GUIDE FOR REQUESTING CERTIFICATION AS PROFESSIONAL ENGINEER BY ACCREDITED CERTIFICATION ENTITIES

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The Supervision and Guarantees Committee	The Board	The Supervision and Guarantees Committee

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1. INTRODUCTION

Professional Engineering is not just a job – it is a way of thinking and sometimes a way of life. Engineers use their judgement and experience to solve problems when the limits of scientific knowledge or mathematics are evident. Their constant pursuit is to limit or eliminate risk. Their most successful creations recognise human fallibility. Complexity is a constant companion.

UK Standard for Professional Engineering Competence. Foreword.

If, as acknowledged in the foreword of the *UK Standard for Professional Engineering Competence*, many times throughout their professional lives, engineers are faced with the limits of scientific knowledge, mathematics or the risk implied in the problems to solve and, in these situations, they must strive to safeguard the safety and health of individuals, the integrity of property and production processes, and the economic, financial and environmental sustainability of projects, then their mission is in fact complex, and undoubtedly essential.

Having said that, if an engineer is expected to deal with these situations and solve them, how to tell whether *an engineer* knows how to deal with them and solve them?

Professional certification adds value to the membership to associations through ongoing training provided by an independent third party −AIPE− together with the acquisition and development of long-life professional competences as per UK-SPEC standards.

Certification consists in verifying the professional competences of a practising professional. It is a voluntary path within the practice of the profession that provides high added-value and international recognition.

2. AIPE AND PROFESSIONAL CERTIFICATION

2.1. About AIPE

The Spanish Association of Professional Engineers (AIPE) is an independent non-official and non-profit legal entity created by Associations and/or Official

Associations of Agricultural Engineers, Engineers from the Higher Technical School of Engineers (ICAI), Industrial Engineers, Mining Engineers, Forestry Engineers and Naval Engineers, subsequently joined by the Association of Civil Engineers.

Its purpose is twofold: firstly, to add technical and scientific value to society by fostering and developing the quality of engineering professionals, while seeking to promote them through a training scheme aimed at improving their professional skills; and secondly, to encourage the most efficient access to new engineering techniques and technologies by businesspersons and firms, on the one hand, and by citizens, on the other.

To achieve these goals, the Association is engaged, among other activities, in establishing **certification systems** concerning the technical skills and professional experience of engineers, issuing **certificates** on professional engineers' abilities, both within and outside Spain, especially among EU Member States, and reaching agreements on recognition of professional engineers' quality and related activities with national and international entities and organisations.

2.2. AIPE's Certification System

As stated above, professional certification guarantees an engineer's qualification to carry out a job with a certain level of performance by accrediting their professional competence, and accreditation of their professional competence is only possible by comparing it with a standard that is accepted and recognised by all the stakeholders involved in the practice of engineering. Among other activities, AIPE is engaged in establishing certification systems regarding the professional skills of engineers and issuing private certificates of their professional skills. The professional certification activity means that AIPE takes part in the definition of the standard of professional practice by developing, managing and maintaining the  brand certification system, and in comparing an engineer's professional **qualification** with that standard, through a certification procedure.

To sum up, professional certification could be regarded as a process whereby recognition of a professional standard is transferred to the professional qualification that has been checked against that standard and, ultimately, to the professional holding such qualification.

2.2.1. The Professional Standard

As stated above, the recognition obtained through professional certification relies on the recognition given to the standard. Therefore, it is worth mentioning that

the characteristics upon which such recognition is based are basically two: its scope and its reliance on higher standards.

By contrast with other certifications, professional certification covers a wide scope. In other certifications, whilst the standard is set by a single organisation −whether in the case of certifications for internal use or for use within an organisation, or in the case of certifications for specific products, especially for hardware and software−, the standards used in the brand certification system  is accepted and recognised by numerous organisations involved in the field of engineering within the Spanish territory, including economic stakeholders, professional associations and active professionals. In addition, it encompasses mutual recognition or collaboration agreements with other international certification entities.

On the other hand, the engineers' professional certification standard has been developed following ISO/IEC 17024 standards on Conformity Evaluation – General Requirements for Individuals Certification Bodies.

2.2.2. Assessment of Professional Competence

Professional certification is the recognition of a professional engineer's competence that is granted by comparing their competence against a standard accepted and recognised by all the stakeholders involved in the practice of engineering.

