

3. ADVANTAGES OF THE PROFESSIONAL ENGINEER CERTIFICATION

Holding a PE certification provides significant advantages both to the engineer and to all the parties with whom they may hold a professional relation.

As for the certification of Professional Engineers, it differs from that of other professionals in that their competences and professional experience are ratified by an independent body, thus going beyond the PE's curriculum vitae and professional references. Furthermore, professional certification implies adherence to a **Code of Ethics**. Such conditions provide PEs with an evident competitive advantage in selection processes within any field of engineering in which certification may be required, but also when it is not required since certification provides an edge as the PE's competences and behaviours are guaranteed.

The PE certification also helps engineers to manage their professional career by systematising the goals to be achieved within specific periods of time in terms of training and experience.

Regarding the parties with whom Professional Engineers may hold a professional relation, the companies they may work at, the clients they may work for, or the suppliers they may work with are given additional assurance by an independent third party as to their professional expertise.

4. CERTIFICATE ISSUANCE AND REGISTRATION

4.1 Official Application for Certification

Every engineer being a member of any of the Certification Entities accredited by AIPE may apply for registration as a Professional Engineer before AIPE's Secretariat, through the PEGASUS platform, by submitting the documentation detailed below:

- Certificate issued by their Certification Entity, clearly stating that they are a member of that entity, that their certification remains valid, and the certification date of expiration.
- Curriculum Vitae

For approval and final decision of the application, the requirements approved in the agreement signed with the Recognized Certification Entity to which it belongs will be taken into account.

4.1.1. *Certificate Issuance and Registration*



IPR-1008
**GUIDE FOR REQUESTING CERTIFICATION AS
PROFESSIONAL ENGINEER BY ACCREDITED
CERTIFICATION ENTITIES**

Review: 02

Date: 01/07/2021

Page 13 of 22

After confirming that the documentation received is correct, the Supervision and Guarantees Committee will prepare the certificate recognising the applicant as a Professional Engineer. The certificate will contain a single, non-transferable, identification number, and the Professional Engineer's personal data, certification data, and certification valid period.

The Professional Engineer will be issued and sent two copies of the certificate, the original copy to be kept and the other copy to be signed and returned.

The certificate will be issued and made available to the Professional Engineer in their repository of the PEGASUS application.

At the same time, the Professional Engineer will be registered, under the identification number specified in the certificate, with the Professional Engineer public registry, which may be accessed by telematic means through the website www.ingenierosprofesionales.com.

4.1.2. *Certificate Valid Period*

The certificates issued by AIPE have a **valid period** of 4 years.

However, a certificate may become invalid before the expiration date in the following cases:

- If the certificate issued by the Certification Entity of origin is no longer valid.
- By decision of AIPE's president, at the initiative of the Supervision and Guarantees Committee, in case of breach of the Professional Code by the Professional Engineer.

5. RESPONSIBILITIES

The parties involved in the PE certification process who are registered through certification entities recognised by AIPE are: AIPE and the Professional Engineer.

Detailed below are the basic responsibilities and, as applicable, the roles of the parties involved in the evaluation, certification and recertification of Professional Engineers.

5.1. AIPE

AIPE is the Professional Engineer Certification Body and, as such, it governs each and every activity related to the certification of engineers as Professional Engineers.

5.1.1. *Confidentiality, Independence and Impartiality*

All of AIPE's activities are subject to confidentiality, independence and impartiality criteria. The measures in place aimed at guaranteeing compliance with these criteria are defined under AIPE's formal procedures.

Regarding confidentiality, all the information contained in the files is deemed confidential. Accordingly, such information will not be disclosed to any unauthorised party without the written consent of the organisation or individual from whom the information concerned was obtained. This situation is subject to a single exception, that is, when disclosure is required by the Law, in which case AIPE would notify the interested party.

Additionally, the results of professional review processes will be kept absolutely confidential, both by AIPE's members and by any person who may collaborate with them.


As for independence, AIPE is an autonomous, non-profit organisation that is funded by its certification activity and the contributions of the members being part of its General Meeting. AIPE holds no business, economic or professional arrangement with any company, other than the professional certification activity.

As regards impartiality, AIPE will avoid any conflict of interests by safeguarding the independence of the members of the Supervision and Guarantees Committee.

5.1.2. *Roles of AIPE*

The basic roles fulfilled by AIPE are detailed below:



- Managing and administering the  brand certification system.
- Creating, defining and implementing the policies and procedures required to develop the certification system.
- Guaranteeing identification, traceability and confidentiality of each and every activity involved in the certification process, keeping the appropriate records.
- Setting the fees applicable to the different phases of the certification process.

