

**Managerial Regulations of APEC Engineer Assessment/
Registration for Civil & Structural Engineering Disciplines**

2004. 05. 27

**APEC Engineer Monitoring Committee
APEC Engineer Assessment & Registration Office**

Managerial Regulations of APEC Engineer Assessment/ Registration for Civil & Structural Engineering Disciplines

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Chapter 1. General Provisions

Clause 1. (Purposes)

The Purposes of enacting these Regulations are to decide details, such as standards, procedures, issuance of registration certificate and management of the Register, which are related to assessment and registration of APEC Engineer for Civil & Structural disciplines(hereinafter referred as "*the APEC Engineer*"), based on Article 19 of "The Rules on Registration and Mutual Recognition of APEC Engineers"(hereinafter referred as "*the APEC Engineer Regulation*").

Clause 2. (Establishment of Registration Office)

- ① According to Article 19(1) of *the APEC Engineer Regulation, Assessment/Registration* office of APEC Engineer for Civil and Structural Engineering disciplines(hereinafter referred as "*the Registration Office*") shall be established in the Korea Construction Engineers Association(hereinafter referred as "*KOCEA*").
- ② The organization of *the Registration Office* shall follow the existing organizational

regulation of KOCEA.

- ③ The tenure of the Chief of *the Registration Office* shall be 3 years.

Clause 3. (Assessment Committee)

- ① KOCEA may set-up and maintain the Assessment Committee(hereinafter referred as "*Committee*") for a fair assessment of the APEC Engineers.
- ② The function of the Committee shall be as follows:
1. Document Screening
 2. Interview
 3. Other Assessment related tasks which were given by the president of the Committee
- ③ The Committee shall be composed of less than 50 members including the president.
- ④ The chairman of KOCEA shall nominate Committee members among those who fall under one of each following category by registration disciplines and their work scopes separately.
1. Associate or higher professors in the corresponding disciplines of 4-year-course Collages and/or Universities
 2. Those who have a doctor's degree or who have a Professional Engineer qualification given by the National Technology Qualification Act(hereafter referred to as "Professional Engineer") in the corresponding disciplines with more than 10 years practical experiences.
 3. Government officers higher than level-4 grade or executives of public enterprises
- ⑤ The President of the Committee shall be elected by the Committee
- ⑥ The President shall represent the Committee and administrate the Committee works collectively.

- ⑦ The tenure of the Committee Members shall be 2 years and they can serve two consecutive terms.
- ⑧ A committee shall be convened by the President of the Committee if necessary and shall be open by the attendance of the majority members and agreed by a positive vote of the majority members attended

Chapter 2. Assessment Standards

Clause 4 (Assessment Disciplines)

Assessment Disciplines are notified in the *Attachment table 1* of ***the APEC Engineer Regulation***

Clause 5 (Assessment Standards)

① Assessment Standards are as follows :

1. Completion of accredited higher engineering education programs
2. Capability of Independent practice in his home country
3. Minimum of seven years practical experience after graduation of an accredited and/or recognized higher Engineering Education programs.
4. Minimum of 2 years experience as a responsible Engineer in an important Engineering Works.
5. Continuing professional development training/education at a Satisfactory level
6. (Deleted)

② Completion of accredited and/or recognized higher engineering education programs referred in above Article 1(1), means the following cases:

1. Granting a Bachelor's degree in Civil & Structural Engineering disciplines according to Article 35 and 54 of Higher Education Act, Article 8 of The Military Academy Foundation Act and Article 8 of The short-term Military Academy Foundation Act.
 2. Obtaining a Professional Engineer or Engineer qualification in accordance with the National Technology Qualification Act.
 3. Completing or passing one of the following Education courses Examinations.
 - A. An engineering degree delivered and accredited in accordance with the best practice guidelines developed by the Federation of Engineering Institutions of South East Asia and the Pacific; or
 - B. An engineering course which is set-up by an organization holding full membership of, and operating in accordance with the terms of, the Washington Accord; or
 - C. The Engineer-in-Training examination set by the Japan Consulting Engineers Association; or
 - D. The combined Fundamentals of Engineering and Principles and Practices of Engineering examination set by the United States National Council of Examiners in Engineering and Surveying
- ③ Capability of Independent practice in his home country, mentioned in above Article 1(2), means the following cases:
1. Obtaining Professional Engineer qualification in accordance with the National Technology Qualification Act.
 2. Classified as an principle Engineer (excluding Professional Engineer) according to The Construction Technology Management Act and passed an interview which is specified in Clause 12.
- ④ The range of recognition of practical experiences, mentioned in Article 3(1) means technical experience in construction related work stated in the remark 4, Article 1, *Attachment table 1* of the The Construction Technology management Act(Enforcement ordinance).
- ⑤ The range of recognition of responsible Engineer mentioned in Article 1(4), are as described in *Attachment table 1*.

- ⑥ Satisfactory level of continuing professional development training/education mentioned in Article 1(5), can be attained when one acquired more than 150 credits, arranged in *Attachment table 2*, during the latest 3 years on the basis of the application date of Application Form of Registration. In this case more than 30 credits of compulsory education should be included in that 150 credits.
- ⑦ In spite of Clause 5(6), as an exceptional case in evaluating CPD credits, an applicant who seeks for registration of APEC Engineer for the first time acquires more than 50 credits during the latest 3 years, the applicant may be recognized as a candidate for registration under the condition of completing credits of remaining continuing professional development including compulsory courses within one year from the announcement date of candidates for registration.
1. The first registration applicants who failed to complete remaining credits within one year as a candidate for registration should be re-evaluated for the whole 150 credits includes the 30 credits of compulsory courses within 3 years on the basis of the first day of applying for a formal registration.
- ⑧ Examination processes and methods for the detailed informations, notified according to the assessment standard described in above Article 2 ~ 6, shall be decided by the Chief of a Registrar through deliberation of the Committee.

Clause 6 (Interview Standards)

Detailed standards for an interview regulated in Clause 5, Article 3(2) are the same as the standards mentioned in Article 1 of *Attachment table 3*.

Chapter 3. Assessment and registration Procedure

Clause 7 (Assessment and registration procedure)

The procedure of the APEC Engineer Registration is as *Attachment table 4*.

Clause 8 (Setting-up & Announcing the Assessment Plan)

- ① As a rule, the Chief of a Register shall establish and announce a plan of the APEC Engineer Registration(hereinafter referred as "**Registration Plan**") every year.
- ② A Registration Plan shall include the essential particulars which applicants should know such as an application period and procedures of Registration, required documents, fees etc.
- ③ Public notice shall be made through internet home page of "Korea construction Engineers Association"(KOCEA), or monthly magazine published by KOCEA, or other methods for more than 30 days. Application documents shall be admitted at all times.

Clause 9 (Application and Admission)

- ① All applicants who want to apply for Registration to the registration office shall submit APEC Engineer assessment application documents for Civil & Structural Engineering Disciplines (hereinafter referred as "**Application document**") specified in *Attachment form No. 1*.
- ② Following documents should be attached to the application documents. But if an applicant submits a Construction engineers' career certificate which were issued by KOCEA, submission of "Career Confirmation documents", "University Graduation certificate" and "Copy of National Qualification Certificate" shall be exempted.
 1. Construction engineers' career certificate, or career confirmation documents (*Attachment Form No. 1-1 : Career Confirmation Document*)
 2. Career confirmation documents as a responsible engineer in significant engineering works(*Attachment Form No. 1-2 : Career confirmation for experiences in responsible charge of significant engineering work*)
 3. Records which shows completion of continuing professional development

program (*Attachment Form No. 1-3* : Continuing Professional Development Records)

4. University Graduation certificate (Related applicant only)
5. Copy of National qualification certificate (Related applicant only)

- ③ Application Documents shall be submitted by the applicant themselves or their appointed representatives.
- ④ The Chief of a Register, when received application forms, should record the fact on the APEC Engineer Registration Application **log book**(Civil & Structural engineering discipline) specified as *Attachment Form No. 2* and issue the receipt.

