

ENGINEERING COUNCIL OF SOUTH AFRICA

(02/04/2012) **Form K1.1**

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BRUMA
Johannesburg
2198



Ref.: _____

APPLICATION FORM

Evaluation of Educational Qualifications

(Not applicable for educational qualifications covered by a Mutual Exemption Agreement, an approved International Register or the Washington, Sydney or Dublin Accords.)

1. General Information:

Title & Surname*:		First Names*:	
Date of birth*:		Identity No*. or	
Nationality:		Passport No*:	
Postal Address*:		Country of normal residence:	
		Home Tel. No.: (Include area codes)	
Residential Address:		Cell no.*:	
		Work Tel. No.:	
		Fax No.:	
		E-mail*:	

* Mandatory information required

NB: Kindly initial this page in the presence of a Commissioner of Oaths / Justice of Peace.

Applicant: Commissioner of Oaths/
Justice of Peace:

2. Qualification/s:

Educational Institution	Qualifications attained	Date of final Examination month & year	Office use
			Recognised <input type="checkbox"/> Not recognised <input type="checkbox"/> Part <input type="checkbox"/>

3. Verification of Qualification/s:

PLEASE NOTE that your application will only be processed if ECSA is in receipt of a verification, directly from the Office of the Registrar, from each of the above institutions, confirming that you had completed such qualification/s.

4. Employment:

Employer	Title of Position held:	Address

5. Application Fees: (See item 4 of the Information Sheet)

My application fee of R _____ (cheque) is enclosed herewith.

6. Declaration:

I, _____ (full names) hereby apply for **Evaluation** of my educational qualifications as indicated on Form K1.2 and I solemnly declare that, to the best of my knowledge, all the information contained herein is true. I further confirm that I accept responsibility with regards to the request noted in 3. above and will undertake to ensure that the relevant verification is forwarded by the institution directly to the ECSA offices. Any costs incurred in requesting such verification/s will be borne by myself.

Signature: _____

Sworn to/Affirmed before me at _____
on this the _____ day of _____ (month & year).

Commissioner of Oaths / Justice of Peace: (Commissioner's stamp)

Office Use Only

Application fee: R _____

Received by: _____ Date: _____ (Council's stamp)

**Information Sheet for Applicants applying for
Evaluation of their Educational Qualifications**

A. General:

1. This application form is not applicable to applicants with educational qualifications where the qualification is covered by a mutual exemption agreement, an approved International Register or the Washington, Sydney or Dublin Accords.
2. Applicants with educational qualifications, that are neither accredited nor recognised by ECSA, who intend applying for registration with the Council in one of the professional categories, are required to have their educational qualifications evaluated. This process will determine the equivalency or otherwise of their qualification in relation to the South African educational qualifications specified for each professional category of registration.

Applicants may be required to attend an interview if deemed necessary by the Council. Please note that all interviews are conducted by volunteers, as per their availability.

After the evaluation, applicants will be advised for which category of registration their educational qualification will be accepted or otherwise.

To obtain registration in the category indicated, the applicant will then be required to make application in the prescribed manner.

3. Your application for evaluation of your educational qualification will only be considered only if the following documents are submitted:
 - Completed Application Form (Form K1.1 & 2).
 - ALL Qualification documents, as listed in B.2).

Please ensure the following:

- The submitted information must be complete and all applicable questions must be answered, with all requested supporting documents.
- The forms must be typed or printed in **black ink**.
- **Application fee** must accompany the application form. NB – See item 4 below.

Please note that it is your responsibility to ensure that all documents reach Council's offices timeously.

B. The Application Form

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

1. General Information:

Ensure that all personal details are correct. Please provide a definite address where Council may contact you in future.

2. Qualification Documents (A2):

ALL of the following documentation **MUST** accompany your application:

Please provide the following documentation in regard to your examinations and qualifications.

- As much detail as possible of your syllabi (course content), courses (subjects) grouped in years of study, including reference text books.
- A table that specifies the time (in hours) you spent for each course on attending lectures, attending tutorial classes, doing laboratories, doing projects, writing tests and exams, experiential training and /or industrial exposure.
- A hard copy of your final investigation and design project report(s). (Should the project be in a foreign language, a detailed summary in **English**, must accompany the copy of the project)
- Provide ECSA with certified copies of your qualification(s)/ degree certificate. (**Original copies to be brought with you when submitting an application**)
- Provide ECSA with a certified detailed academic record/transcript, of all courses completed during the degree, from the institution.

