



IntPE

## INSTRUCTION TO APPLICANT

### *Application to be IntPE and APEC Engineer*

All Malaysian Engineers are encouraged to join both the IntPE and APEC Engineers membership in Malaysia.

#### **Eligibility**

Applicant must apply to be a Corporate Member of The Institution of Engineers, Malaysia (IEM) and a Professional Engineer with the Board of Engineers Malaysia (BEM) first prior to registering for the APEC and IntPE Membership.

The criteria to be a Corporate Member of IEM and P.Eng of BEM are to have at least a minimum of three years' relevant experience and a qualified accredited degree in engineering. He must be already registered as a Graduate Engineer with BEM for at least 2 years.

Applicant can apply to be a member of IEM via online application or alternatively download the form from the IEM website at [www.myiem.org.com](http://www.myiem.org.com) and complete the appropriate application and submit with payment. After admission as an IEM Corporate member, make a submission to the BEM to be registered as a P.Eng.

Applicant can then apply to be the APEC Engineer and the International Professional Engineer if he/she has acquired 7 years of relevant experience with 2 years in a significant charge. The requirement of a minimum point of 50 CPD hours clocked to a total of 150 points over 3 years is also require.

Application form is available from the website and can be downloaded from [www.apec-emf.org](http://www.apec-emf.org). Complete the form and submit with experience details and payment.

#### **Supporting Documents (please provide the attachments where necessary)**

The following documentation or information are required to be submitted together with the application

1. To be eligible for the entry into the two Registers, an Applicant must have at least 7 years of working experience and having spent at least 2 years in significant engineering work indicating having been in a responsible position in these 2 years.
2. Provide record experiences in chronological order and highlights the 2 years of responsible charge. Information to substantiate the 2 years of significant charge

According to 'The APEC Engineer Manual', published in November 2002, 'responsible charge of significant engineering work' is defined as: -

*The definition of significant engineering work will vary between economies and disciplines. As a general guideline, the work should have required the exercise of independent engineering judgment, the programs concerned should have been substantial in duration, cost, or complexity, and the Applicant should have been personally accountable for their success or failure. In general, an Applicant may be taken to have been in responsible charge of significant engineering work when they have: -*

- a) *planned, designed, coordinated and executed a small project, or*
- b) *undertaken part of larger project based on an understanding of the whole project, or*
- c) *undertaken novel, complex and/or multi-disciplinary work*

*The specified period of two years may have been completed in the course of the seven years practical experience since graduation.*

3. Documentation or information to indicate the value of the project that the Applicant has handled, and the number of projects handled until submission of application.
4. Research grant could be also considered as value of each project.
5. Indicate the position and responsibility in the various jobs or postings
6. Number of staff or post graduate students under Applicant's charge
7. Any publications inclusive of the IEM and BEM Publications or any another professional bodies publication. Title of article published and name the magazine/journal/bulletin etc.
8. Declare any awards received
9. Years of experience after graduating with the Bachelor Degree.
10. The Proposer is required to verify the application by signing on the indicated pages within the forms where his/her signatures are required and affix the stamp or seal (*PE Stamp or company stamp*).

Proposer (Verifier) must be an IEM Corporate Member and a Professional Engineer. He is also expected to certify the supporting documents attached to these Applications and stamped. All attachment and photocopies must be duly certified and stamp.

11. Committee reserves the rights to call the Applicant in for an impromptu audit, if required.
12. Application is to be submitted to

*The Institution of Engineers, Malaysia,  
Bangunan Ingenieur, Lots 60&62,  
Jalan 52/4, Peti Surat 223 (Jalan Sultan),  
46720 Petaling Jaya, Selangor.*

Any changes in address must be notified promptly to the Institution. IEM can be contacted as below:

- Telephone: 03-7968 4010 or 03-7968 4002
- E-mel: [aer@iem.org.my](mailto:aer@iem.org.my)

13. The Institution does not accept responsibility for the loss of, or damage to, any original documents forwarded with this Application.
14. Failure to send all necessary documents and information will cause undue delay in the processing of the application.
15. For useful information relating to IEM, kindly refer to our website: [www.iem.org.my](http://www.iem.org.my) and [www.apec-emf.org](http://www.apec-emf.org).

## Sample Format

Either this format

6. SUMMARY OF SIGNIFICANT ENGINEERING WORK – minimum 2 years in responsible charge * Provide summary of each project for which you were personally responsible and state your position, the number of months you were in charge of the work (If insufficient please use additional sheets.)				
Period of Experience (after graduation)	Position of Responsibility	Months	Nature of projects, its significance, your functions, responsibilities, achievements, practical innovations, original application of theory	Verified by (Signature) <b>(NOTE 2)</b>
	<i>i) Indicate position in each project</i>		<i>a) Indicate Project Value</i> <i>b) Project handled in chronological order</i> <i>c) Number of staff /post graduate student</i> <i>d) Your responsibility in each of the project or each job posting</i>	

Or this format

PROJECT VALUE /POSITION OF RESPONSIBILITY/STAFFING						
Period of Experience	Position of Responsibility	Duration (Months)	Project	Project Value (approx.)	Number of staff under the charge	Verified by (Signature) <b>(NOTE 2)</b>
October 2016 to present	Project Engineer	>37	Johor Bahru MRT Line – IEM Line) Tunnel and Highway associated works package of IEM (IEM Line)	Approx.. RM 10.0 - RM13.6 Billion	Approx. 30	

And

INFORMATION ON PUBLICATIONS				
Month & Year of Publication	Title of Paper Published	Joint Authored	Name of Publication (Journal/Bulletin/magazine etc )	Verified by (Signature) <b>(NOTE 2)</b>

And

INFORMATION ON AWARDS				
Year receive Award	Name of the Award	Organization that confers the award	Criteria of the award	Verified by (Signature) <b>(NOTE 2)</b>

**USEFUL INFORMATION RELATING TO GRADUATE ENGINEER TRAINING  
REQUIREMENTS**

1. Under the Registration of Engineers Act, 1967, it is mandatory for all engineering graduates to register themselves with Board of Engineers, Malaysia (BEM). Registration forms are obtainable from the Board of Engineers, Malaysia, c/o JKR, Headquarters, Jalan Sultan Salahuddin, 50580 Kuala Lumpur. Tel: 03-2696 7095/96 Email: beml@jkr.gov.my
2. Applicants shall be admitted to IEM in the same discipline of engineering as specified in the registration letters from BEM.
3. Upon registration as graduate engineers with BEM, they must gain a minimum of three years of practical experience serving under an MIEM or a P.Eng (Professional Engineers registered with BEM). This is to enable their experience to be recognized under the Registration of Engineers Act, 1967 for the purpose of Registration as a Professional Engineers
4. If neither an MIEM nor a P.Eng is available in the working environment, young engineers are advised to obtain practical experience under a formal training scheme of IEM supervised by one of its Corporate Member of the same discipline as registered by BEM. A copy of the regulation is attached. Registration can be made even before he/she is admitted as/ transferred to a graduate member.
5. Graduate engineers are advised to have their training under an MIEM or a P.Eng in the same or approved allied discipline so as to avoid problems in getting registration as a Professional Engineer with BEM later on. Some typical example where problems may arise are as follows:
  - Graduate engineer registered with BEM under the "Electronic" discipline, but working in an electrical environment without exposure to any electronic practice shall find his training invalid for the purpose of Professional Interview.
  - Graduate engineer registered with BEM under the "Electrical" discipline but working in an electronic environment may opt to attend Professional Interview under the "Electronic" discipline.
6. A Copy of the Professional Interview Regulation is available from IEM upon request.