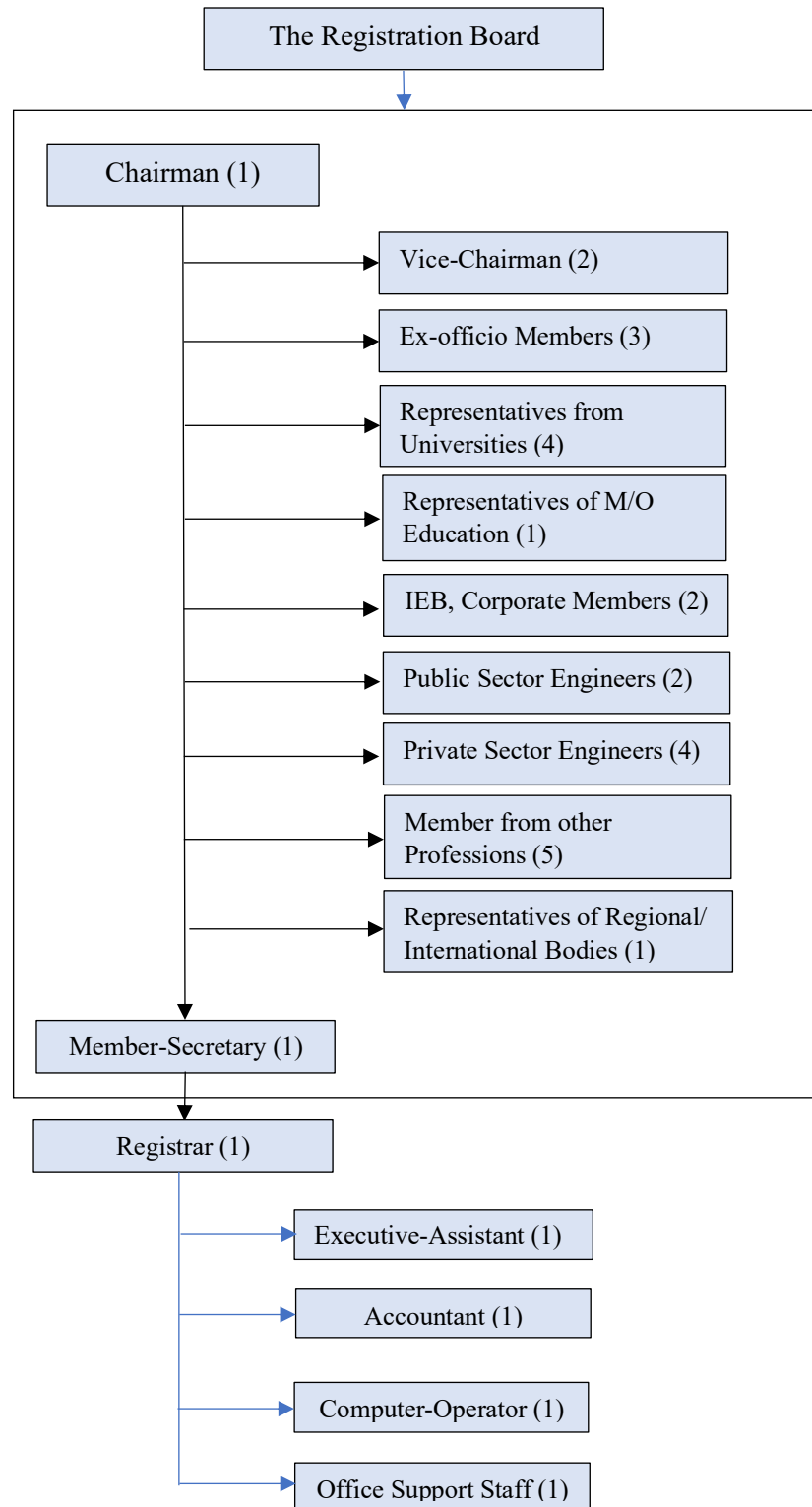


Figure 2.0: Organisational structure of BPERB.

2.1 Committees of BPERB

The main functions of BPERB relate to establishing policies that guide the approval of PEng through a consistent, fair, and transparent process following a robust system. In doing so, BPERB has formed five committees headed by its members: the Appellate Committee, the Application and Registration Committee, the Assessment and Moderation Committee, the Training and Education Committee, and the Administration & IT Committee.

While a skeleton of these committees can be seen from the following figure, the main objectives of the Application and Registration Committee are to establish and review the application process, check the eligibility of candidates to sit for assessment, and register the successful candidate as PEng. Similarly, the main objectives of the Assessment and Moderation Committee are to establish and review assessment criteria & process, develop selection criteria and training modules for the Assessors, moderate assessment, and recommend qualified candidates.

The main objectives of the Training and Education Committee are to establish and review CPD criteria and guidelines, audit submitted CPD, and provide candidates with awareness of the application process and code of ethics.

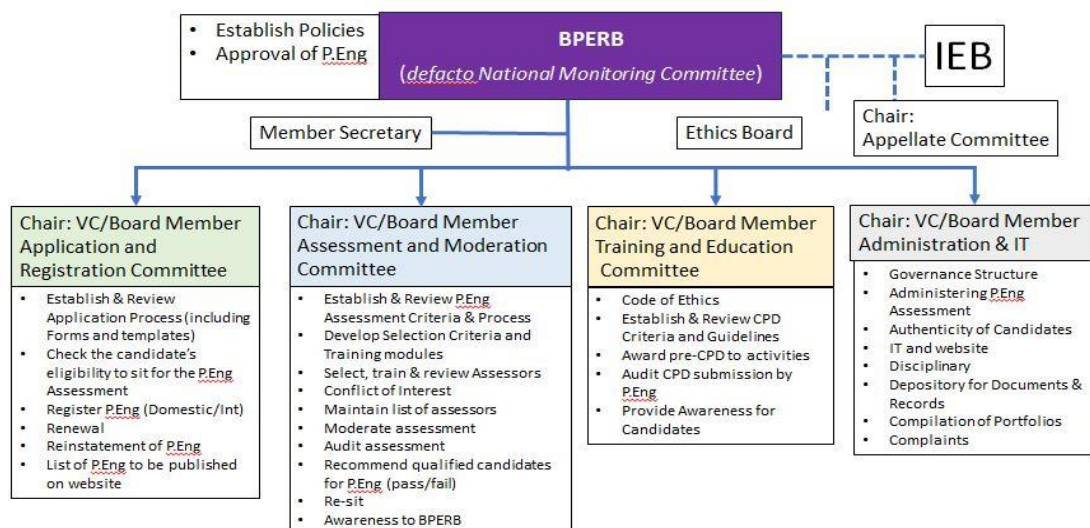


Figure 2.1. Committees under BPERB

The main objectives of the Administration & IT Committee are to ensure the authenticity of candidates, administer the PEng assessment, work as a depository of documents and records, receive complaints, and take disciplinary action.

The Registrar is responsible for the day-to-day operation of BPERB, including administration and finance, in consultation with the Member-Secretary of the Board. An executive assistant, an accountant, a computer operator, and office support staff assist the Registrar. Although not a Board member, the Registrar attends Board meetings and records the discussions and decisions. The Registrar is also the BPERB contact person for communication with applicants and other external entities.

In principle, BPERB is financially self-supporting in conducting its routine activities. The primary source of income is the fees paid by applicants for PEng examinations and renewal fees paid by the PEng holders. However, if a deficit occurs, IEB provides the necessary funds. IEB also financially supports BPERB's capacity-building or image improvement efforts in national and international arenas. BPERB also welcomes contributions from industry supporters if there is no conflict of interest (CoI) in accepting such funds.

BPERB is the de facto National Monitoring Committee for domestic PEng and also works as a Monitoring Committee for International PEng (IntPE) in Bangladesh.

2.2 Strategic Goals: Vision, Mission & Objectives

The vision, mission statements, and objectives of BPERB are as follows:

Vision: To be a nationally and internationally recognised registration body for professional engineers.