In order to carry out these roles, AIPE needs to allocate the necessary human and physical resources to thoroughly manage the certification process.

5.2. **Applicant**

Under the PE certification system, the applicant has the following responsibilities:


- Undertaking, in writing, to abide by AIPE's Professional Code, as well as any Code of Ethics that may be applicable by reason of their membership to a Professional Association or Society.


	IPR-1008 GUIDE FOR REQUESTING CERTIFICATION AS PROFESSIONAL ENGINEER BY ACCREDITED CERTIFICATION ENTITIES		
	Review: 02	Date: 01/07/2021	Page 15 of 22

- Submitting proof of their membership to an AIPE-accredited Certification Entity through the documentation specified here.


5.3. Professional Engineer


The Professional Engineer is responsible for the proper use of his/her professional certificate, according to the defined scope. In particular, the Professional Engineer:

- Should use the  Professional Engineer brand exclusively for professional purposes, and as long as his/her certification remains valid.
- Should not use the certificate, the logo of the Certification Body, or the

 Professional Engineer brand for any purpose other than recognition of the requested certification.

- Should not make any inappropriate reference to the certification.
- Should not use the certificate, the logo of the Certification Body, or the

 Professional Engineer brand for any fraudulent purpose.

The use of the  brand by unauthorised organisations or individuals, or for purposes other than those stated above, or not explicitly authorised, constitute a fraudulent use of the brand resulting in a very serious misconduct, penalised through public notification and the certification definite withdrawal.

6. COMPLAINTS AND APPEALS

The certification system includes a system for handling **complaints and appeals** in relation to the services provided by AIPE as a certification entity as well as the services provided by Professional Engineers.

6.1. Complaints

The recipients of services provided by Professional Engineers may file a complaint with AIPE for poor performance of the activity or for professional misconduct as per AIPE's Professional Code. AIPE may file complaints itself acting at its own initiative.

If not processed by telematic means, complaints may be filed through Form FEC-16 – Form of Challenges, Complaints and Appeals, by sending it in a closed envelope to AIPE, addressed to the Complaints and Appeals Group, labelling the envelope as **“CONFIDENCIAL: CONTIENE QUEJA”** (CONFIDENTIAL:



IPR-1008
GUIDE FOR REQUESTING CERTIFICATION AS PROFESSIONAL ENGINEER BY ACCREDITED CERTIFICATION ENTITIES

Review: 02

Date: 01/07/2021

Page 16 of 22

CONTAINS A COMPLAINT). In every case, supporting evidence will need to be enclosed to allow evaluating the complaint and making any applicable decision.

Upon receipt of the complaint, the Complaints and Appeals Group must settle the matter within a maximum term of 30 calendar days. The latter will be responsible for gathering any necessary additional information and for hearing the interested parties, should both authorities deem it necessary. Once the situation has been assessed, a resolution will be adopted and notified to the interested party through Form FEC-18 – Notice of Resolution to Interested Party.

The interested party may file an appeal against the decision within no more than 30 calendar days since the date of notification of the resolution regarding the complaint filed.

6.2. Appeals

Should the interested party be dissatisfied with the resolution adopted in relation to a challenge of the evaluation panel, or in relation to the complaint filed, they may appeal the decision before the Board.

If not processed by telematic means, the appeal may be filed through Form FEC-16, Form of Challenges, Complaints and Appeals, by sending it in a closed envelope to AIPE, addressed to the Complaints and Appeals Group, labelling the envelope as “*CONFIDENCIAL: CONTIENE APELACIÓN*” (CONFIDENTIAL: CONTAINS AN APPEAL).

Upon receipt of the appeal, the Board will hold a meeting within 30 calendar days, at the initiative of AIPE’s president, and if it was the latter who adopted the resolution on the original challenge or complaint, then a specific committee will be created. The Committee’s structure will be notified to the appellant, who may object to it by submitting a written justification. If the objection is admitted, the Committee will proceed to modify its structure and notify the appellant of the change.

The Committee will process the appeal together with all the documentation available or any additional documentation it may require; will hold a hearing with the appellant, and with all other parties it may deem convenient; and will pass a resolution that will be submitted to the Boards of Directors or Supervision and Guarantees Committee for approval at its next meeting.

This last decision will be final and will not be subject to any further appeal.