Clause 10 (Document assessment)

- ① The Chief of a Register should assess whether the application documents are true or not and whether they met assessment standards in accordance with the Standards of Construction Worker Management which abides by assessment standards under Clause 5 & detailed assessment standards set by the Committee as well as Construction Technology Management Act and the chief may establish an assessment team for this affairs.
- ② A document assessment(Paper screening) about Clause 5, Article 1(1) ~ (4) shall be exempted if an applicant who applied for the APEC Engineer Registration and passed a paper screening before reapplies for the same discipline.
- ③ If the any items in the application documents proved to be false, the applicant shall be rejected.
- ④ Assesment results made on the basis of Article 1, should be recorded in the Individual Assessment record Sheet specified as the *Attachment Form No. 3*.

Clause 11 (Confirmation of successful applicants in document assessments)

The Chief of a Register shall make the assessment results which was made according to the Clause 10 as a Full List of Document Assessment Results, specified as *Attachment Form No. 3*, and decide successful applicants through deliberation of the Committee.

Clause 12 (Interview)

- ① The Chief of a Register shall individually inform the interviewee among the successful applicants (Excluding Professional Engineer) in the document assessment prescribed in Clause 11, of the interview plan such as applying procedure, time and place of the interview at least 15 days before the starting date of the interview.
- ② The President of the Committee shall execute the interview according to the detailed standards and procedures prescribed in interview plan and *Attachment table 3*.
- ③ The Committee members shall fill up the results as "Pass" or "Fail" on the Interview & Assessment Result sheet, *Attachment table 5*, and note down the reasons when the results are failure.
- ④ The Committee members shall submit the Interview & Assessment Result sheet prescribed as *Attachment table 5* to the president of the Committee as soon as the interviews are completed.

Clause 13 (Selection and Approval of a Candidate for Registration)

- ① The President of the Committee shall confirm the Professional Engineer who passed the document assessment prescribed in Clause 11, and the Principle engineers who passed the interview prescribed in Clause 12 as a candidate for registration through the discussion in the Committee.
- ② The Chief of a Register shall prepare the Full list of candidates for registration

according to the *Attachment Form No. 9* and announce the results under the approval of the Monitoring Committee when the a candidate for registrations are selected according to the Article 1.

Chapter 4 Registration and issuance of Certificate

Clause 14 (Registration and Issuance of Certificate)

- ① A candidate for registration should request the registration to *the Registration Office* by submitting the APEC Engineer Registration Application sheet prescribed as *Attachment Form No. 7* within a year after the announcement of the list of candidates for registrations required by Article 2 of Clause 13.
- ② The Chief of a Register shall issue the APEC Engineer Registration Certificate, the *Attachment Form No. 1-4*, within 7 days after recording requisition details of Article 1 on the APEC Engineer Register specified on the *Attachment form No. 8*.
- ③ The Chief of a Register shall reissue the APEC Engineer Registration Certificate, in the following cases, and record the details on the APEC Engineer Register.
 1. When the APEC Engineer Registration Certificate was lost or severely damaged and need to be reissued
 2. When it is required to be reissued according to Clause 15

Clause 15 (Re-registration)

- ① APEC Engineer shall register again every 3 years after attaining 150 credits of continuing professional development training/education according to the assessment standard specified in Clause 5(6).

- ② When an APEC Engineer wants re-registration, continuing professional development records prescribed in the *Attachment form No. 1-3* and APEC Engineer registration application of *Attachment Form No. 7* shall be submitted to the registration office.
- ③ Re-registration date shall be counted from the registration date defined in Clause 14 or from the re-registration date explained in Article 1.