Mission:

- To set standards for becoming a professional engineer, and
- To register professional engineers as per the needs of the country

Objectives: The registration of a professional engineer recognises and acknowledges the value of transforming a graduate engineer into a professional engineer with a sound knowledge of fundamentals and an acceptable level of professional competency. The registration process is significant in promoting quality by encouraging healthy competition among graduate engineers to be recognized as professional engineers. The specific objectives of BPERB are as follows:

- To ensure graduate engineers acquire the competencies/attributes required to meet national and international standards.
- To assist all stakeholders in identifying specific professional engineers who meet national and international standards; and
- To ensure that the graduate engineers pursue continuous professional development to keep themselves updated on the latest developments in their respective disciplines.

2.3 Affiliation

IEB-BPERB is affiliated with the following international organisations:

- The International Engineering Alliance (IEA)/ International Professional Engineers Agreement (IPEA): IEB-BPERB has been a provisional Member of IPEA since 2003.

2.4 Involvement with Government and Authorities

The government recognises BPERB as an agency offering Professional Engineering (PEng) certificates in Bangladesh. At each IEB convention, the Prime Minister formally confers PEng on the engineers. Three Vice-Chancellors of public engineering universities, including BUET, and two senior engineers/heads of the public engineering departments are members of the BPERB Board. Membership in the BPERB is also reserved for the Ministry of Education.

Only registered engineers (RGE, RSE, etc) in different fields of practice certified by BPERB can produce engineering designs for buildings, structures, and other facilities as per the requirements of the city regulatory authority (RAJUK).

2.5 Involvement with Industry

Industry representatives' participation is thoroughly incorporated into formulating BPERB's assessment policy, procedures, and criteria and in making awarding decisions. Involvement from the industry is ensured during the assessment process through the assessors selected from the construction industries /consulting firms corresponding to the disciplines/ field of expertise of the candidates. The BPERB has a pool of Assessors from different disciplines. Moreover, by constitutional arrangement, the Board has at least three members representing industries. The Board is the final authority to approve a PEng recommended by the panel of Assessors, endorsed by the Moderation & Assessment Committee, and verified by the Ethics Board of IEB.

2.6 Involvement with other Bodies

The BPERB Board includes one representative from a regional/international engineering professional body to ensure the quality of PEng.

3.0 Competence Standards

The International Professional Engineers Agreement (IPEA), also known as the Engineers Mobility Forum, is a multi-national agreement that facilitates the international mobility of professional engineers by recognizing the substantial equivalence of competence and professional standing of engineers in member countries. To achieve this, IPEA has established professional competency standards that engineers must meet to be recognized under the agreement. These standards ensure that engineers have the necessary skills, knowledge, and ethical grounding to practice engineering safely and effectively across different jurisdictions.

BPERB adopted thirteen professional competencies (ECs) as per GAPC version 4.

3.1 Five Core Professional Competence Standards

To meet the minimum standards, an engineer must demonstrate his/her ability to practice competently in his/her own working area to the expected standard level of a competent Professional Engineer. For this purpose, 5 (five) **Core Professional Competence Standards (CPCS)**, aligned with the GAPC version 4 of IPEA Professional Competency Profile, have been set by BPERB:

- i. **Knowledge and Understanding:** General and specialist knowledge and understanding to optimize the application of existing and emerging technology for solving problems.
- ii. **Design, Development and Solving Engineering Problems:** Application of theoretical and practical knowledge to the analysis and solution of engineering problems.
- iii. **Responsibility, Management and Leadership:** Technical, commercial and managerial leadership skills with a sound understanding of economic and procurement policies.
- iv. **Communication and Interpersonal Skills:** Effective communication and interpersonal skills with professional commitment.
- v. **Personal and Professional Commitment:** Professional conduct, commitment to society, health and safety, environment and regulation.

3.2 Thirteen IPEA Professional Competency Profile:

- EC1: Comprehend and apply advanced knowledge of the widely-applied principles underpinning good practice;
- EC2: Comprehend and apply advanced knowledge of the widely-applied principles underpinning good practice specific to the jurisdiction in which he/she practices.;
- EC3: Define, investigate and analyse complex problems using data and information technologies where applicable;
- EC4: Design or develop solutions to complex problems considering a variety of perspectives and taking account of stakeholder views;
- EC5: Evaluate the outcomes and impacts of complex activities;
- EC6: Recognize the reasonably foreseeable social, cultural and environmental effects of complex activities and seek to achieve sustainable outcomes;

- EC7: Meet all legal and regulatory requirements and protect public health and safety in the course of his or her activities;
- EC8: Conduct his or her activities ethically;
- EC9: Manage part or all of one or more complex activities;
- EC10: Communicate and collaborate using multiple media clearly and inclusively with a broad range of stakeholders in the course of all activities;
- EC11: Undertake CPD activities to maintain and extend competences and enhance the ability to adapt to emerging technologies and the ever-changing nature of work;
- EC12: Recognize complexity and assess alternatives in light of competing requirements and incomplete knowledge. Exercise sound judgment in the course of his or her complex activities;
- EC13: Be responsible for making decisions on part or all of complex activities.

While gaining work experience, the engineer will be expected to develop many skills defined in the Core Professional Competence Standards and demonstrate his/her status by submitting a Professional Competence and Commitment Report on Core Professional Competences within 4000-5000 words.

Each competence standard contains elements of competence, each with its own attainment indicators. The aspects of competence indicate the capabilities related to the competence standard, and the attainment indicators guide the type of work the applicant can demonstrate, determining the candidate's relevant level of competence.

3.2 Five Core Competence Mapping with 13 Competences

The applicant should develop the necessary level of practice skills and professional maturity to meet the BPERB competence criteria. They must be assessed for their ability to practice independently, validation of engineering experience, and validation of knowledge and character. In addition, the assessment process focuses on evidence of their professional competence following the BPERB core competencies.

The details of the BPERB's competences and commitments are aligned with 13 competence profiles as per GAPC version 4, as follows:

A. Core Professional Competence Standards –I: Knowledge and Understanding [EC1 and EC2]

- a. Comprehend and apply advanced knowledge of the widely-applied principles underpinning good practice, both generally and specific for the jurisdiction in which the applicant practices. [EC1, EC2]

B. Core Professional Competence Standards –II: Design, Development and Solving Engineering Problems [EC3, EC4, EC5 and EC6]

- a. Define, investigate and analyse complex problems using data and information technologies where applicable. [EC3]
- b. Design or develop solutions to complex problems considering a variety of perspectives and taking account of stakeholder views [EC4]
- c. Evaluate the outcomes and impacts of complex activities [EC5]

- d. Recognize the reasonably foreseeable social, cultural and environmental effects of complex activities and seek to achieve sustainable outcomes [EC6]

C. Core Professional Competence Standards –III: Responsibility, Management, and Leadership [EC7, EC9, EC12 and EC13]

- a. Meet all legal and regulatory requirements and protect public health and safety in course activities conducted. [EC7]
- b. Manage part or all of one or more complex activities [EC9]
- c. Recognize complexity and assess alternatives in light of competing requirements and incomplete knowledge. Exercise sound judgment in the course of his or her complex activities [EC12]
- d. Be responsible for making decisions on part or all of complex activities. [EC13]

D. Core Professional Competence Standards –IV: Communication and Interpersonal Skills [EC10]

- a. Communicate and collaborate using multiple media clearly and inclusively with a broad range of stakeholders in the course of all activities. [EC10]

E. Core Professional Competence Standards –V: Personal and Professional Commitment [EC8 and EC11]

- a. Conduct activities ethically [EC8]
- b. Undertake CPD activities to maintain and extend competences and enhance the ability to adapt to emerging technologies and the ever-changing nature of work [EC11]

The competence and commitment report should present the applicant's work in order. It is a vehicle for the applicant to demonstrate how s/he has met the attributes at the required level, playing his/her role, citing references from their own projects where critical decisions were made, challenges were faced, valuable lessons were learnt, and independent judgments were exercised. The use of colour images, or drawings in the report is allowed wherever necessary.

