

Founded 1980

新加坡工程专家协会

Singapore Institute of Engineering Technologists

Website : www.siet.org.sg

Email: admin@siet.org.sg

(Established in 1980)[ROS 217/80 TAP]

Clementi Central P.O.Box 103, Singapore 911204.



**World Federation of Technology
Organizations**

[website : www.wfto.org]

SIET CERTIFICATION HANDBOOK

**Certified Engineering Associate, CertEA
Certified Engineering Technologist, CertET
Certified Technical Specialist, CertTS**

Version. 3
Oct 2009

INTRODUCTION

This handbook provides specific information related to the **Certified Engineering Associate, Certified Engineering Technologist and Certified Technical Specialist**. Individuals who meet the eligibility requirements and who successfully pass the “Test for Professional Competency” shall attain the designation of Professional Status. This handbook and application can also be found on the SIET Web site (www.siet.org.sg).

The key criteria for application is that the applicant must be a SIET member. Associate Members (AMSIET), Full Members (MSIET) and Fellows (FSIET) of SIET may apply for registration for Professional Certification, provided they are able to provide worthiness to the title they wish to apply for. All applications must be supported by proof of experience, competence and achievement in their profession or discipline in which the applicant wishes to be certified.

The Professional status Certificate is designed to support the member’s professional position and to assist his/her career. Each Certificate issues will be recorded and registered with SIET and will bear the title requested by the applicant, providing the title is approved by the Accreditation Board of SIET.

Copies of Certificates, Diplomas or Degrees shall be submitted together with the required fees, will support the application. The applicant’s Supervisor, employer, manager or any Professional in Engineering is required to sign the application.

The Certificate is the property of SIET and must be returned on cessation of membership. The Certificate is valid only whilst the holder remains a SIET member.

ABOUT SIET

The **Singapore Institute of Engineering Technologists (SIET)** is a multi-disciplined learned establishment registered in Singapore in 1980 under the Societies Act [Singapore Government Gazette Notification No: 3310].

The principal objective of **SIET** is to promote the advancement of engineering and its applications. The Institute is concerned with the establishment and continuing improvement of standards of qualifications, competence and conduct for engineering technologists and technicians.

SIET is part of the ‘global society’ via its affiliations as a Founding Member of the World Federation of Technology Organisation (WFTO) in 1997. [website : <http://www.wfto.org/>]

Membership is ‘individual’ and is opened to all races and nationalities provided that they satisfy the ‘Age, Experience & Qualification’ criteria.

CERTIFICATION

The purpose of certification is to promote Engineering Technologists through the certification of qualified technologists by:

1. Recognizing formally those individuals who meet the requirements and pass the Certification Examination.
2. Encouraging continued personal and professional growth in the practice as Engineering Technologists.
3. Providing a national standard of requisite knowledge required for certification; thereby assisting employers, the public and members of the engineering professions in the assessment of engineering technologists.

THE VALUE OF SIET CERTIFICATION

SIET'S certification programs enjoy a worldwide reputation for Engineering Technologists. The following benefits for Certified Engineering Technologists

Employers: An SIET certification will let employers know that the certification earner has mastered a significant body of knowledge in a specific field he / she is engaged in the industry and has met specified eligibility requirements. This knowledge will serve as the springboard for a certification earner's continued professional development in his field in industry.

Certified Professionals: As SIET certified Professional you will broaden knowledge base. You be able to stand out from the crowd and may improve your options for being hired, promoted, and/or tapped for working on certain types of projects.

Society: More knowledgeable Engineering Technologists who can serve for the betterment of society as a whole, for current generations and for new generations. SIET encourages its members who pass through its certification program to use the knowledge gained to improve the world around us.

STATEMENT OF NON-DISCRIMINATION

SIET do not discriminate among candidates on the basis of age, gender, race, colour, religion, national origin, disability or marital status.

ABOUT THE SIET EXAMINATION

Applicants not meeting the basic requirements for certification shall be required to sit for Certification examinations. SIET Test for Professional Competency will be conducted at three different levels:

- Engineering Associate
- Engineering Technologist
- Technical Specialist

SIET Approved Training Centre may conduct courses and /or certification examinations. Refer to SIET website for details. Generally, each certification examination is designed to test a well defined body of knowledge representative of professional practice in the discipline. Successful completion of a certification examination verifies broad-based knowledge in the discipline being tested. Certification examinations conducted by the SIET or its approved training centres are independent of each other.

ELIGIBILITY REQUIREMENTS

Application requirement to sit for the **Technologist** examination: Current SIET membership is required. You must re-certified each year period with the fees submission.

