

8. Attestation by Proposers

We the undersigned propose the candidate from personal knowledge as a person worthy of consideration to the membership of the Association of Professional Engineers of Trinidad and Tobago, and we endorse the correctness of those entries which we have identified by our initials.

Proposer 1.	Signature	Delete one		Initials
		F.A.P.E	M.A.P.E.	

	Name (Block letters)	_____		
	Address for correspondence	_____		

Proposer 2.	Signature	Delete one		Initials
		F.A.P.E	M.A.P.E.	

	Name (Block letters)	_____		
	Address for correspondence	_____		

For Office Use

Recommended for admission/transfer to Grade of _____

by (1) _____ (2) _____

(3) _____ (4) _____

(5) _____ of Membership Committee on _____

Confirmed as _____ by Executive Council on _____

Remarks:

NOTES FOR THE GUIDANCE OF APPLICANTS FOR MEMBERSHIP OF ASSOCIATION OF PROFESSIONAL ENGINEERS OF TRINIDAD AND TOBAGO

INSTRUCTIONS FOR COMPLETING THE APPLICATION

The information provided should be complete and concise. Please follow the instructions given below in these notes and provide a complete record of your career explaining any gaps. Each entry in Sections 4,5,6 and 7 must be initialed by at least one proposer or signed by a senior member of the firm or organisation concerned, whose full name and address must be provided.

1. **Membership Grade Selection:** Please indicate the grade of membership for which you are applying.
2. **Name/Address:** Fill in your full name and address, including fax number and e-mail address where applicable. Also indicate whether you prefer to have your mail sent to your residence or business address.
3. **Signature:** Please ensure that the firm is complete and that all information given is correct before signing.
4. **Education:** You should give full name of your college or university. Any examinations passed or awards gained relevant to your application, including the date of award must be stated. **Copies of relevant certificates and curriculum vitae should be submitted with the application.**
5. **Professional Information:** Please provide information on membership of any professional institutions, including the country in which the institution is registered and the grade of membership.
6. **Current Organisation Tree:** Please supply the name of the firm or organisation and the period of employment. The organisation tree should show the chain of command in your present post and indicate your position in relation to your immediate superior, equivalent and immediately subordinate staff. Against each post please indicate the name and qualifications of the holder, including, where appropriate, the grade of membership of the Association or other engineering institution. Ensure that your own position is clearly identified. **This section should be initialed by your proposer or by a senior official of the firm or organisation.**
7. **Professional Work Experience:** Please give the relevant dates and designations of all posts you have held, the names of employers, and a brief description of your duties and responsibilities. The recommendations to the Council by the Membership Committee will be based largely on the details given in this section. The Committee needs to know the kind of work in which you have been involved, especially your personal contribution and the manner in which you have applied your engineering education, training and experience. Examples of typical jobs or contracts in which you have had responsible charge will be helpful.
8. **Attestation by Proposers:** Applicants must be proposed by two members of the Association in good standing.

EXTRACTS FROM THE CONSTITUTION

ARTICLE II - MEMBERSHIP

1. Application for admission to the Association or for transfer from one grade to another shall be made on the form prescribed by the Executive Council. The Executive Council shall, from time to time, consider all applications for admission to the Association or for transfer from one grade to another and shall either accept or reject them.
2. The membership of the Association shall consist of Fellows, Senior Members, Members, Associate Members, Student Members, Affiliate Members and Honorary Members. The grade Fellow shall be the highest in the Association.

(a) **FELLOW**

There shall be no direct admission to the Association in this grade. Admission shall be only by transfer from the grade of Member or Senior Member and its process may be initiated either by invitation from the Executive Council or by application thereto.

To be eligible for transfer to the grade of Fellow, a member shall, at the time of his application, be not less than 40 years of age, have had responsible charge for not less than ten years in the grade of Member, and/or Senior Member and made outstanding contribution to either important engineering works and be qualified to direct, conceive, plan or design engineering works or important industrial, business, construction, education, editorial, research, management or Association activity, requiring the knowledge and background gained from engineering training and experience.

The number of Fellows on the Register of the Association shall bear no relationship to the total active membership at any time.

A Fellow shall be eligible to vote on all matters of the Association.

(b) **SENIOR MEMBER**

To be eligible for admission to this grade, a candidate shall, at the time of his/her application :

- (i) have had responsible charge for not less than five (5) years in the grade of Member.
- (ii) have not less than fifteen (15) years experience in Engineering acceptable to the Association subsequent to obtaining the qualification under Article II 2.
- (iii) made significant contribution to either important engineering works and be qualified to direct, conceive, plan or design engineering works or important industrial, business, construction, education, editorial, research, management or Association activity, requiring the knowledge and background from engineering training and experience.