4.0 Application and Assessment Procedure

To establish and maintain high standards of professional competence within the engineering profession in Bangladesh, BPERB was formed in 2001 by IEB. The Board sets the standards to be achieved by engineers intending to get registered as Professional Engineers, assesses applicants for registration against these standards, and, for those who achieve those standards, confers the designation Professional Engineer (PEng) and IntPE on them and enters their names on a register of Professional Engineers maintained by the Board. The first batch of PEng was registered in the 6th Meeting of BPERB held on 30 December 2001. BPERB became a Provisional Member of the International Professional Engineers Agreement (IPEA) in the IEA Meeting held in 2003 in New Zealand.

The register is part of the initiatives for trade liberalization in professional services. It reduces barriers and eases the process for engineers to gain access to work and practice in other jurisdictions. The purpose of the Register is also to recognize the equivalences in the qualifications and experience of practising engineers in the participating economies and to facilitate trade in engineering services between those participating economies.

This manual is intended to generally describe the processes applicable within Bangladesh for assessing engineering qualifications for independent practice and to expressly describe those special and additional requirements necessary for acceptance onto the BPERB Registry. BPERB is responsible for developing and maintaining the Registry and assuring its quality. Processes relating to assessment mechanisms for engineering recognition and administration of the Registry are described in the following sections of this document.

4.1 Types of Registration

There are three types of registration under BPERB.

- i. Registered Engineer (RSE: Registered Structural Engineer, RGE: Registered Geotechnical Engineer etc)
- ii. Domestic Professional Engineer (PEng)
- iii. International Professional Engineer (IntPE)

4.2.1 Pre-requisites of Registered Engineer

For eligibility to become a Registered Engineer, the applicant must:

1. Be a member or fellow of IEB.
2. Have at least 5 years' experience after attaining a bachelor's degree or 3 years of experience after an MSc in Engineering in the relevant field.
3. Have a domestic PEng. If not, should acquire a domestic PEng within 3 years of enlistment.
4. Evidence of achieving **20 hours CPD** in the last twelve months.

4.2.2 Pre-requisites of Domestic PEng

The pre-requisites for becoming a domestic PEng are:

- (a) IEB-BAETE-accredited bachelor's degree in engineering. However, the accreditation issue may get a waiver until December 2030.
- (b) Member or Fellow of IEB
- (c) Minimum **7 years** of professional experience, including at least two years in a responsible position for significant engineering work in Bangladesh. Candidates will be considered to have been in responsible charge of significant engineering work when they have completed one of the following:
 - Planned, designed, coordinated, and executed a small project
 - Undertaken part of a large project based on an understanding of the whole project
 - Undertaken novel or complex work responsibility
- (d) Evidence of achieving **30 hours CPD** in the last twelve months of seeking PEng examination.

4.2.3 Pre-requisites of IntPE

The pre-requisites for becoming an IntPE are:

- (a) A bachelor's degree in engineering with IEB-BAETE accreditation, which may be relaxed until December 2030.
- (b) Member or Fellow of IEB
- (c) Minimum **8 years** of professional experience, of which two years are responsible for significant engineering work in Bangladesh. Candidates will be considered to have been in responsible charge of significant engineering work when they have completed one of the following:
 - Planned, designed, coordinated, and executed a small project
 - Undertaken part of a large project based on an understanding of the whole project
 - Undertaken novel or complex work responsibility
- (d) Evidence of achieving **50 hours CPD** in the last twelve months of seeking PEng examination.

4.2 Application Process of Registered Engineer

Apart from awarding PEng and IntPE, BPERB has been instrumental in fulfilling the needs for qualified engineers in local authorities, such as RAJUK and other city corporations and municipalities, as per their requirements. With the advent of professionalism in every sphere of life and with the latest version of Bangladesh National Building Code (BNBC) 2020 enforced, BPERB is awarding certificates to the practicing engineers as **Registered Structural Engineer, Registered Geotechnical Engineer, and Registered Building Services Engineer for Electrical, EME, Plumbing, Construction Supervision, Building Demolition, Completion Report & Soil Investigation Report** as mentioned in BNBC 2020. The engineers with these recognitions may be enlisted in the Electronic Construction Permitting System (ECPS) of RAJUK and in any other authorities, city corporations, and municipalities as required by the agency. However, any special requirement by any agency for their enlistment/continuation of enlistment (e.g., receiving PEng within 3 years of enlistment to continue in ECPS of RAJUK) shall have to be met separately.

The assessment for professional recognition will be done through a viva voce examination by a panel of experts constituted by BPERB. The evaluation will be conducted with utmost fairness and impartiality. It will primarily focus on the project drawings submitted by the applicants, along with the candidates' overall knowledge of their field of expertise and the prevailing BNBC provisions.

4.3.1 How to apply

1. Download the **Application Form** from the BPERB website, fill it out, sign it with the date, and submit it to the Registrar, BPERB, with a photocopy of the following documents. Please keep a copy of the Application Form for future reference.
 - a. IEB Membership Certificate
 - b. Academic Certificates (B.Sc. Engg. /MSc. Engg. /PhD)
 - c. Professional Certificates (PEng, DMINB or similar)
 - d. CPD Certificates (during the last 3 years)
 - e. National ID (NID) card
 - f. A complete CV with signature
 - g. Detailed drawing of minimum 5 (five) Projects of Structural / Geotechnical designs (including design reports and sub-soil investigation reports); or of Electrical/Mechanical/Plumbing designs, whichever is applicable
 - h. Relevant reports/certificates of minimum 5 (five) Projects for Soil Investigation/Construction Supervision/Building Demolition /Project Completion, as the case may be.
 - i. A payment slip/counterfoil against depositing BDT 10,000/- into the BPERB Bank account
2. Attend the viva as per notice from the Registrar, BPERB.

4.3.2 How to appeal

To redress any grievances:

1. Write an application to the Registrar, BPERB, explaining the concerns for reassessment within 1 (one) month of the results declaration.
2. Send the application to the Registrar (bperb.ieb@gmail.com and registrar@bperb.net), BPERB, with a copy of the completed Application Form submitted for the first-time application.
3. Pay BDT 2,000/- to the BPERB bank account, and include the proof with the appeal application.
4. BPERB will form a 3-member committee to reassess the application and give judgment, which will be notified to the applicant.

4.3.4 How to Pay

A candidate can pay all the fees to the BPERB bank account by depositing cash in any branch or by online transfer from any banking app.

Account name: BPERB

Account no. 014213100000191

Mercantile Bank PLC

Engineers Institution Branch, Dhaka,

Routing no. 140261370

Address for sending application and attachments, hard copies:

Registrar,

Bangladesh Professional Engineers Registration Board (BPERB)

13th floor, Shaheed Prokashali Bhaban,

IEB Headquarters

Ramna, Dhaka-1000

4.3 Application Procedures for PEng and IntPE

Engineers seeking admittance to the BPERB Registry may visit the BPERB online portal at www.bperb.net. They can register and login to complete the online Application Form anytime.

Applicants must go through all sections of the Application Form. Apart from filling up his/her personal data, academic & professional qualifications, and CPD activities, s/he also needs to choose two sponsors who will sign a statement of support for the applicant through a link automatically generated and sent to the sponsors from the system. The applicant must upload the relevant documents supporting his/her qualifications & CPD activities, prepare a Competence & Commitment Report of about 5000 words & submit with payment of the appropriate application fees.

BPERB checks every application for completeness of the submission and contacts the candidate to acknowledge receipt within seven working days and, if necessary, requests any missing documents. BPERB cannot continue processing the applications until all the information has been received.

4.3.1 Criteria of Engineering Education Programs

A graduate of an engineering programme accredited by BAETE is considered to have met the academic qualification requirements for applying PEng and IntPE. However, some public universities that run engineering programmes are still not certified by BAETE and are also recognized for eligibility to apply for PEng. Graduates from these non-accredited public universities may/shall be allowed to apply for PEng until December 2030.

If an applicant's undergraduate degree is not accredited by the IEB-BAETE, the IEB-BPERB may consider the application for registration if the degree is supplemented by a Master's or PhD in the same branch of engineering from an institution approved by the IEB-BAETE or any program of any country having accreditation as per the Washington Accord.