7. PENALTIES

AIPE may impose penalties in case of violation of the Professional Code by a Professional Engineer.



IPR-1008
**GUIDE FOR REQUESTING CERTIFICATION AS
PROFESSIONAL ENGINEER BY ACCREDITED
CERTIFICATION ENTITIES**

Review: 02

Date: 01/07/2021

Page 17 of 22

Any violation of the Professional Code by a Professional Engineer will be reported to AIPE by filling in Form FEC-16 – Form of Challenges, Complaints and Appeals, and will be processed in the manner described above, including the possibility to file an appeal. AIPE may also act at its own initiative, for example, in case of services delivered under a professional certification that turns out to be expired.

Complaints will be accepted regardless of the date the cause became known.

The Complaints and Appeals Group of AIPE will forward a copy of the complaint to the Professional Engineer and, if applicable, will grant a term of 30 calendar days, from the date of receipt of the notice, to submit allegations.

Once the allegations have been received, if any, the complaint file will be referred to the Complaints and Appeals Group, which will propose the applicable penalty to AIPE for the latter to make a decision. The resolution will be notified to the interested party, who may appeal the resolution imposing the penalty, if deemed appropriate.

Once the channels available for appeal have been exhausted, AIPE's final resolution on violation of the Professional Code by a Professional Engineer will lead to the opening of a disciplinary file, a copy of which will be incorporated to the individual file of the Professional Engineer concerned.

In view that the professional certificates are the property of AIPE, in case of a penalty involving temporary or permanent withdrawal of the certification, the professional concerned will be required to return the certificate to AIPE.

Failure to meet any economic obligation imposed, or, as applicable, to return the certificate in due time will constitute immediate ground for the certification definite withdrawal. In these cases, AIPE reserves itself the right to accept a new application by the penalised professional.

Este documento es de carácter informativo y su versión en vigor se encuentra en la aplicación PEGASUS. Una vez impreso este documento se considera copia no controlada y AIPE no se hace responsable sobre su actualización para su uso.



IPR-1008
**GUIDE FOR REQUESTING CERTIFICATION AS
PROFESSIONAL ENGINEER BY ACCREDITED
CERTIFICATION ENTITIES**

Review: 02

Date: 01/07/2021

Page 18 of 22

APPENDIX I

GLOSSARY OF TERMS

GLOSSARY OF TERMS USED IN THE DOCUMENT

AIPE: Spanish Association of Professional Engineers, responsible for developing, managing and maintaining the **certification system** for the **Professional Engineer registry**.

Certification Chapter: A professional association or society, member of AIPE, that has the necessary resources and willingness to apply the certification model. Responsible for conducting the entire certification process, under the supervision of the Supervision and Guarantees Committee, and for performing annual reviews of the activities carried out by certified engineers.

Appeal: A process whereby an interested party, certified individual or individual undergoing a **certification** or **recertification process** who has been rejected a complaint previously filed with **AIPE** notifies the latter of their dissatisfaction with the resolution and requests that the decision or measure adopted under such resolution be reversed.

Applicant: An individual applying for **certification**.

Candidate: An **applicant** who has met the previous requirements specified under the **document assessment**, which makes them eligible to participate in the **certification process**.

Certification: A **procedure** used by the certification body to demonstrate an engineer's **qualification** to practise as a **Professional Engineer** under the



brand **certification system**, and leading to issuance of a **certificate**. The certification is not a substitute for the professional licence, which is issued in accordance with the applicable laws.

Certificate: A document issued by the certification body in line with the rules governing the **certification system**.

Code of Ethics: A set of standards governing behaviour and duties in the practice of an activity or profession.

Professional competence: Displayed ability to apply knowledge and/or skills and, as applicable, personal abilities in performing activities specific to the profession.

Document verification: A step within the **assessment** process, exclusively involving formal review of the documentation submitted by an **applicant** to determine whether it is complete for the purposes of subsequent examination.



Qualification: The preparation –training, professional expertise, skills and experience– that makes an engineer suitable for satisfactorily practising professional engineering.

Continuous professional development (CPD): Maintaining professional **certification** by engaging in certain predefined activities and practising the profession without **significant interruptions**, with the know-how required to remain up-to-date on their profession.

Professional interview: A process whereby a **candidate** is subjected to a review by an **evaluation panel**, with a view to verifying the most significant aspects arising during previous stages of the **assessment** process as well as his/her interpersonal skills.

Certification scheme: An array of categories of individuals, requirements and methods used to determine a **candidate's** suitability to belong to any of the categories. It may also include **procedures** and techniques designed to encourage the professional development of each category.