A Senior Member shall be eligible to vote on all matters of the Association.

(c) **MEMBER**

To be eligible for admission to this grade, a candidate shall, at the time of his/her application :

- (i) be actually engaged in the practice of Professional Engineering and he/she must have satisfied the Association of his/her role as an Engineer in the Society;
- (ii) either possesses a degree from a University or School of Engineering recognized by the Association or possesses some equivalent qualification, which is acceptable to the Association;
- (iii) have not less than four (4) years' experience in engineering acceptable to the Association subsequent to obtaining the qualification under (ii) above and he/she may be required to pass a professional interview set by the Association; and
- (iv) certain candidates may be admitted to the grade of Member by the mature candidate route. This is open to candidates over the age of 40 years who do not possess the normal qualifications required for corporate membership but who have attained a level of competence comparable to that of corporate members and have had experience in post(s) of increasing professional responsibility over a period of at least fifteen (15) years.

Each candidate's level of competence shall be determined by extended interview(s) and written evidence by way of project reports and/or written examinations.

A Member shall be eligible to vote on all matter of the Association.

(d) **ASSOCIATE MEMBER**

To be eligible for admission to this grade, a candidate shall, at the time of his/her application :

Possess a degree from a University or School of Engineering recognized by the Association or possess some equivalent qualification recognized by the Association, or have passed the Association's Examination.

An Associate Member shall apply for transfer to the grade of Member as soon as he has satisfied the criteria therefore and unless so transferred within five (5) years of his/her admission, shall pay such annual subscriptions as the Executive Council may decide.

(e) **STUDENT**

To be eligible for admission to this grade, a candidate shall, at the time of his/her application, be actively pursuing a course of study leading to an academic qualification, which is acceptable to the Association.

No person shall remain in the grade of Student for more than ten (10) years.

(f) **AFFILIATE**

An Affiliate shall be a person who, by scientific acquirements and/or practical experience, has attained a position in his/her special pursuit qualifying him/her to collaborate with Professional Engineers in the advancement of professional knowledge and practice. In order to be eligible for admission to this grade a candidate shall, at the time of his/her application be actually engaged in collaborating with Professional Engineers; and either :

- (i) possess a degree from a University recognized by the Association or some equivalent qualification, which is acceptable to the Association;
- (ii) have been in the active practice of his pursuit for not less than four (4) years subsequent to obtaining the qualification under (i) above; or
- (iii) have been in the active practice of his/her special pursuit for not less than twelve (12) years, of which at least three (3) years shall be in the capacity as principal or assistant.

ARTICLE V - FINANCIAL

1. (a) The application fee payable upon application to the Association shall be \$100.00.
Note: students will not be subject to this fee.
- (b) There shall be no transfer fee payable on changing from one grade of membership to another.
2. (a) The annual subscriptions payable by the various grades of membership shall be quantified by the Executive Council at any of its duly convened meetings and the membership notified of such proposal at least sixty (60) calendar days prior to the commencement of the calendar year to which such schedule will become applicable.
- (b) Annual subscriptions shall become payable on the first day of January of each calendar year to the Treasurer. Persons admitted to the Association after June thirtieth shall pay one-half of the annual subscription applicable to their grade of membership.
- (c) Persons transferred from one (1) grade of membership to another shall pay the annual subscription applicable to the new grade from the ensuing calendar year.
- (d) Persons proceedings outside the territory of Trinidad and Tobago for a period of not less than one (1) calendar year, may upon written notification to the Secretary in advance, be eligible to pay a reduced annual subscription in accordance with the schedule quantified by the Executive Council.
- (f) Any member of any grade whose annual subscription remains unpaid after the thirtieth day of June shall not be entitled, before he/she has paid his/her subscription in full, to exercise or benefit from any of the rights or privileges of Membership.

Any Member who is in arrears of subscriptions for two (2) years shall be removed from the membership of the Association. he/she shall be so notified in writing, by the Secretary.
- (g) Such persons wishing to be re-admitted to the Membership of the Association shall reapply in writing to the Secretary. They shall be entitled to re-admittance to the Association upon payment of two (2) years' annual subscriptions applicable to the grade of membership to which they are to be re-admitted but shall lose continuity of membership unless all arrears are paid in order to maintain continuity of membership.
- (l) In the event of resignation or termination of membership, the person concerned shall be liable to pay his/her subscriptions for the current financial year.