4.3.2 Validation of Experience and Character

At least two references must be from IEB Members or fellows familiar with the candidate's work, character, and integrity. BPERB calls the referees sponsors.

The candidate must select two sponsors to support his application and confirm his suitability for the professional examination. The sponsors must meet specific requirements, and thus, it is essential that they (the sponsors) read the BPERB guidance in the statement of support, as it provides details on who is eligible to be a sponsor and what they are required to do. The Sponsors should be Fellows of IEB with at least ten years of standing or PEng with three years of standing.

The sponsor report form to support the candidate is in [**Error! Reference source not found.**]. The candidate must ensure his sponsors have completed the required form with their online statement.

4.3.3 PEng and IntPE Assessment Major Steps

After scrutiny, a professional review of the PEng and IntPE candidates will be held in three steps as follows:

- Marking on BPERB Competence & Commitment Report
- Marking on the Written Exam scripts (waived in specific cases)
- Oral Interview with a presentation from the candidate (waived in specific cases)

The assessors, having expertise in the candidate's similar area, will review the Competence & Commitment Report that the candidate submitted with his/her PEng application. Then, a written examination will be held to demonstrate the candidate's professional competence and commitment skills. The candidate's written examination is held in person at the BPERB premises.

Candidates are given approximately two weeks' notice of the exact timing of the written examination. The assessment of written examination scripts/competence reports usually takes four weeks. After the scripts are assessed, candidates are further notified of the interview. Under any circumstances, candidates are not allowed to contact their potential reviewers directly or indirectly.

The oral interviews are conducted by the same assessors who are experts in the candidate's field. In the first phase of the interview, the candidates make a 15-minute presentation demonstrating their knowledge, skills, and experience that match the required core competencies of BPERB. The presentation should not cover all the attributes, nor should it be a summary of the applicant's CV or report.

The applicants are encouraged to use visual aids to illustrate their presentation. They will be able to present these onscreen. The candidates can use their own laptop or notebook; an external power supply may be provided upon request. If the candidate takes longer than 15 minutes, assessors may stop the candidate so that the interview can proceed.

After the presentation, the assessors will then interview the candidates, who will seek to confirm, from the responses during the interview, that they have achieved the required level of competence in all the attributes. The interview, including the presentation, usually lasts 60-90 minutes for each candidate. If the candidate hasn't demonstrated sufficient evidence of meeting a particular attribute in the report, the assessor will pose specific questions to determine the candidate's knowledge and experience in that area. All mobile devices must be switched off before the start of the interview. BPERB will record the interview for future reference, though the candidates are not allowed to record the interview.

4.4 Assessment Process of Domestic PEng

4.4.1 Online application

- Any candidate may apply for PEng through the online portal of BPERB (rms.bperb.net or bperb.net).
- After a successful application, BPERB receives the following documents and information through the online portal
 - CV
 - Academic qualifications
 - Professional affiliations and recognitions
 - CPD records
 - Competence and Commitment report
 - Job experience
 - Project experience
 - Recommendation from sponsors

4.4.2 Scrutiny

- The Application and Registration Committee of BPERB does the preliminary scrutiny to confirm the candidate's eligibility for PEng registration. Basis of scrutiny:
 - Academic qualifications
 - Professional affiliations
 - Job experience and project experience
 - Sponsor's report
 - CPD
- The Registrar sends the eligible candidate list to the Assessment and Moderation Committee.
- The Assessment and Moderation Committee approves the eligible candidate list.

4.4.3 Written examination

- The Registrar notifies the eligible candidates to sit for the written exam.
- The moderation and assessment committee prepares the question paper for the written exam covering EC1 to EC13 competence profiles.
- A three-hour (3 hrs) written examination is conducted at the BPERB exam hall, which is equipped with monitoring cameras. Video and audio are recorded and kept as backup for future reference and use.

4.4.4 Assessment

- Assigning two assessors for each candidate by matching the expertise of candidates and assessors, avoiding conflict of interest. At least one assessor must be matched with the candidate's expertise. The Assessment and Moderation Committee selects assessors.
- All the application materials and examination scripts are sent to two independent assessors for grading. Assessors receive the following documents.
 - CV
 - CPD records

- Job and project experience records
 - Competence and commitment report
 - written examination script
 - Sponsors' report
 - Assessment forms
 - Declaration of "No Conflict of Interest" form
- The assessors return scripts and applications, filled up assessment forms to the registrar.
- The registrar will notify the candidates of a presentation and an oral examination.
- During presentation and viva, two assessors shall be present and provide grades in separate assessment forms. No mutual consultation is recommended about the performance of the candidate. The total duration of the presentation and viva shall be at least one hour.
- Chairman, Vice-chairman, moderation committee members, or any board member of BPERB may be present during the presentation and viva as observers.
- Presentation and viva shall be recorded using a video camera for future use and reference.
- Questions during viva shall cover all 13 competence profiles.

4.4.5 Compilation of assessment results

- Each assessor shall submit the completed assessment forms to the Registrar
- The Registrar shall compile the assessment results based on the individual assessor's result summary and submit it to the assessment and moderation committee.

4.4.6 Result of the assessment and moderation committee

- The assessment and moderation committee shall provide the final grade based on all the rules and regulations set by BPERB, or send it to the third assessor for the final grade.
- The third assessor reviews all the records of application materials, written examination scripts, and videos of oral examinations to provide his final judgement about the candidate and submit the final grade to the moderation and assessment committee.

4.4.7 Informing the result to the failed candidates individually

- The Registrar will notify the failed candidates and explain the reason for failure
- The Registrar will declare the deadline for appeal against the judgment made by BPERB
- The failed candidate may appeal against the BPERB decision in the prescribed form.
- The Registrar will send the appeal to the Appellate Committee, who will review all the records of application materials, written examination scripts, and videos of oral examinations to provide his final judgement about the candidate and submit the final grade to the Registrar. The Appellate Committee shall have the right to coopt any expertise related to the candidate.
- The Registrar shall notify the candidate of the result of his appeal.

4.4.8 Ethics board approval

- The list of candidates passed shall be sent to the Ethics Board of IEB to verify the integrity and ethics of candidates.

4.4.9 BPERB Board approval

- The Registrar shall include the list of ethics board-approved candidates in the agenda of board meetings where the board approves PEng.

4.4.10 Publish the result

- The Registrar publishes the names of successful candidates on the website and notice board after approval from the chairman.

4.5 Assessment Process of IntPE

Once BPERB becomes a full member of IPEA, BPERB will start awarding the International Professional Engineer (IntPE) titles in addition to the domestic PEng. The primary difference between the two titles is the level of professional experience required, with IntPE having more stringent requirements for engineers seeking to practice abroad. The assessment process of domestic and international PEng is the same except for the difference in prerequisites and CPD requirements. An IntPE needs at least 8 years of experience, while a domestic PEng needs at least 7 years of experience. An IntPE needs at least 50 hours of CPD per year, while a domestic PEng needs at least 30 hours of CPD per year.

4.5.1 Online application

- Apply through the online portal of BPERB (rms.bperb.net).
- After a successful application, BPERB receives the following documents and information through the online portal
 - CV (At the top of the first page of CV, mention “Application of IntPE”)
 - Academic qualifications
 - Professional affiliations and recognitions
 - CPD records
 - Competence and Commitment report
 - Job experience
 - Project experience
 - Recommendation from sponsors

All the assessment processes and steps are the same as those for domestic PEng, except the CPD hours required for IntPE are 50 hours per year.

4.6 Assessment Process of IntPE if the Applicant is a PE of another country

If an engineer has an active PE in any other country and is a member of IPEA, BPERB will award him IntPE without any written examination or viva. He must apply online and submit all the required documents except the sponsor's report. He should fulfill 50 hours of CPD at the time of application. However, he must submit 50 hours of CPD in subsequent years to continue and renew his IntPE with BPERB.