Chapter 5 Supplementary Rules

Clause 16 (Fees)

Fees for APEC engineer registration/Assessment are as follows:

1. Fees for a document assessment ; Kw 60,000
2. Fees for an Interview ; Kw 120,000
3. Fees for Registration (Re-registration) ; Kw 30,000
4. Fees for Re-Issuance of Registration Certificate ; Kw 30,000 (Change of Details)
; Kw 15,000 (Lost, Damage or Worn out)

Clause 17 (Financial treatment etc)

- ① For the effective performance of the APEC engineer Registration, Korea Construction Engineers' Association (KOCEA) shall make and operate a separate special accounting.
- ② Revenue of the special accounting shall be composed of fees and other income described in Clause 16.
- ③ Expenditure of the special accounting shall be various expenses which was incurred

by the APEC Engineer Registration.

- ④ Details on accounting matters shall follow the rules and regulations provided by Budget control of the Korea Construction Engineers' Association (KOCEA).

Clause 18 (Allowances)

The Chief of a Register may pay allowances within the limit of budgetary appropriation to the Committee members and the assessment team members stipulated in this regulations.

Clause 19 (Detailed managerial regulations)

Others which were not specified in this regulations shall be decided by the Chief of a Register.

Additional Rules < 2000. 8. 18 >

Clause 1 (Date of enforcement)

This Regulations shall be effective from the date, 2000. 8. 18, when approved by the Monitoring Committee. But Article 1 of Clause 17 shall be enforced from the year 2001.

Clause 2 (Transitional Measure for the Registration office)

All the works, such as preparation of assessment statement, conducted by the organization of KOCEA in relation with APEC Engineer Registration before

enforcement of this regulations shall be regarded as the works conducted by the registration office legal according to this regulations.

Clause 3 (Transitional Measure for continuing professional development records)

- ① For the first APEC Engineer assessment executed after the enforcement of these regulations, in spite of the Article 6 of Clause 5, the applicant would have recognized as an a candidate for registration who satisfies the requirements of Article 6 of Clause 5 if he had attained more than 50 credits during the latest 3 years towards the application date under the condition that he attains the remaining balance of credits includes the compulsory learning activities within a year since the a candidate for registration list be out.
- ② Nobody can register as an APEC Engineer without attain remaining balance of continuing professional development credits stipulated in Clause 14.

Additional Rules < 2001. 7. 25 >

Clause 1 (Date of enforcement)

This Regulations shall be effective from the date when approved by the monitoring Committee.

[Attachment table 1]

Detailed standards for recognition of experiences of a
Responsible Engineer in significant Engineering Works
(Related to Article 5 of Clause 5)

Related Acts	Work Scopes of the responsible Engineers
Act on Contracts to which the State is a Party (Clause 7)	Project representative, Quality manager, Safety manager, Environment manager
Engineering Technology Promotion Act (Clause 5)	Project chief engineer, Chief engineer by discipline
Framework Act on the Construction Industry (Clause 40)	Construction engineer assigned to construction site
Special Act on the Safety Control of installations (Clause 6 & 7)	Project chief engineer and Chief engineer by discipline in safety checks and detailed safety examination service
Construction Technology Management Act (Clause 21 & 22)	Project chief engineer and Chief engineer by discipline, Chief superintendent and Resident superintendent
Construction Technology Management Act (Clause 24)	Examiner or Inspector assigned to construction site according to Quality assurance plan
Construction Technology Management Act (Clause 26-2)	Project responsible engineers and Responsible engineers of each work scopes of construction safety control service according to Safety management plan
Building Act (Clause 21)	Construction Superintendents
Housing Construction Promotion Act (Clause 33-6)	Superintendents of housing construction Sites
Land Survey Act (Clause 42)	Surveying Engineers assigned to the Service site
Others	Other engineers in charge of technical matters or construction engineers who are under an obligation to be dispatched to construction site and construction work service by related law

[Attachment table 2]

Credit Recognition Criteria for Continuing Professional Development

Classification	Contents of Credit Recognition		Credit Conversion	Credits Limit (During 3 years)
	Subject	Detailed Activities		
Compulsory Learning Activities	Compulsory Program	1. APEC Engineer's code of Ethics	1.0 credits per hour	8
		2. Construction related international system and code	1.0 credits per hour	6
		3. International contract and claim	1.0 credits per hour	7
		4. Foreign language	0.1 credits per hour	9
Formal Learning Activities	Training Program of CPD Institute	1. Training programs provided by CPD Institutes nominated by monitoring committee	1.0 credits per hour	120
	Statutory Vocational Training	1. Vocational training required by related Acts such as "Construction technology management Act" etc.	1.0 credits per hour	100
	Higher Degree or High Education	1. Master or doctor degree course	earned credit × 1.0	50
	Miscellaneous Training Courses	1. Technology training by companies or organizations	1.0 credits per hour	30
Informal Learning Activities	Publishing of Books	1. Technical books in foreign language	1.0 credits each	100
		2. Technical books in Korean	80 credits each	80
		3. Compilation and revision of technical books	50 credits each	100
		4. Technical data books or manuals	20 credits each	40
	Lecture	1. Outside lecture	1.0 credits per hour	50
		2. In-house lecture	0.6 credits per hour	40
	Translation	1. Translation and compilation of foreign technical book	30 credits each	60
	Treatises	1. International scientific journal	80 credits each	80
		2. Domestic scientific journal	50 credits each	100
		3. University treatises or miscellaneous periodicals	10 credits each	50
	Acquisition of Patent or new Technology Nomination	1. Domestic patent (Invention or contrivance)	100 credits each	100
		2. International patent (Invention or contrivance)	100 credits each	100
		3. New technology or new method nominated by government authorities	80 credits each	80
	Submission of Research reports	1. Research reports authorized by government	50 credits each	100
		2. Research reports authorized by an institute	50 credits each	50
		3. Research reports authorized by companies	20 credits each	40
		4. Proposal of new technology or new methods	15 credits each	40
	Institutional Activities	1. Invited lecturing to an international conference	70 credits each	70
		2. Presentation to an international conference	50 credits each	100
		3. Speaking in an international conference as a panel	30 credits each	60
4. Invited lecturing to a domestic conference		50 credits each	50	
5. Presentation to a domestic conference		30 credits each	60	
6. Attending a domestic conference as a panel		20 credits each	60	
Learning Activities	1. Reading technical books, watching technical videos	1 credit each	20	
	2. Construction site visit, attending a seminar	hours × 0.6	20	
On-the-Job Learning	1. Competency development activities through his own professional practice	2 credits each	60	
Deliberation, Assessment	1. Deliberation and assessment related to various civil and structural engineering works	hours × 1.0	50	

Remarks

1. Among the Compulsory Program mentioned above, No 4. Foreign language should be completed if doesn't comply with the special standards set up by the Committee according to Clause 3.
2. Attendance time and confirmation sheets issued by the related organization should be submitted for the programs such as Statutory vocational training, Miscellaneous training courses, Deliberation and assessment etc. if its credit counted by hours. But if the records for Statutory vocational training are already registered on the Construction Engineer Career Certificate, no other document submission shall be required.
3. For domestic or overseas master's or doctor's course, academic record attained within the approvable duration shall be submitted.
4. To get credits for treatises and writing, a bibliography including author's name, publisher, publication date, title and etc. should be submitted together. However, the treatises for an acquisition of a degree shall not be recognized as CPD credits.
5. Concerning Learning activities, more than half page of reports in A4-sized paper per each case should be submitted in case of No. 1 "Reading technical books, watching technical videos" and attendance confirmation certificate or more than half page of reports in A4-sized paper per each credit should be submitted in case of No. 2 "Construction site visit, attending a seminar".
6. For On-the-job learning, submission of more than half page of job related activities reports in A4 sized paper per each credit shall be required and the credits shall be recognized according to the assessment results of the report itself and project durations.