APPLYING FOR AN CERTIFICATION

The following steps outline the application process:

1. The candidate completes and submits a paper application (included in this handbook or obtained from **www.siet.org.sg**) and appropriate fee when the eligibility requirements are satisfied. SIET reserves the right to verify information supplied by or on behalf of a candidate. An application is considered complete only if all information requested is complete, legible and accurate; if the candidate is eligible for the examination; and if the appropriate fee accompanies the application. Required information includes: personal information, employment status, experience, indication of the applicable fee, and signature.

APPLICATIONS THAT ARE INCOMPLETE WILL BE RETURNED, ALONG WITH ANY FEE SUBMITTED MINUS A **\$10** (for local applicants) OR **SGD \$20** (For overseas applicants) PROCESSING FEE

2. The application is processed, and a confirmation notice of eligibility is sent to the candidate within approximately two to three weeks via email. If a confirmation notice is not received within four weeks, contact SIET by email to **admin@siet.org.sg**. This confirmation of a candidate's eligibility and acceptance of the application is valid for 90 days. A candidate who fails to submit the necessary report and/or meet the scheduled appointment for Professional Interview within the 90-day period forfeits the application and all fees paid. A complete application, re-assessment fee and certification fee are required to reapply for the examination.
3. Upon submission of Professional Report within 90 days of the confirmation of eligibility, applicant shall be informed of contact number or email address sent for the candidate to schedule an appointment for Test for Professional Interview at the SIET premises or Centre. Be prepared to confirm a date and location for the interview. Individuals are scheduled on a first-come, first-serve basis. Unscheduled applicants will not be admitted to the assessment centre without confirmation.

REPORT SUBMISSION AND INTERVIEW APPOINTMENT CHANGES

1. A candidate may reschedule for submission or report or attend Professional Interview **once** by email to **admin@siet.org.sg** at **least 14 working days** prior to the scheduled submission date or attend the interview
2. A candidate who wishes to reschedule submission of report or attend interview but fails to contact SIET at least 14 working days or who wishes to reschedule a second time, may reapply for by paying the rescheduling fee to SIET of SGD \$10 and calling SIET to schedule a new date. A new application is not required.
3. A candidate who does not reschedule within the 90-day period forfeits the application and all fees paid. A complete application and examination fee are required to reapply for examination.
4. A candidate who cancels his/her submission of report examination after confirmation of eligibility is received forfeits the application and all fees paid. A complete application and examination fee are required for re-application.

CERTIFICATION FEES

Candidates must submit the appropriate fee with a complete application according to the following schedule.

Certification	Assessment Fee	Annual Fee
CertEA	\$50	\$50
CertET	\$100	\$80
CertTS	\$200	\$100

SINGAPORE AND MALAYSIA APPLICANT

Payment may be made by check, cashier's check or money order made payable to SIET.

Cash are not acceptable.

CERTIFICATION CRITERIA

Part 1 Membership Criteria

Academic + Age + Experience (→ AMSIET or MSIET or FSIET)

Part 2 Professional Certification Criteria

Professional Review Report + Professional Interview (→ CertEA or CertET or CertTS)

Certification Level	Minimum Academic Qualification	Minimum Age (Years)	Minimum relevant working experience (years)	Professional Review Report	Professional Interview
Certified Engineering Associate [CertEA]	ITE-Higher Nitec in a technical discipline or its equivalent, e.g. Diploma awarded by recognized private institutes in Singapore.	≥ 23	≥ 3	Report not required. Professional interview required	To be interviewed by 3 members (MSIET)
Certified Engineering Technologist [CertET]	Diploma in an engineering or technology discipline (3 year FT or 5 year PT) awarded by Government Polytechnics in Singapore or its equivalent, e.g. EC Certificate (formerly EC Part 1) awarded by ECUK; Advanced Diploma awarded by recognized private institutes in Singapore.	≥ 25	≥ 5	1000 words on past experience/projects or a selected technical problem with suggested solutions.	To be interviewed by 3 senior members (MSIET or FSIET)

<p>Certified Technical Specialist [CertTS]</p>	<p>Advanced Diploma in an engineering or technology discipline (2 year PT) awarded by Government Polytechnics in Singapore or its equivalent, e.g. EC Graduate Diploma (formerly EC Part 2) awarded ECUK ; BEng awarded by NUS and NTU.</p>	<p>≥ 30</p>	<p>≥ 5</p>	<p>2000 words on past experience/projects or a technical paper on a selected topic related to engineering or management suitable for publication in a professional journal.</p>	<p>To be interviewed by 3 Fellows (FSIET)</p>
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APPEALS

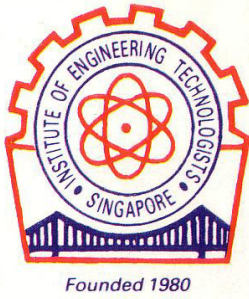
A candidate who believes he/she was unjustly denied eligibility for certification, or denied renewal of certification may request reconsideration of the decision by submitting a written appeal to the **SIET Appeal Board**. The candidate for certification or renewal of certification must provide convincing evidence that a severe disadvantage was afforded the candidate during processing of an application. The appeal must be made within 30 days of receipt of a rejection or any other official correspondence related to certification or renewal of certification from SIET. The written appeal must also indicate the specific relief requested.

The appealing candidate is required to submit a **SGD \$30 fee** with the written appeal. The fee will be refunded to the candidate if deemed justified through action of the Appeal Board

RE- CERTIFICATION

Evaluation of Continuous Professional Development (CPD) or Trainings/Programmes include 'Technical Educational Knowledge Update' through added qualifications, SIET conducted programmes / Seminars /Tranings, Professional expertise and Management Skills upgrade, additional training and experience shall be required to show evidence for renewal.

All members registered under SIET Certification Scheme are required to attend **at least 10 CPD units** or its equivalent annually to renew its registration on an annual basis. [1 CPD =3 hour]



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APPLICATION FOR SIET CERTIFICATION

Instructions

1. Complete ALL sections of the application.
2. Please type or print legibly in ink.
3. Request your supervisor's signature as verification of your employment and experience.
4. The application may be supported by your immediate supervisor, manager or from a professional in Engineering.
5. Sign and date the application form
6. Copy of SIET Membership Certificate and membership Card (current year membership card is considered valid)
7. Mail the completed original, signed application form, other materials as required and the certification fee listed below to :

The Chairman Accreditation Board,
Singapore Institute of Engineering Technologists
 Clementi Central P.O. Box 103
 Singapore 911204.

Cheque / Bank Draft (in Singapore Dollars) to be made payable to:

Singapore Institute of Engineering Technologists

Certification	Assessment Fee	Annual Fee
CertEA	\$50	\$50
CertET	\$100	\$80
CertTS	\$200	\$100

Application of Certification

- ___ Certified Engineering Associate **CertEA**
 ___ Certified Engineering Technologist **CertET**
 ___ Certified Technical Specialist **CertTS**

Applicant SIET Membership

Membership No _____

Grade _____

SECTION A

Application to be filled out by Applicant ONLY! (Please Print Clearly)

Name Mr/ Mrs/ Ms/ Dr.

Home Address _____

Home Phone _____ Mobile _____

E-mail _____ Date of Birth ____ / ____ / ____
(alternative email address, if any. Please indicate)

Current Employment _____
Organisation/Company/Business

Address _____

Address 2 (if any) _____

Phone / Fax Number _____

Title or Position _____

Date of Employment _____

Duties and Responsibilities

Current Supervisor / Manager / Certified Professional in Engineering /SIET Certified Engineering Technologists Professional must complete this section only and Sign for Verification

Name of Supervisor / Manager / Certified Person in Engineering /SIET Certified Professional
(include designation)

Organisation/Business/Company _____
Contact Number & Email address *(*must be provided for verification)*

Signature and Date

Records of Previous Employment and Experience

1) Company/Organisation _____

Position / Title _____

Date (From/To) _____

2) Company/Organisation _____

Position / Title _____

Date (From/To) _____

3) Company/Organisation _____

Position / Title _____

Date (From/To) _____

SECTION B

Educational Background *To submit copies together with the application*

Name of School/University	From	To	Qualification attained

Membership to Professional/Technical Organisations

Membership in other Professional Organisation	Year Joined	Position held

Other Certifications

Certifications / Licenses currently held	Date of issue	Validity period	Remarks

I hereby authorise SIET information concerning me from any of the persons or organizations referred to in this application. I further understand that Certification depends upon meeting the eligibility requirements as well as achieving where required submission of reports or attend professional interview and/or sit for appropriate professional examination. If I achieve certification, I will meet such standards as are prescribed by the SIET Executive Council to maintain my certification status. I understand that SIET maintains a registry of all SIET-Certified Professional and that, should I become SIET certified, my name and professional category will appear in this registry as long as my certification remains current. Upon successful completion, I authorise SIET to verify my current status regarding my certification. I hereby state that to the best of my knowledge, I meet the eligibility requirements for this certification and that the information contained in this application is true, complete, and correct and am made in good faith. I understand that any falsification in this application will be grounds for rejection of my application for certification or revocation of any certification issued.

 Applicant's Signature & Date

For Official Use

Check received _____ Amount \$ _____ Date received _____

Certification assessment and Qualified for CertEA / CertET / CertTS

Date approved _____ Registration No: _____

Evaluation Done by : 1. _____

2. _____

3. _____

For Rejected applicants:

Reason for rejection: _____