4.6.1 Online application

- Apply through the online portal of BPERB (rms.bperb.net).
- After a successful application, BPERB receives the following documents and information through the online portal
 - CV (At the top of the first page of the CV, mention "Application of IntPE with foreign active PE")
 - Academic qualifications
 - Professional affiliations and recognitions
 - CPD records
 - Competence and Commitment report
 - Job experience
 - Project experience
 - Proof of active PE of any country which is full member of IPEA

4.6.2 Scrutiny

- The Application and Registration Committee of BPERB does the preliminary scrutiny to confirm the candidate's eligibility for PEng registration. Basis of scrutiny:
 - Academic qualifications
 - Professional affiliations
 - Job experience and project experience
 - Evidence of Active PE of any country that is a full member of IPEA

4.6.3 Assessment

- Assigning two assessors for each candidate by matching the expertise of candidates and assessors, avoiding conflict of interest. At least one assessor must be matched with the candidate's expertise. The Assessment and Moderation Committee selects assessors.
- All the application materials and examination scripts are sent to two independent assessors for grading. Assessors receive the following documents.
 - CV
 - Job and project experience records
 - Competence and commitment report
 - Assessment forms
 - Declaration of "No Conflict of Interest" form
- The assessors return applications, filled up assessment forms to the registrar.

4.6.4 Compilation of assessment results

- Each assessor shall submit the completed assessment forms to the Registrar

- The Registrar shall compile the assessment results based on the individual assessor's result summary and submit it to the assessment and moderation committee.

4.6.5 Result of the assessment and moderation committee

- The assessment and moderation committee shall provide the final grade.

4.6.6 Ethics board approval

- The list of candidates passed shall be sent to the Ethics Board of IEB to verify the integrity and ethics of candidates.

4.6.7 BPERB Board approval

- The registrar shall include the list of ethics board-approved candidates in the agenda of board meetings where the board approves PEng.

4.6.8 Publish the result

- The registrar publishes the names of successful candidates on the website and notice board after approval from the chairman.

4.7 Assessment Process of IntPE if the Applicant is a Domestic PEng

If an engineer has an active domestic PEng, BPERB will award him IntPE without any written examination or viva. He must apply online and submit all the required documents.

4.7.1 Online application

- Apply through the online portal of BPERB (rms.bperb.net).
- After a successful application, BPERB receives the following documents and information through the online portal
 - CV (At the top of the first page of the CV, mention “Application of IntPE with Domestic PEng”)
 - Academic qualifications
 - Professional affiliations and recognitions
 - CPD records
 - Competence and Commitment report
 - Job experience
 - Project experience

4.7.2 Assessment

- Assigning two assessors for each candidate by matching the expertise of candidates and assessors, avoiding conflict of interest. At least one assessor must be matched with the candidate’s expertise. The Assessment and Moderation Committee selects assessors.
- All the application materials and examination scripts are sent to two independent assessors for grading. Assessors receive the following documents.
 - CV
 - Job and project experience records
 - Competence and commitment report
 - Assessment forms
 - Declaration of “No Conflict of Interest” form
- The assessors return applications, filled up assessment forms to the Registrar.

4.7.3 Compilation of assessment results

- Each assessor shall submit the completed assessment forms to the Registrar
- The Registrar shall compile the assessment results based on the individual assessor’s result summary and submit it to the assessment and moderation committee.

4.7.4 Result of the assessment and moderation committee

- The assessment and moderation committee shall provide the final grade.

4.7.5 Ethics board approval

- The list of candidates passed shall be sent to the Ethics Board of IEB to verify the integrity and ethics of candidates.

4.7.6 BPERB Board approval

- The registrar shall include the list of ethics board-approved candidates in the agenda of board meetings where the board approves PEng.

4.7.7 Publish the result

- The registrar publishes the names of successful candidates on the website and notice board after approval from the chairman.

4.8 Assessment Process for Domestic PEng in Grandfather Rule

Grandfather rule of awarding a domestic PEng refers to a limited-time program where experienced engineers can obtain a professional certification without taking the standard examination. Instead of an exam, candidates must meet specific requirements, typically based on their educational background, years of work experience, and professional achievements.

The grandfather rule is valid until **December 2026**. BPERB recognizes that individuals with a proven track record of safe and successful practice should not undergo the same process as new applicants. This allows BPERB to officially identify a pre-existing group of qualified professionals.

4.8.1 Eligibility

The prerequisites for becoming a domestic PEng under the grandfather rule are:

- (a) Must be a fellow of IEB
- (b) Minimum of 20 years of experience and PhD or 25 years of experience and Master's or 30 years of experience after graduation, when he/she was responsible for significant engineering works in Bangladesh. Candidates will be considered to have been in responsible charge of significant engineering work when they have completed all of the following:
 - Planned, designed, coordinated, and executed 10 small projects.
 - Undertaken part of 3 large projects based on understanding the whole project.
 - Undertaken novel or complex work responsibilities.
- (c) Evidence of achieving 30 hours CPD in the last twelve months.

4.8.2 Online application

- Apply through the online portal of BPERB (rms.bperb.net).
- After a successful application, BPERB receives the following documents and information through the online portal
 - CV (At the top of the first page of the CV, mention “Grandfather Rule”)
 - Academic qualifications
 - Professional affiliations and recognitions
 - CPD records
 - Competence and Commitment report
 - Job experience
 - Project experience
 - Recommendation from sponsors
- Please send the following documents in addition to the online application for 10 small and 3 large projects.
- Design drawings
 - Design reports
 - A report containing how 13 competencies were covered in all these projects.

4.8.3 Scrutiny

- The Application and Registration Committee of BPERB does the preliminary scrutiny to confirm the candidate's eligibility for PEng registration. Basis of scrutiny:
 - Academic qualifications
 - Professional affiliations
 - Job experience and project experience
 - Sponsor's report
 - CPD
- The Training and Education committee verifies CPD records and sends them to the Registrar.
- The Registrar sends all the documents submitted by the candidate to the Assessment and Moderation Committee.

4.8.4 Result of the assessment and moderation committee

- The assessment and moderation committee shall critically review the application materials and send the result to the registrar.

4.8.5 Assessment by 3 Assessors

- The registrar will send the application materials to 3 Assessors
- Assessors will review all the records, CV, competence report and send the filled-up assessment forms to the registrar
- The registrar will compile the result in a summary form and send it to the assessment and moderation committee for final judgement and approval.

4.8.6 Meeting with the applicant

- Assessors may arrange a meeting with the applicant through the Registrar if necessary. However, in cases of commendable/acceptable professional work based on the assessment of the submitted documents, the panel may grant the waiver of that meeting. Generally, the written exam and viva are waived in the grandfather rule.

4.8.7 Ethics Board approval

- The Registrar sends the eligible candidate's CV to the Ethics Board of IEB to verify the integrity and ethics of the candidate.

4.8.8 BPERB Board approval

- The registrar shall include the list of ethics board-approved candidates in the agenda of board meetings where the board approves PEng.

4.8.9 Publish the result

- The registrar publishes the names of successful candidates on the website and notice board after approval from the chairman.

4.9 Audits of Registered Engineer, PEng, IntPE

The Administration & IT Committee will perform audits of registrant records. The audits will be undertaken to confirm the following:

- That the registrants continue to perform engineering works or are active in the engineering profession
- That the registrant is compliant with continuing professional development (CPD) requirements
- That there is no record of unsatisfactory professional conduct against the registrant
- That the registrant is a citizen or permanent resident of Bangladesh.

Audits will be done using a random sampling method. Every two years, three to five percent of the members will be randomly selected and audited. These specific audit activities are in addition to the independent testimonials required with each periodic renewal of the registry listing.

4.10 Appeal Process for Failed Candidates

Applicants not admitted to the BPERB Registry will receive a letter informing them of the decision and the rationale for denying the application. Applicants who disagree with the decisions may appeal using the following procedure:

- (1) The applicant must submit a request for reconsideration in writing to the Registrar BPERB (letter or e-mail). The request must be received within two months of the date of the rejection letter, and must describe why the applicant believes s/he is eligible for admission to the registry. The applicant may submit new information in support of the application.
- (2) The Appellate Committee will consider requests for reconsideration and additional information supplied by the applicant. The committee will then send a letter to the applicant to inform them of the request results and address any concerns stated in the applicant's written request.

