

## GUIDELINES FOR REGISTRATION WITH THE BOETT

### Introduction

In accordance with the governing Engineering Profession Act, applicants for registration must satisfy the Board of Engineering of Trinidad and Tobago (BOETT) that their academic qualifications are recognised and acceptable to the BOETT and that they have at least four years of engineering experience after graduation.

There are three (3) routes through which an Engineer can qualify for registration with the Board of Engineering. These are as follows:

#### ROUTE 1

Graduation from an approved Engineering Programme at the Bachelor's level, plus four (4) years post-graduation work experience in engineering practice, plus an acceptable Master's degree or evidence of further learning equivalent to an acceptable Master's Degree. The Master's Degree need not necessarily be in an Engineering Discipline (e.g. MBA or any other acceptable Master's Degree).

Although an acceptable Master's Degree or integrated MEng degree is a definitive route, it is not necessarily the only route once there is equivalency in the number of postgraduate level Credits (42) otherwise acquired. This number of credits (42) is equivalent to 546 contact hours of further learning via examined courses, pursued online or in-person and offered by recognised CPD course providers.

#### ROUTE 2

Graduation from an approved Engineering Programme at the Bachelor's level, plus a minimum of seven (7) years post-graduation work experience in engineering practice, of which at least two years shall be in "responsible charge"

#### ROUTE 3

Success in the UK Engineering Council Exams, or  
Success in the US Professional Engineering (PE) Exams, or  
Success in the Professional Engineering exams of the BOETT, or  
Success in the Professional Engineering exams from other countries that are recognized by the BOETT.

Once any of the above three criteria is met, the Engineer can submit his/her application to the Board. (An Application Fee is required). Application Forms and instructions are available on the Board's Website, [www.boett.org](http://www.boett.org).

Applicants applying under ROUTES 2, in addition to completing the application form, are required to complete and submit documentation of **responsible charge** on the prescribed form

### Criteria for "Responsible Charge"

- **Responsible charge = leadership + accountability.** The role must involve the exercise of independent judgment, decision-making, and personal accountability over technically "significant engineering work".

- **“Significant engineering work” means work that is non-trivial** — substantial in terms of cost, duration, and technical complexity.
- **Accountability and Outcome.** The person in **“responsible charge”** should be personally accountable for success or failure of the project or work under their management.
- **Documentation is required.** Applicants must prove via their applications (reports, narratives, project breakdowns) that their experience meets the **“responsible charge”** criteria.

## Application Forms

Applicants may download and return the application form together with a TT\$200.00 (non-refundable) application fee, the original and copy of certificates, membership cards of professional organisation(s) and statements from two sponsors.

## Completion of Application for Registration

An application for registration is only complete when the ‘Application for Registration’ form, duly signed and dated, and Documentation of “Responsible Charge” (where applicable) is returned to the offices of the Board of Engineering of Trinidad and Tobago together with the following:

### Evidence of Qualifications

Acceptable supporting evidence of qualifications and professional organization(s) membership (where applicable) - originals and one copy each. The copies will be noted as “original seen” and the originals will be returned to the applicant at the time of presentation. An appropriately certified/notarised copy of the originals would suffice for overseas applicants;

### Statements from Sponsors

Statements from two sponsors, duly signed and dated, attesting to specifics of engineering tasks performed of a professional standard in the applicant’s field. This information must come from the personal knowledge of the sponsors.

**Sponsors are advised that they are required to provide an evaluation of the applicant’s work. Statements prepared by applicants and simply signed/endorsed by Sponsors will not be accepted.** A sponsor can endorse an applicant’s statement only if the sponsor is satisfied that the applicant’s statement is accurate and known to the sponsor.

Of particular relevance would be actual tasks performed on various assignments detailing:

- Creative or original inputs at a professional level contributing to an engineering solution or resolution;
- Design, investigation, reporting, diagnostic analysis and solution finding, and problem solving of a professional nature;
- Specification preparation and documentation;
- Preparation of detailed ‘scope of works’ and terms of reference; and
- Research leading to innovative developments in engineering design and methods requiring original thought and judgement and reporting thereof.
- Details in keeping with the BOETT’s Competency Assessment Framework for the particular engineering discipline or specialist field of practice

Of less relevance would be experience gained by performing: -

- Routine standard quality control testing, measurement and assessment for product acceptability;
- Routine maintenance, monitoring and performance; and
- Lecturing or teaching of a 'non-original' nature.

A sample of a suggested format in which this information may be submitted is provided below.

**The statements are to be confidential and submitted in sealed envelopes so marked.** Where it is not possible for the applicant to obtain the detailed statements from sponsors who are Registered Engineers of Trinidad and Tobago, the applicant should provide a written explanation of why this is so and also include their own written statement of the information required above. In such circumstances, the applicant would normally be required to attend an interview at which they would need to provide supporting evidence and/or samples (drawings, designs, calculations, reports, etc.) of work that they have actually done since graduation.

### Foreign Sponsors

Sponsors who reside and practice outside of the jurisdiction of Trinidad and Tobago and are not registered engineers of Trinidad and Tobago would be considered if the applicant provides appropriate confidential statements from such foreign sponsors who are qualified and licensed to provide professional engineering services in their country of practice in a relevant field, and provide certification of such. They must also attest to the quality of supervision and experience of the works done by the applicant after qualification. Here also, the applicant may be subjected to an interview.

### Multiple Registration

An Engineer can register under more than one category of registration (e.g. civil and structural or under any other general and specialist field of practice). Each application for registration must be made separately, with payment of the associated application and related fees. Annual Practice fees for multiple Registration will be based on the full cost of such fee for registration in any one category and a fee based on a discount of 25% of the annual practice for each additional category of registration.

### SUGGESTED FORMAT FOR SUBMITTING SPONSORS INFORMATION

| No. | Project Title / Details | Professional Duties | Evaluation of Performance | Immediate Supervisor |
|-----|-------------------------|---------------------|---------------------------|----------------------|
|     |                         |                     |                           |                      |
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For further Information and details, applicants are advised to view **“THE REGISTRATION PROCESS AND LICENSING REQUIREMENTS OF THE BOETT”** on the BOETT’s Website. <https://www.boett.org>. Don’t delay, get Registered today!