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Form No.: APP-SC1.1		
Effective Date: 12 February 2018		
Rev no: 0		

Sheet SC1

## Information Sheet for Applicants Applying for Registration as a Specified Category Practitioner

This document briefly sets out the information required by the Registration Committee to assess applications.

### A. General:

- ❖ **All applicants should read, understand and provide all the information/documentation required in Sheets SC1, SC2, SC4 and SC5 of this application form. If the prescribed requirements are not met in the correct format, it is unlikely that applicants will be registered.**
- ❖ The onus is on the Applicant to provide all the evidence for consideration of the Council. The evidence must demonstrate/show competency in accordance with the requirements of the Policy on Registration as Practitioners in a Specified Category document **R-01-SC**, and Criteria and Processes for Recognition of Educational Qualifications for Specified Categories document **E-17-SC**.
- ❖ The application will only be considered by the Council if the following documents are submitted:
  - ✓ **Completed Application (Form SC1.1 and SC1.2).**
  - ✓ **Certified copies of qualifications and courses**
  - ✓ **Completed detailed information on Qualifications (Form AR-SC).**
  - ✓ **Completed Training and Experience Reports (Form TER-SC and/or Form TEO-SC) for each experience period, and the Training and Experience Summary (Form TES-SC).**
  - ✓ **Completed Engineering Report (Form ER-SC)**
  - ✓ **Completed Sub Discipline Specific Requirements Report (Form SDSRR-FPSP-FD), with any specific supporting evidence requested, attached.**
  - ✓ **Referee Reports, each duly completed (Form REF-SC).**
  - ✓ **Completed Initial Professional Development Report (Form IPD-SC).**
- ❖ All supporting documentation must be clearly identified. If you are unable to complete any of the sections, please explain the reasons in a covering letter.
- ❖ In completing the forms, use type or print clearly in **black ink** and **minimum font size 10** to ensure clear copying. Forms may not be substituted but may be photocopied or recreated in electronic format.
- ❖ **Application fee** must accompany the completed Application. NB. - See item 6 below.
- ❖ Training and Experience Reports and the Engineering Report must be signed by the applicant and verified by an appropriate employer/supervisor. Should this not be possible, an affidavit to verify them, should be submitted. A verification signature by an employer/supervisor is not required for the Training and Experience Outline.
- ❖ It is imperative to present records of only the most significant work and achievements. The Registration Committee considers that an application of forty (40) A4 pages or less, is sufficient to assess an applicant and that longer presentations may not be to the applicant's advantage.
- ❖ Application for registration will only be considered when all referee reports (**Form REF-SC**) have been received by the Council. If the referee reports do not reach the Council within a reasonable time, the applicant will be notified accordingly. The applicant will then be expected to contact the referees.
- ❖ If doubt exists regarding any aspects please contact the Council's offices or the applicant's association.
- ❖ Each applicant will be advised of the Council's decision as soon as possible, and no telephonic information regarding the progress of any application will be given.
- ❖ Please note that it is the responsibility of the applicant to ensure that all reports reach Council's offices timeously.
- ❖ For Registration as a Specified Category Practitioner applicants must have the benchmark academic qualification and three years of approved experience as a practitioner, of which at least a minimum of two years must be in a position of taking full engineering responsibility (Level E). If the applicant does not have the benchmark academic qualification (HCert, or equivalent, or a Completed Apprenticeship), their application will be considered by the **alternate route**. The difference must be made up by extended periods of engineering experience. The exact periods will depend upon the level of qualifications held by the applicant. It must be clearly understood that the work which the candidates are doing or have done, as well as the submission of correctly completed Training and Experience Reports and the Engineering Report (**Forms TER/TEO-SC and ER-SC respectively**) and the Initial Professional

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Development Report (Form IPD-SC), are important factors in determining registrability.

## B. The Application Form:

The following information is given to assist applicants to complete this form – the numbers refer to the equally numbered sections of the Application Form.

### 1. **General Information:**

Ensure that all personal details are correct. A recent passport type colour photograph of the applicant is required.

### 2. **Qualifications:**

- ❖ Original certified copies of the applicant's qualification certificate(s) must be submitted. (They must be certified by a Commissioner of Oaths or Justice of Peace. A Police Officer or Post Master will usually be able to help.)
- ❖ The applicant's documents must be submitted in English.

### 3. **Apprenticeship/ learnership:**

If Yes, give trade or type of learnership and period of learning.

### 4. **Previous/Current Registration or Application Details with ECSA:**

If the applicant has previously applied for registration in any category or were previously registered but the registration was cancelled for any reason, please provide category and previous registration number in relevant block. If the applicant is currently registered in another category, also complete the appropriate block.

### 5. **Membership of Recognised Engineering Institutes:**

A list of institutes recognised by Council for purposes of a reduction in annual fees is attached as **Addendum A**. Proof of current membership of such institute will qualify the applicant for a reduction in annual fee should the application be successful. Membership of non-recognised engineering institutes should also be given.

Persons who have applied for membership of any of the above-mentioned associations, but who have not yet been accepted, must indicate this in the appropriate block. Membership of other institutes/societies (not recognised) may be stated, but this does not qualify the applicant for a reduction in the annual fee.

### 6. **Application and Annual Fees:**

**Only cheques** must accompany the application form, as **no cash or postal orders will be accepted**. If the applicant does not have a cheque account, he or she may deposit cash at any Standard Bank into ECSA's account. Please contact our Accounts Department at (011) 607-9530/1/2/3 or Reception at (011) 607-9500 to obtain our banking details. Alternatively the applicant may make payment **(1)** via the internet, or **(2)** may ask your bank for a bank cheque to be made out to ECSA, **(3)** contact your bank's telephone banking division to make payment into ECSA's account or **(4)** by credit card by phoning our Accounts Department. When making the deposit please ensure that the applicant's name and initials are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to the application form. Refer to the separate sheet regarding fees payable, or visit ECSA's website at <http://www.ecsa.co.za>, click on "**Finance**" or contact the Council's offices at (011) 607-9500 to determine the current fee.

### 7. **Referees:**

Each applicant must, with the permission of the persons concerned, supply the Council with the names and addresses of a minimum of three referees, who have personal knowledge of the applicant's work. At least one referee must be registered with ECSA as either a Registered Fire Protection Systems Practitioner, a Professional Engineering Technician, a Professional Engineering Technologist, a Professional Certificated Engineer or a Professional Engineer, of which one should be a direct supervisor.

Use **Form REF LET** for formal correspondence with each referee, and enclose copies of the referee report form (**Form REF-SC**) and the guideline for referees (**Sheet SC4**). It is suggested that the applicant provides each referee with an addressed envelope with prepaid postage for the referee to forward the completed report direct to the Council.

**Referees may be chosen in the following order of preference:**

- (a) Immediate supervisor
- (b) Mentor
- (c) Indirect supervisor

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- (d) Employer
- (e) Colleague at a higher level involved with the applicant's work (not more than one out of three referees).
- (f) Colleague at a higher level not directly involved with the applicant's work (not more than one out of three referees)
- (g) Client

**8. Declaration:** Section 19(3)(a) of the Engineering Profession Act, 2000 (Act No. 46 of 2000) reads:

*"Despite subsection (2), the Council may refuse to register an applicant -*

- (i) if the applicant has been removed from an office of trust on account of improper conduct;*
- (ii) has been convicted of an offence in the Republic, other than an offence committed prior to 27 April 1994 associated with political objectives, and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iii) if the applicant has, subject to paragraph (b), been convicted of an offence in a foreign country and was sentenced to imprisonment without an option of a fine, or, in the case of fraud, to a fine or imprisonment or both;*
- (iv) if the applicant is declared by the High Court to be of unsound mind or mentally disordered, or is detained under the Mental Health Act, 1973;*
- (v) for as long as the applicant is disqualified from registration as a result of any punishment imposed on him or her under this Act;*
- (vi) if the applicant is an unrehabilitated insolvent whose insolvency was caused by his or her negligence or incompetence in performing work falling within the scope of the category in respect of which he or she is applying for registration."*

Note that your application must be sworn to or affirmed before a Commissioner of Oaths or a Justice of Peace. The applicant's attention is drawn to the initialling required at the bottom of the first page of the Application Form.