4.11 BPERB CPD Guidelines

In a rapidly evolving world where social and economic changes significantly impact our living and working environments and technological advancements introduce new ways of working, Continuing Professional Development (CPD) is a vital tool for staying informed, expanding skills, and enhancing professional effectiveness. CPD enables members of professional bodies to maintain, improve, and diversify their knowledge and skills, fostering the personal qualities necessary for their professional roles.

Continuing Professional Development (CPD) is key to maintaining the quality of professional work done by Professional Engineers. The CPD should be appropriate to the area of engineering in which the applicants claim expertise. The focus of CPD should be on actively learning or refreshing knowledge and skills. CPD intends to bridge the gap between education and professional expertise, aligning with the latest IPEA professional competency profile, 13 professional engineers' competence (EC) under five core professional competence standards. The applicant must complete at least 30 hours for PEng and 50 hours for IntPE of committed time in the immediate last year to develop his knowledge and skill in the relevant field. A list of CPD activities and their corresponding weight factors can be found below.

The BPERB allows each professional the flexibility to select from a broad range of activities. The range of activities in this CPD programme is not intended to be inclusive, but to act as a general guide. The activities that would be relevant are those that will enable one to:

- Maintain, improve, or expand technical skills and knowledge;
- Keep up to date with changing procedures and standards;
- Understand and apply advances in technology;
- Better serve the engineering profession, community, and environment;
- Enhance communication and management skills; and
- Broaden into related fields, such as those covering management, financial, or legal aspects.

The primary goal is to develop engineers' competence and capability to apply theoretical knowledge to practical situations, devise innovative solutions to real-world challenges, uphold professional ethics, and gain a deeper understanding of their responsibilities to society.

Continuing Professional Development (CPD) is a commitment to lifelong learning. It encourages looking forward and identifying opportunities to learn something new, refresh existing knowledge, improve skills, or keep up with the latest developments within a particular profession or industry.

In all the cases, the lessons learnt should reflect his/her areas of current expertise or prospective field of work, and CPDs attained should be properly evidenced. A list of CPD activities and their corresponding weightages can be seen from the following Table:

CPD Activities and Weight Factor for Registered Engineer, domestic PEng, and IntPE holders

SL	CPD activities	Unit/period of activities	Weight factor
1	Convention/Conference/Seminar/Symposium on Technical Issues (Please submit a 100-200-word summary of the learnings)	Each Hour Attending	0.5-hour CPD
		Each Hour Presenting	1-hour CPD
2	Training/ Workshop/ Short course/ Online Course/ Technical Meeting on Technical Issues (Please submit a 100-200-word summary of the learnings)	Each Hour Attending	1-hour CPD
		Each Hour Presenting	2 hours CPD
3	Publications in Technical conference proceedings (Please submit the abstract)	Each paper	6 hours CPD (equally divided among authors)
4	Publication in recognized technical journals or publishing technical books (Scopus indexed, Web of Science (Clarivate) indexed. No indexing is required for a published book. But an ISSN or an ISBN is needed.) (Please submit the abstract)	Each paper/book	24 hours CPD (equally divided among authors)
5	MSc Engineering or M Engineering or MBA theory courses for students (Please submit the syllabus)	Each credit hour	3 hours CPD
6	MSc Engineering or M Engineering theory courses for teachers, only for the first time offering the course (Please submit the syllabus)	Each credit hour	6 hours CPD
7	Contribution to professional bodies (Please submit the meeting agenda)	Each hour of attending a meeting, assessment, or report preparation	1-hour CPD
8	Self-Study (National and International Codes, Journal Papers, Books of the Relevant Field. As evidence, please submit a 300–500-word report on what you learned by self-study.)	Each Hour of Self-Study (maximum 20 hours for Registered Engineer, 40 hours for Domestic PEng, and 80 hours for IntPE holders)	0.25-hour CPD (Maximum 5 hours for Registered Engineer, 10 hours for Domestic PEng, and 20 hours for IntPE holders)

(At least 20 hours CPD for Registered Engineers, 30 hours CPD for domestic PEng, and 50 hours CPD for IntPE holders must be achieved per year (January-December) and submitted by February in the next year)

4.12 Renew Process of Registered Engineer, PEng, and IntPE

Bangladesh Professional Engineers Registration Board (BPERB) has been a provisional member of the International Professional Engineers Agreement (IPEA) under the International Engineers Alliance (IEA) since 2003 and is expected to become a full member soon.

BPERB is working on upholding the status and opportunities of PEng holders. As per IPEA and BPERB guidelines, IntPE holders must submit 50 hours of CPD records annually. PEng holders are required to complete 30 hours of CPD per annum. Registered Engineers must submit 20 hours CPD per annum. Renewal fee is BDT 5,000/- for IntPE and BDT 3,000/- for PEng every year. Renewal fee for Registered Engineer is BDT 3,000/- per year. If you are a Registered Engineer and a PEng/IntPE holder, you must only renew PEng/IntPE. An international audit team will visit Bangladesh and audit BPERB activities per international standards. So, you are requested to send your CPD records for the last year and pay the total dues by bank transfer. Your cooperation would uphold the status of BPERB and you as well.

How to Renew

To continue Registered Engineer/PEng/IntPE status, one must renew the registration annually in advance (i.e., in January for a January-December period) as follows:

1. Download and fill out the **renewal form**, print it, sign it, and scan it to make it a PDF
2. Pay all the dues to the BPERB bank account. Please call BPERB officials at cell numbers 01927 525 290 and 01815 700 078 from 2 pm to 8 pm to find out your dues.
3. Prepare the CPD records of the previous year in the prescribed format with evidence.
4. Email the filled-out renewal form, CPD records, and the payment slip to the Registrar, BPERB (bperb.ieb@gmail.com and registrar@bperb.net)

How to Pay

A candidate can pay all the fees to the BPERB bank account by depositing cash in any branch or by online transfer from any banking app.

Account name: BPERB

Account no. 014213100000191

Mercantile Bank PLC

Engineers Institution Branch, Dhaka,

Routing no. 140261370

4.13 Payment Guideline

All Engineers are requested to make payment to the BPERB bank account from any branch of Mercantile Bank PLC. You can deposit cash, use an account payee cheque, or transfer money from your bank app online.

Cash transaction is discouraged. Please don't pay to any personal mobile wallet (bkash, nagad, rocket etc)

Account name: BPERB
Account no. 014213100000191
Mercantile Bank PLC
Engineers Institution Branch, Dhaka,
Routing no. 140261370

APPENDICES

Appendix A: IEB Code of Ethics

Appendix-A

THE INSTITUTION OF ENGINEERS, BANGLADESH

CODE OF ETHICS

(Approved in the 476th Central Council Meeting IEB held on 6.8.2003)

1. I solemnly promise that as a member of The Institution of Engineers, Bangladesh I shall uphold and advance the integrity, honor and dignity of the engineering profession using my knowledge and skill and shall hold paramount the safety, health and welfare of the public and shall try to comply with the principles of sustainable development in the performance of my professional duties.
2. I shall be honest and impartial and serve with complete fidelity the public, employer and clients I shall not accept remuneration for services rendered other than that from my employer or with my employer's permission
3. I shall perform services only in areas of my competence
4. I shall build my professional reputation on the merit of my services and shall not compete unfairly with others
5. I shall act in professional matters for my employer or client as faithful agent or trustee and shall avoid conflict of interest and avoid deceptive acts.
6. I shall issue public statements only in an objective and truthful manner, and shall not in a self-laudatory language or in any manner derogatory to the dignity of the profession, or professional bodies, neither advise or write articles for publication, nor shall authorize such advertisements to be written or published by any other person
7. I, without disclosing the fact to my employer in writing shall not be director of or have a substantial financial interest in, nor be an agent for any company, firm or person carrying on any contracting, consulting or manufacturing business which is or may be involved in the work to which my employment relates, nor shall I receive directly or indirectly any royalty, gratuity or commission or any article or process used in or for the purpose of the work in respect of which I am employed unless or until such royalty, gratuity or commission has been authorized in writing by the employer

8. I shall support the professional and technical societies of my discipline
9. I, in connection with work in country other than my own shall order my conduct according to these rules, as far as they are applicable but where the country has recognized standards of professional conduct. I shall adhere to them
10. I shall not offer, guide, solicit or receive, either directly or indirectly any political contribution in an amount intended to influence the award of a contract by the public authority
11. I solemnly Promise I shall avoid bribery and extortion in any form. If I encounter such acts done by any member. I shall be ethically bound to report it to the Ethical Review Board (ERB) of IEB (ERB is to be formed)
12. I shall continue my professional development throughout my career, and shall provide opportunities and support for the professional development of the engineers under my supervision
13. A member who shall be convicted by a competent tribunal of a criminal offence, which in the opinion of the disciplinary body renders him unfit to be a member, shall be deemed to have been guilty of improper conduct.