In this context, **professional competence** is understood as a set of the proven ability to apply knowledge and skills in practising the profession and the incorporation of values to its practice. Typically, the process to acquire professional competence entails formal education, resulting from a university degree and subsequent training and experience, jointly known as professional development.

Measuring professional competence against the standard makes it possible to determine an engineer's suitability to be certified as a Professional Engineer.

In short, the competence of an engineering professional is assessed based on the criteria below:

- There are a number of areas of competence that are considered when assessing professional competence, each of these areas being known as domain of competence.
- Each domain of competence comprises several competence elements.
- The domains of competence that are considered, their definition and constituent elements are specified below. A few sample activities are also included that may help to demonstrate that a specific level of professional competence has been achieved:

A. Leveraging application of technology

Using a combination of understanding and general and specialised knowledge of engineering to leverage application of existing and new technology.

A.1 Theoretical approach to innovation activities

Sample activities that help to demonstrate the level of competence achieved include:

- Conducting third-level academic studies, such as a specialisation, master's, MBA or graduate programmes in general, to increase or expand already-acquired knowledge.
- Acquiring knowledge on engineering theories and new techniques learned or developed in the course of the professional activity.
- Performing jobs that may have helped to increase knowledge of engineering codes, rules and specifications.

A.2 Participation in innovation activities

Sample activities that help to demonstrate the level of competence achieved include:

- Jobs related to market research, product development and, in general, any activity linked to research and development processes in which they may have participated.
- Participating in complex cross-disciplinary projects.
- Conducting sound statistical assessments based on analysed data.
- Applying the best practices to increase work efficiency.

B. Analysing and solving engineering problems

Applying appropriate theoretical and practical methods to analyse and solve engineering problems.

B.1 Identification of opportunities

Sample activities that help to demonstrate the level of competence achieved include:

- Participating in marketing and sale strategies for new engineering products, processes, or systems; participating in the definition of specifications and acquisition of new engineering products, processes or systems.
- Setting goals, drafting action plans and programmes, and being responsible for designing project schedules.

B.2 Development of engineering solutions

Sample activities that help to demonstrate the level of competence achieved include:

- Theoretical or applied research implemented at their work.
- Follow-up of equipment design processes, by designing the product or providing the service and subsequent evaluation.
- Drafting and reporting on the assessment of the efficacy of designs, and on improvements made to products by interpreting and analysing results.
- Reporting on the key success factors of a product or service that may have been identified.

B.3 Implementation of solutions and follow-up

Sample activities that help to demonstrate the level of competence achieved include:

- Participating in the assessment or follow-up of product or service design processes.
- Reporting on the assessment of the efficacy of designs in which they may have participated.
- Product improvements developed through analysis and interpretation of results.
- Reporting on key success factors of products or services in which they may have participated.

C. Leadership and technical and commercial management

Providing leadership and technical and commercial management

C.1 Effective planning

Sample activities that help to demonstrate the level of competence achieved include:

- Activities carried out as a project leader or manager, including, without limitation, activities involving preparation and implementation of procurement plans, risk assessment of projects, management or business plans, performance of project-related activities, and identification of resources and costs.
- Collaboration with third parties, such as arrangements, negotiation of contracts, or work orders performed.

C.2 Management of resources and tasks

Sample activities that help to demonstrate the level of competence achieved include:

- Project operation control, relation between quality, cost and time variables.
- Management plans, project financing, payment control and financial intervention.
- Information concerning legal and by-law obligations performed, and main management responsibilities within the project financial, commercial and regulatory limitations.

C.3 Individual and team management

Sample activities that help to demonstrate the level of competence achieved include:

- Evaluations of the staff under their responsibility, and their contribution in improving their training and furthering their professional development.
- Feedback obtained from evaluations of their staff.

C.4 Continuous improvement

Sample activities that help to demonstrate the level of competence achieved include:

- Planning for and implementing continuous improvement methods, for instance, ISO 9000, EFQM, balanced scorecard, etc.
- Performing quality audits aimed at monitoring, keeping and improving project information.
- Changes identified, implemented and assessed in order to achieve quality objectives.

D. Interpersonal skills

Showing effective interpersonal skills.

D.1 Communication skills

Sample activities that help to demonstrate the level of competence achieved include:

- Writing papers, and participating in conferences and seminars.
- Written communications, such as letters, e-mails, drawing up programmes, draft requests, defining specifications or documents in general.