Assessment: A process designed to evaluate a **candidate's** fulfilment of the **certification requirements**, and his/her performance within the **certification scheme** through a **professional review**. The result of this process leads to a decision on the **candidate's certification**.


Document assessment: Examination of the documentation provided by an **applicant** and previously subjected to verification, in order to determine whether it is correct and then proceed to evaluate it, for the purposes of a subsequent **professional interview**.

Expert evaluator: An Expert Professional Engineer, holding at least 12 units according to procedure PGC-10.

Technical evaluator: A Senior Professional Engineer, holding at least 7 units according to procedure PGC-10.

Professional experience: The experience gained after obtaining the required academic degree, in specific industrial sector(s), regarded as acceptable under the professional engineering criteria laid down by **AIPE**.

Junior Professional Engineer: An engineer that holds an academic degree and less than the 4 years' professional experience required to qualify as a **Professional Engineer**, who may access the Model established by **AIPE** by participating in a preparation phase prior to **certification**.

Professional Engineer: An engineer that holds a  **certificate**, issued by **AIPE** and currently in force, who has at least 4 years' professional experience and whose **professional competences** are in accordance with this category.



Expert Professional Engineer: A Professional Engineer that has at least 16 years' professional experience, and who has achieved the level of **professional competences** corresponding to this category.

Senior Professional Engineer: A Professional Engineer that has at least 8 years' professional experience, and who has achieved the level of **professional competences** corresponding to this category.

Emeritus Professional Engineer: An AIPE-certified **Professional Engineer** that has retired or become permanently disabled.

Significant interruption: Lack or change of activity that prevents a **Professional Engineer** from pursuing the **continuous professional development** required to maintain their **certification**.

Mentor: A **Senior** or **Expert Professional Engineer** that has been admitted by **AIPE** to prepare **applicants** for the **Professional Engineer registry** under **AIPE's certification scheme**.

Evaluation panel: A committee in charge of the **professional review of candidates**, consisting of a **technical evaluator** and an **expert evaluator**.

Procedure: A document that defines the course of a process and the actions to be taken in order to carry out the different activities defined under **AIPE's** management system.

Certification process: A set of all the activities established by **AIPE** to determine whether a **candidate** meets the specified **certification requirements**. The process consists of the request, **assessment**, **certification** decision, oversight and renewal of **certification**, and use of **certificates** and logos/brands.

Complaint: A process whereby an interested party's dissatisfaction with the **certification process** or some poor professional performance by an **AIPE**-certified individual is reported to the Association. These proceedings may be initiated by **AIPE** itself if there is sufficient evidence.

Recertification: A regular **procedure** performed every four years whereby a **Professional Engineer** updates his/her **certification** valid period after submitting the required documentary evidence and after an **assessment** confirming that he/she maintains the required **qualification**.

Challenge: A process whereby a **candidate** requests that one or both members of the **evaluation panel** be removed from the panel due to being related, whether at present or in the past, to the **candidate**.



IPR-1008

GUIDE FOR REQUESTING CERTIFICATION AS PROFESSIONAL ENGINEER BY ACCREDITED CERTIFICATION ENTITIES

Review: 02

Date: 01/07/2021

Page 22 of 22

Registry: A public record containing the names of the engineers who have been certified as **Professional Engineers** within the **certification scheme**.

Certification requirements: Specific criteria that **candidates** are required to meet in connection with the **certification scheme** and that are universally applied. They may vary in nature, including academic background, work experience, etc.

Professional review: A process whereby an engineer's **professional competence** is certified. It consists of five phases, namely: **document verification**, **document assessment**, **professional interview** by an **evaluation panel**, and concluding with the **certification** decision and recording in the **registry**.

Certification system: An array of the **certification scheme**, the actions and **proceedings** in place for handling **complaints** and the **registry**, ending with either issuance of the **certificate** of competence, including keeping it in the files, or rejection of the request.

Supervision: Regular oversight by a practising engineer on the work or activity carried out by another engineer, or by a **mentor** on an **applicant** or a **Junior Professional Engineer**.

Valid period: The period of time during which the **certification** issued to a **candidate** will remain in force, insofar as the conditions for use thereof are not violated.

Annual oversight: A regular **procedure** performed by **AIPE** on a yearly basis involving **document verification** of 100% of the annual records of **CPD** activities submitted by **Professional Engineers** and **document assessment** of at least 25% of those records.