NOTE:

- Copies of a certified copy are not acceptable.
- Translations of foreign qualification documents, including the degree certificate, transcripts, etc, are required if the originals are not in English.
- In the event of the country of origin and qualification designation not appearing on the certificate – this must be provided separately.

3. **Employment:** If not yet employed, but your future employer is known, please fill in this section.

4. **Application Fees: Only cheques** must accompany your application form, as **no cash or postal orders will be accepted**. If you do not have a cheque account, you may deposit cash at any Standard Bank into ECSA's account. ECSA's banking details are: Standard Bank, Eastgate Branch, Code 018505, Account number 221285938, Swift Code SBZAJJ. Alternatively you may make payment (1) via the internet, or (2) you 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 your name, initials and registration number are entered in the field named "Depositor's name or reference number" and attach a copy of the proof of deposit to your application form. Refer to separate sheet regarding fees payable, 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.

5. Declaration:

You will need the services of a Commissioner of Oaths/Justice of Peace to certify the copies of documents covered by section 2, as well as for section 5 and the bottom of the first page of the Application Form.

As a guide the following people are Commissioners:

- A policeman in the Charge Office of any SAPS station;
- An Attorney at Law;
- An Officer in the SANDF;
- Certain Public Officials.

PLEASE NOTE: Should any of the requested documents be omitted, your application will NOT be considered!!! Applications remain pending for a period of 3 months only.

Application and Annual Fees
1 April 2012 to 31 March 2013
(Vat included)

Application Fees (VAT included) - see Note 1 re pro rata annual fees

1. Candidate Categories :

Within one calendar year from the date of obtaining a qualification recognised for purposes of registration	Later than one calendar year after the date of obtaining a qualification recognised for purposes of registration
R415.00	R1,035.00

2. Educational Qualification Assessment - See notes (4) and 7(a) :

All applicants with educational qualifications that are neither accredited or recognised by ECSA are required to have their qualifications assessed before applying for registration	R1,035.00
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3. Professional & Registered Categories – See note 4:

For Applicants with uninterrupted registration as a Candidate	For Applicants not registered in any of the Candidate categories
R 2,070.00	R 4,140.00

4. International Register :

Applicable only to persons already registered with ECSA who are applying for registration on the ECSA portions of the International Registers. This is a once-off fee. No annual fees are payable.	R 2,070.00
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Annual Fees (VAT included) - see Note 1 re pro rata annual fees

Candidates ⁽⁵⁾		Professional & Registered Categories	
Partial Exemption ^(7b)	No Exemption	Partial Exemption ^(7b)	No Exemption
R 694.00	R 1,034.00	R 1,608.00	R 2,618.00

Notes:

- (1) Annual fees are payable by all persons registered for as long as they are registered with ECSA. In the first year a pro rata annual fee from the date of registration to the end of March will be raised. Thereafter annual fees are raised every year for the period April to March. Registered persons should ensure that they keep their contact details up to date with ECSA's Accounts department. If they have not received their annual fee invoice by the end of April every year, they should enquire with Accounts@ecsa.co.za.
- (2) The accepted methods of payment are either by cheque from a RSA bank, credit card (Visa or MasterCard only), EFT or deposit made at any Standard Bank branch into ECSA's bank account. No cash will be accepted at ECSA's Offices. **Banking details:** Standard Bank Eastgate Branch, Branch Code 018505, Account No. 221285938. Swift code SBZAJJ. Please be aware that it is risky to send cheques by post. ECSA will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account. Registered persons and applicants, if making payment by EFT, must ensure that the registration/application number is quoted in the "beneficiary reference number" field. If wishing to supply the name as well, please ensure that the number is quoted first to prevent part of the number being cut off at the end.
- (3) If an application for registration is withdrawn before it is considered by a committee, 50% of the application fee will be forfeited to cover administrative expenses. Once the application has been considered by a committee and then rejected, the full application fee is forfeited.
- (4) Applications for educational qualification assessment or for registration will not be considered until payment for the full application fee has been received.
- (5) Persons registered in the Candidate category for more than six (6) years pay the same annual fees as persons registered in the Professional category.
- (6) Appeals. When a person wishes to appeal, a fee equalling twice the amount of the application fee that was payable by the applicant when applying for registration, will be payable.
- (7) Partial or full exemptions:
 - a. Persons applying for registration with ECSA after having had their Educational Qualification successfully evaluated will receive a 50% of their Educational Qualification fee offset against their registration application fee.
 - b. Registered persons who are members in good standing of any Voluntary Associations (VAs) listed in Categories A or B of the Recognised Voluntary Associations per www.ecsa.co.za will qualify for partial exemption of annual fees on condition that membership to the VA occurs by 30 May of that year.