[Attachment table 3]

Detailed standards & Procedures of Interview (Related to Clause 6 and 12-2)

Detailed standards of score allotment and questionnaire subjects

Questionary subject	Score allotment	Remarks
◦ Checking the technical knowledge level on applied discipline (Qualification field)	50 Points	Presentation and question/answer method interview
◦ Checking the Technical experience level to have capabilities of Independent practice	50 Points	

Remarks

1. The discipline specified in above table means the APEC Engineer discipline of each engineering field described in the attachment table 1 of "The Rules on Registration and Mutual Recognition of APEC Engineers".
2. In interview, two interviewer shall independently assess and describe the assesment results in the "Interview & Assessment Result" sheet. Reasons of failure should be described if the results are failure.
3. If the average scores are higher than 60 percents, the result shall be regarded as "Passed". But, if any questionnaire subjects attained average scores less than 20 percents by the assessment members shall be regarded as Failed.

Detailed Procedure

Item	Detailed contents
Selection of interview Place	<ul style="list-style-type: none"> ◦ Before selecting the interview place, the number of interview applicants, accommodation capacity, traffic convenience, safety preservation and so on should be considered. ◦ When the registration office can not accommodate the whole interviewees, if possible, meeting hall of the construction related organizations or educational training organizations shall be utilized as a interview place for the convenience of the interviewee and to avoid any possible disorder. ◦ When deciding a interview place, headquarters for an interview, resting room for interviewers, waiting room for interviewees should be considered.
Organization & training of interview guiding staff	<ul style="list-style-type: none"> ◦ If the number of interview applicants are confirmed, preparation plans for interview place should be set up. Decide and distribute the "Service skills of interview guiding staff" which includes the number of interview guiding staff (manager of an interview place and interview guiding staff etc.) training plan and action point in interview

Necessary disposal in emergency

Case	Disposal methods	Remarks
1. When the interview place is not available (Fire etc.)	<ul style="list-style-type: none"> ◦ When fire broke one day before the interview <ul style="list-style-type: none"> - Select the nearest alternative place and announce it through media - Thorough guidance of interviewee on the interview day If inevitable, change the starting time 	Take actions through discussion with M.C and Ministry of Construction & Transportation
	<ul style="list-style-type: none"> ◦ When fire broke during the interview <ul style="list-style-type: none"> - Suppress the disturbance of applicants and proceed the interview as far as possible. - If proceeding the interview is not possible, dispose to avoid loss of life and follow the instruction of the Headquarters 	Interview guiding staff, Manager of an interview place
2. Lots of tardy applicants (Natural disaster, Paralyzed traffic)	<ul style="list-style-type: none"> ◦ Rearrange the interview starting time 	Dispose through discussion with M.C and Ministry of Construction & Transportation
3. Absence or tardiness of interview guiding staff members	<ul style="list-style-type: none"> ◦ Mobilize headquarter's staff and replace them when the interview guiding staff arrives 	
4. Appearance of emergency patients	<ul style="list-style-type: none"> ◦ After attaining consents for waving the interview, make applicants be hospitalized. ◦ If not severe, confirm whether the applicant want to wave the interview or not after treating emergency medicine kept in the headquarters 	"
5. Occurrence of disturbance action	<ul style="list-style-type: none"> ◦ Interview guiding staff shall persuade and expel, if disturbance actions keep going in spite of this measure, inform the headquarter and ask for help from the police 	"
6. Request for media coverage	<ul style="list-style-type: none"> ◦ Discuss the purpose and contents of the media reports (Media name, reporters' name, contents etc.) 	Manager of an interview place
7. Bearing no I.D card	<ul style="list-style-type: none"> ◦ Check the photo attached to the Application document and attain a promissory note 	"

[Attachment table 4]

Procedure of Assessment and registration