Signature_____

Name_____

Membership no F/M/AM _____ (to be filled up by office)

Appendix B: Rules of Ethics and Conduct for BPERB Registered Professional Engineers

The structure for the registration process of engineering practitioners is designed to make Engineers Committed to the Code of Conduct and completely accountable for carrying out their duties/responsibilities, which cannot be compromised at any level of planning, designing, implementing, maintaining, demolishing, etc.

Ethics are fundamental to the values of the profession. Service providers and consulting engineers should adhere to the Code of Ethics when dealing with employers, employees, associates, and society.

The Code of Ethics aims to maintain high standards of personal and professional conduct, competency, and integrity, assuring ethical conduct in fulfilling social responsibility to society and the global community. Engineers must ethically maintain individual behaviour, ensuring the following.

1. Social Responsibility to uphold Ethical Values of the Society.

- Engineers shall abide by the laws of the land where the work is performed, respect the local customs, uphold human rights, safeguard public property/ safety, and abjure violence and acts of terrorism.
- Engineers shall treat all persons fairly, irrespective of race, creed, caste, religion, state, gender, or national origin, when discharging professional duties.
- Engineers shall strive to protect and maintain clean, healthy, safe environments to comply with statutory requirements.
- Engineers shall uphold the paramount safety, health, and welfare of the public and individuals while exercising their professional work. They shall consider the welfare of society and the impacts of the natural environment.
- Engineers shall comply with the principles and practices of sustainable development in their professional duties. They will also promote the needs of future generations.
- Engineers shall support and recognize their discipline's professional and technical societies.
- Whenever Engineers' professional judgments are overruled on the grounds of safety, public health, or welfare, they are endangered. Engineers shall inform clients and employers of the possible consequences, providing convincing data.
- Engineers shall foster environmental awareness among the public and minimize foreseeable and avoidable ecological impacts.
- Engineers shall strive to ensure that the engineering projects they are responsible for will have minimal adverse effects on the environment and health.

2. Responsibility to Maintain High Standards of Professional Quality

- Engineers shall not misrepresent their educational qualifications or professional title.
- Engineers shall seek work through fair and proper methods, and shall take full responsibility for the tasks that shall be carried out under their supervision. They must be qualified by experience in the specific field of engineering involved and shall not undertake tasks for which they are not competent.
- Engineers shall approve only those designs that safely and economically meet the client's requirements. They shall not approve any engineering document, design, materials, or work stages that they consider unsound and against the public interest.

- Engineers shall uphold and advance the integrity, honour, and dignity of the engineering profession using their knowledge, skill, and education. They shall observe proper duties of confidentiality and not accept or give inducements.
 - Engineers shall be committed to performing services only in their areas of expertise and competency. However, they can accept a project requiring experience outside their fields of competence, provided the project phases outside their experience are performed by qualified associates or employees maintaining relevant competencies at the necessary levels.
 - Engineers shall be committed to maintaining competency and professional reputation on the merit of their services. They shall not compete unfairly with others.
 - Engineers, in connection with work in countries other than their own, shall order/maintain the Code of Conduct according to these Rules as far as they are applicable. Still, where the host country has its recognized professional Code of Conduct standards, they shall adhere to them.
 - Engineers shall continue their professional development throughout their career and provide opportunities for and support the professional and ethical development of the engineers under their supervision.
3. Obligation to Maintain a High Standard of Personal Behaviour Responsibly.
- Engineers shall not maliciously or falsely injure the professional reputation of another Engineer or Organization, but instead respect their dignity and professional standing.
 - Engineers shall respect the personal rights of people with whom they work and abide by the legal and cultural values of the societies in which they carry out assignments.
 - Engineers shall be honest and impartial. They shall serve the public, employer, and clients with complete fidelity.
 - Engineers shall not solicit or accept financial or other remuneration for services rendered on a Project other than that from their employers or their employers' permission, under specific circumstances.
 - Engineers shall act professionally for their employers/clients as a faithful agent/trustee. They must avoid conflicts of interest and deceptive acts. They shall promptly inform their employees/clients of any business association or interest that could influence the quality of their services. They must provide impartial analysis and judgment to employers.
 - Engineers can issue public statements or reports only objectively and truthfully, which shall not be in a self-laudatory language or in any manner derogatory to the dignity of the profession or professional bodies. They shall include all relevant and pertinent information in such reports or statements. They shall be prepared to contribute to public debate on matters of technical understanding in which they can comment.
 - Engineers without disclosing the fact to the employer in writing shall not
 - i. Be a director or have a financial interest in any business/negotiations, and take any professional assignments outside their regular work.
 - ii. Be an agent for any company, firm, or person carrying on any contracting, consulting, or manufacturing business which is or may be related to employment.
 - iii. Receive directly/indirectly any royalty, gratuity, commission, or any article or process used for work in respect of which they are employed without the written authorization of their employer.

- Engineers shall not undertake any assignments that could knowingly create a conflict of interest between themselves and the clients or employees.

When in Public Service as members or Advisors of a Government body, Engineers shall not participate in activities concerning services provided by their organization (s) in private engineering practice.

- Engineers shall admit their errors when proven wrong and refrain from distorting the facts to justify their mistakes.
- Engineers shall refrain from making any statement, criticism, or argument on Engineering matters at the inspiration of an interested party, which may cause confusion or conflict among others.
- Engineers shall not offer, guide, solicit/receive, and use direct/indirect political contributions in any amount to influence a public authority's award of a contract.
- Engineers solemnly promise to avoid bribery and extortion in any form, and if they encounter such acts by any Member, they shall be ethically bound to report to the IEB or the Ethics Board of the IEB.
- Engineers who shall be convicted by a competent tribunal/court of a criminal offense, which, in the opinion of the disciplinary body of IEB, renders them unfit to be a Member or a PEng holder, and shall be deemed guilty of improper conduct.

Appendix C: Templates

Professional Competence and Commitment Report Format

Bangladesh Professional Engineers Registration Board

Professional Competence and Commitment Report



Name:

IEB Membership No:

September, 2025

Professional Competence and Commitment Report

Instructions for the Candidates

Demonstrating competence

To become a professional engineer in Bangladesh, you must have had responsible and relevant experience at a level to demonstrate the competencies required by BPERB. You must demonstrate a sound understanding of core engineering principles in the respective field. In addition, your competencies will be assessed in relation to their relative importance within your fields of work.

To fulfil your obligation to society as a professional civil engineer and to meet the requirements concerning health, safety, and welfare legislation, you must have a sound knowledge and understanding of the practical engineering applications and processes and the activities connected to them.

Writing your statements

You're responsible for explaining how your knowledge, skills, and experience meet the required standard within the relevant competencies. You must give multiple examples (typically 3-5 evidence) of your experience to demonstrate your ability within each sub-competence – i.e., that you have achieved in different situations, assisting others and working without supervision. Competence is the ability to do something consistently, successfully, and efficiently. You need to show the assessors that you've met the competence standard expected at the level of a professional engineer. Each sub-competence should be demonstrated within 600 words, and the professional competence and commitment report should be 3000-5000 words. In your writing, you should illustrate the situation you experienced, the task you assigned, the action you took, the technique you used, and the benefit or result obtained. As a part of the evidence, you may add ten extra A4 pages in the annexures (excluded from the word limit) and five A3 pages as drawings/posters at the end of the report. The report must be a single PDF file and submitted by uploading it to the portal.