- c. Registered persons between the age of 55 and 70 who are retired and who do not receive income from work connected to the engineering profession amounting to more than 30 hours per month or 300 hours per annum qualify for a discounted annual fee. They may enquire from Accounts@ecsa.co.za how to apply for the exemption.
 - d. Registered persons who are overseas on a permanent basis (SADC countries excluded) may qualify for a discounted annual fee. They may enquire from Accounts@ecsa.co.za how to apply for the exemption.
 - e. Persons over 70 are exempted fully from annual fees.
 - f. Full time students are fully exempt from annual fees. They need to apply every year in April for continued exemption by supplying proof from their tertiary institution that they are still full time students.
 - g. An Early bird discount is granted to Registered persons if their annual fees for April to March is paid on or before 30 June. The discount is R50 for candidates and R100 for Professionals, VAT inclusive.
 - h. The onus is upon the Registered person to apply with ECSA's Accounts department for any exemption if not automatically granted. Backdated exemptions for previous years will not be granted. Persons who only qualify for exemption after 31 May, i.e. reaching the age of 70, going on retirement or becoming a member of a recognised VA, will only qualify for the exemption in the following year.
- (8) Registered persons who are unemployed may enquire from Accounts@ecsa.co.za for extension of the payment of their annual fees. Exemption will be considered upon request if the Registered person is still unemployed at the end of March every year.
 - (9) Registered persons should be aware of the fact that their registrations will currently not be cancelled if they have not been able to obtain their CPD points within the required time. Should they on the other hand not pay their annual fees in time, and they have not made any arrangements with Accounts for extension, their registrations will most definitely be cancelled.
 - (10) Once the registration of Registered persons is cancelled due to non-payment, and reinstatement is requested within twelve months from cancellation, an admin fee of R450, in addition to the annual fees in arrear, is payable. After one year of being cancelled persons will need to re-apply for registration. The normal application fees would then be raised in addition to the annual fees still owing. The re-application process is fortunately much simpler than the original process.
 - (11) Persons who will be residing outside the RSA borders for a year or longer should advise Accounts of their overseas postal address in order for VAT to be removed from their invoice. Invoices will still be emailed to that person.
 - (12) Annual fees cannot be frozen whilst working abroad. The Registered person has two choices: continue paying annual fees whilst abroad or to request cancellation of registration. If the Registered person is planning to return to the RSA after a few years it would probably be cheaper and inconvenient not to cancel his or her registration. Should a person cancel his or her registration, an application for re-registration and the application fee awaits that person when wishing to re-register. In addition to that, if the person wishes to retain his or her old registration number, all annual fees from date of cancellation up to the current year are payable. If the person opts for a new registration number, he or she would only be required to pay the application fee, plus any possible fees owing from the year of cancellation and the current year's annual fee.
 - (13) Registered persons, if their employer is willing to pay ECSA's annual fee for its employees, should advise Accounts of their employer's official name and address plus VAT number for inclusion on the invoice.
 - (14) Annual fees invoices can be sent to the employer directly for payment. If that is the arrangement, the Registered person will not receive an invoice. He or she would receive a statement of account, as evidence of the charge raised against the employer. Should the Registered person not agree with the charge, he or she should advise their employer not to pay the invoice. The Registered person must take up the wrong charge with Accounts and request a correction. Once the problem is resolved, Accounts will issue a revised invoice. Registered persons should not present the statement of account to the employer for payment. Employers do not pay on statement. They should already have the invoice.
 - (15) The fee for persons between the ages of 55 and 70 who have been granted the retired dispensation will be R160 (VAT inclusive).