D.2 Submission and discussion of proposals

Sample activities that help to demonstrate the level of competence achieved include delivered presentations, the outcome of discussions in which they may have participated, and communications held with project teams.

D.3 Effective personal and social skills

A sample activity that helps to demonstrate the level of competence achieved is the communication of actions aimed at guaranteeing productivity in work relations, considering the different cases set out in the legislation.

E. Being committed to professional standards

Showing a personal commitment to professional regulations, and being cognizant of the obligations owed to society, the profession and the environment.

E.1 Compliance with codes of conduct

Sample activities that help to demonstrate the level of competence achieved include:

- Information showing that they work under the contractual conditions set for their job position.
- Information showing that they are familiar with the Code of Ethics applicable to the profession.
- Initiative and commitment in the activities of the organisation to which they belong.

E.2 Occupational safety

Sample activities that help to demonstrate the level of competence achieved include:

- Being familiar with and applying occupational safety rules.
- Information showing that they work following good practices as defined in occupational health and safety standards, such as OHSAS 18001, and other occupational safety policies of the company.
- Conducting occupational health and safety audits, identifying risks and implementing measures to minimise them.
- Assessment and control of risks associated to their job position.
- Cost-benefit analyses on workplace safety and strategies conducted with the aim of applying occupational safety standards, such as arranging meetings and discussions on occupational safety.

E.3 Contribution to Corporate Social Responsibility

Sample activities that help to demonstrate the level of competence achieved include:

- Environmental impact assessments in which they may have participated.
- Actions implemented with a view to applying good practices under the environmental management system pursuant to the environmental standard ISO 14000.

- Details of any sustainable practices adopted with a threefold purpose, namely, pursuing economic, social and environmental goals.

E.4 Continuing professional development

Sample activities that help to demonstrate the level of competence achieved include:

- Information showing continuous refreshment on the field of engineering, both at national and international level.
- Professional development plan envisaged in the short, medium, and long term, training activities in which they may have participated, in-house and external courses of the company, training programmes or conferences.

We have just described the domains of competence, their constituent elements and a few sample activities that may help to demonstrate competence. When it comes to evaluating competence, the minimum unit assessed is an element that can be assessed at four levels, namely:

Level I
Carries out the activity under significant supervision and guidance; performs basic and predictable tasks; has scarce or no individual responsibility at all.

Level II
Carries out the activity in varied contexts; needs supervision only in complex situations; has some degree of individual responsibility or autonomy.

Level III
Carries out the activity in some complex and unusual contexts; has great responsibility and autonomy; can supervise other people’s work.

Level IV
Carries out the activity in a wide range of complex and unusual contexts; has significant personal autonomy; can contribute to the development of others.

2.3. Certification as Professional Engineer for Professionals Registered with Accredited Certification Entities

In addition to developing, managing and maintaining the brand certification system, described in the previous section, AIPE is responsible for issuing certificates to engineering professionals. This process begins with the **applicant**'s submitting a request for certification, followed by **evaluation** of the request, the decision to grant certification and, as applicable, registration of the certified engineer with the Professional Engineer public **registry**.

Through this process, the applicant may obtain certification as a Professional Engineer or as an AIPE Member, depending on the arrangement reached with their respective Certification Entity.

The PE certification grants recognition of the professional competence an engineer has at a specific moment, but the certification also purports to maintain and improve their competence during practice of the profession afterwards.

Therefore, for the certification to remain valid, the applicant is required to meet the certification maintenance requirements established by their Certification Entity, and notify AIPE of such compliance.

On the other hand, with a view to encouraging improvement in the practice of the profession, the brand certification system establishes a number of professional categories within the **certification scheme**, where Professional Engineers are grouped based on their **professional experience** and their professional competences. After they pass the control of professional competences in place at their Certification Entity, the filter used to determine the corresponding category is the professional experience gained since the professional degree was obtained, if there is no specification on the contrary in the agreement signed with the Recognized Certification Entity:

- Professional Engineer: Between 4 and 8 years of professional experience
- Senior Professional Engineer: Between 8 and 16 years of professional experience
- Expert Professional Engineer: At least 16 years of professional experience

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 adhesion 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

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.

- 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:

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.

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.

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**.

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.