Plagiarism

Plagiarism should be avoided in any reports, drawings, and presentations you submit. Instructions are:

- Don't cut and paste material from others' reports and online sources
- Where you have directly quoted others or the work of others, use quotation marks and provide references.

Plagiarism is taken seriously by the BPERB. Should there be concerns about your submission, BPERB will investigate, including using plagiarism detection software. If this shows significant levels of similarity with any sources, your assessors will be informed, and you will be contacted by the BPERB and asked to explain.

Collusion

In the context of your submission, collusion is any agreement to conceal someone else's contribution to your work. The guidance above equally applies to avoiding collusion. Plagiarism and collusion may lead to a ban on applying for professional engineer or permanent expulsion from IEB Membership. If an allegation of plagiarism or collusion relates to your application, your result may be delayed until an investigation occurs.

A	Knowledge and Understanding
i.	<i>Comprehend and apply advanced knowledge of the widely-applied principles underpinning good practice</i>
ii.	<i>Comprehend and apply advanced knowledge of the widely-applied principles underpinning good practice specific to the jurisdiction of practice</i>

B	Design, Development and Solving Engineering Problems
i.	<i>Define, investigate and analyze complex problems using data and information technologies where applicable.</i>
ii.	<i>Design or develop solutions to complex problems, considering a variety of perspectives and taking account of stakeholder views</i>
iii.	<i>Evaluate the outcomes and impacts of complex activities</i>
iv.	<i>Recognize the reasonably foreseeable social, cultural, and environmental effects of complex activities and seek to achieve sustainable outcomes</i>

C	Responsibility, Management, and Leadership
i.	<i>Meet all legal and regulatory requirements and protect public health and safety in course of activities conducted</i>
ii.	<i>Manage part or all of one or more complex activities</i>
iii.	<i>Recognize complexity and assess alternatives in light of competing requirements and incomplete knowledge. Exercise sound judgment in the course of his or her complex activities</i>
iv.	<i>Be responsible for making decisions on part or all of complex activities</i>

D	Communication and Interpersonal Skills
i.	<i>Communicate and collaborate using multiple media clearly and inclusively with a broad range of stakeholders during all activities.</i>

E	Personal and Professional Commitment
i.	<i>Conduct activities ethically</i>
ii.	<i>Undertake CPD activities to maintain and extend competences and enhance the ability to adapt to emerging technologies and the ever-changing nature of work.</i>

2. Candidate's Declaration

I Engr. _____ declare that the information in this report is complete and correct.

Signature*

Date

(* In case the candidate doesn't have a digital signature, write your full name only.)

CPD Report Submission Template

CPD ACTIVITIES SUMMARY

Name:	IEB Membership No.
CPD Activities fromto	Reg. Engineer/ PEng / IntPE no.

Sl No.	CPD Activities/ topics/title	Organizer/ trainer/ presenter/ mentor	Date and Time Duration	Hours	Weight Factor	CPD Claimed (Hour)

Total CPD hours =

Note: Please attach certificates of CPD. Follow the CPD guideline on the BPERB website. Any number of pages will be acceptable. You have to write in the format below for the seminar, symposium, conference, and technical meeting you have attended, as well as the self-study you have done.

CPD Activities Detail Report

Serial no.

Topic:

Learning report:

(Please describe what you have learned from the seminar/ workshop/ conference/ technical meeting, 100-200 words)

Serial no.

Topic:

Learning report:

(Please describe what you have learned from the seminar/workshop/conference/technical meeting, 100-200 words)

Serial no.

Title of paper:

Abstract:

Serial no.

Title of course:

Syllabus:

Serial no.

Name of committee or professional body:

Position:

Meeting agenda:

Serial no.

Topic of self-study:

Learning report:

(Please describe what you have learned from self-study, 300-500 words)

I declare that I am actively engaged in engineering practice and that the CPD record above is accurate.

Signature:

Date:

Renewal Form

Renewal Form for Reg. Engr/PEng/IntPE

A. PERSONAL DETAILS

1. Name :
 2. NID no. :
 3. IEB Membership :
 4. Reg E/PEng/IntPE :
 5. Present Address :
 6. Contact Details : Mobile no.:
- Email Address:

B. RENEWAL DETAILS

7. CPD Submitted? : Yes/No
8. Renewal Fees Paid : BDT
9. Payment slip sent? : Yes/No

Signature:

Date:

Application Form for Registered Engineer

Sl. No.

APPLICATION FOR BECOMING REGISTERED ENGINEER

1. Name : Engr.
2. IEB Membership No. : F/M
3. Date of Birth : 4. Sex : Male/Female/Others (Please Tick)
5. Nationality :
6. Present Address :
7. Contact Details : Mobile: Email:

PLEASE FILL UP THE BOX WITH TICK:

8. Engineering Discipline : Civil ☐; Electrical ☐; Mechanical ☐
9. Academic Qualification : BSc Engg. ☐; MSc Engg. ☐; PhD ☐
10. Professional Certificate Obtained : PEng ☐; DMINB ☐; PE ☐; CEng ☐
11. Attended URP Training by ICC : Yes ☐; No ☐; N/A ☐
12. Appeared in Written Exam by IEB at BUET : Yes ☐; No ☐; N/A ☐
13. Type of Applicant : ICC Trained ☐; PEng/DMINB ☐; Renowned Designer ☐
14. Applied for Category (please tick only one in one application) :
 - Regd. Structural Engr. : Cat. IV ☐; Cat. III ☐; Cat. II ☐
 - Regd. Geotechnical Engr. : Cat. IV ☐; Cat. III ☐; Cat. II ☐
 - Regd. Building Services Engineer :
 - (i) Electrical : Cat. IV ☐; Cat. III ☐; Cat. II ☐ (v) Const. Supervision (C/E/M): Cat. IV ☐; Cat. III ☐; Cat. II ☐
 - (ii) EME : Cat. IV ☐; Cat. III ☐; Cat. II ☐ (vi) Building Demolition : Cat. IV ☐; Cat. III ☐
 - (iii) Plumbing : Cat. IV ☐; Cat. III ☐ (vii) Completion Report : Cat. IV ☐; Cat. III ☐; Cat. II ☐
 - (iv) Fire : Cat. IV ☐; Cat. III ☐ (viii) Soil Investigation Report : Cat. IV ☐; Cat. III ☐; Cat. II ☐
15. Years of Experience as Engineer : years
16. Years of Experience in Relevant Field : years
17. Please enclose :
 - i. IEB Membership Certificate. ☐
 - ii. Academic Certificates (B.Sc. Engg. /MSc. Engg. /PhD). ☐
 - iii. Professional Certificates (PEng, DMINB or similar). ☐
 - iv. CPD Certificates (during last 3 years) ☐
 - v. A complete CV with signature. ☐
 - vi. Photocopy of NID ☐
 - vii. Detailed Structural/ Geotechnical design including subsoil investigation report (if any); or detailed Electrical/EME/Plumbing/Fire safety designs (as the case may be); or relevant experience certificates for Construction Supervision/ Building Demolition/ Completion Report/ Soil Investigation Report (as the case may be) for 5 (five) buildings/Projects. ☐

I do certify that the information given above is true and correct. I undertake that after assessment through oral examination and scrutinizing the submittals in accordance with the Guidelines framed by the IEB, BPERB reserves the right to issue a registration for any category that the applicant may fit, or reject the application. The IEB reserves further the right to investigate complaints of violation for any misuse of the issued registration according to the rules, procedures of BPERB and Code of Ethics of the IEB that exists now or framed in future by appropriate authorities of the IEB.

Date:

Signature of the Applicant:

Appeal Form

Appeal Form for Reg. Engr/PEng/IntPE

C. PERSONAL DETAILS

10. Name :
11. NID no. :
12. IEB Membership :
13. Reg E/PEng/IntPE :
14. Present Address :
15. Contact Details : Mobile no.:
- Email Address:

D. APPEAL DETAILS

16. Reason for failure as per notice given by BPERB:
17. Why do you think the assessment was not proper? Write within 200 words.
18. Evidence of your claim:
19. Payment slip sent? : Yes/No

Signature:

Date:

