Announcement of the Council of Engineers

No. 89/ B.E.2568 (2025)

Subject: Adoption of the Guideline Manual for the Issuance of Licenses at the Associate Engineer and Professional Engineer Levels and the Registration of Specialized Experts

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To ensure that the implementation of the Regulations of the Council of Engineers on the Issuing of Licenses for the Practice of the Controlled Engineering Profession at the Associate Engineer and Professional Engineer Levels, B.E. 2565 (2022) is carried out accurately, consistently, transparently, and fairly, the Council of Engineers has prepared a Guideline Manual. This manual outlines the procedures, criteria, and methods for issuance licenses at the Associate Engineer and Professional Engineer levels, as well as for the registration of specialized experts.

This Guideline Manual is intended to serve as a reference for practitioners and officers of the Council of Engineers in performing their duties, in accordance with the details annexed to this Announcement.

This is hereby announced for general acknowledgment.

Announced on 27 October B.E. 2568 (2025)

Mr. Kittipong Weerapoprasit

President of the Council of Engineers

Annex

The Announcement of the Council of Engineers

No. 89/ B.E.2568 (2025)

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Guideline Manual for the Issuing of Licenses at the Associate Engineer and Professional Engineer Levels and the Registration of Specialized Experts

First Printing, Edition 01/2025 (B.E. 2568)

Procedures, Criteria, and Methods for the Issuance of Licenses for the Practice of the Controlled Engineering Profession at the Associate Engineer and Professional Engineer Levels

1. Submission of Application

Applicants who meet the required qualifications shall submit the application form (Form COE 02–01) with a photograph and signature, together with supporting documents in accordance with the Work Instruction on Document Verification (WI 02–01).

2. Verification of Completeness and Accuracy of the Application

The designated officer of the Council of Engineers shall verify the completeness of the applicant's qualifications and the submitted documents, including the accuracy of the professional engineering practice record in the discipline applied for, the record of work and work volume, the statement of competency in the practice of the controlled engineering profession, and the report of outstanding engineering work, in accordance with Work Instruction WI 02–01.

- If the documents are complete and correct, the case shall be referred to the Chair of the Subcommittee, or the person delegated by the Chair to assign an evaluator for the work and work volume.
- If the documents are incomplete or incorrect, the applicant shall be notified to make corrections or provide additional documents within 15 days. If corrections are made within the specified period, the case shall then be referred to the Chair of the Subcommittee or delegate for assignment of an evaluator. If the applicant fails to correct or submit additional documents within the prescribed time, the application shall be returned.

3. Evaluation of Work and Work Volume

The Chair of the Subcommittee, or a delegate, shall assign a qualified evaluator to review the applicant's record of work and work volume. The evaluation shall consider the adequacy of the submitted work, the application of engineering knowledge in the relevant discipline, and its consistency with the **Competency Framework** for engineering practice. This constitutes a preliminary screening to determine whether the applicant is eligible to proceed to the knowledge examination.

- The qualifications, selection process, and development of evaluators shall follow the Work Instruction on the Registration of Evaluators for Work and Work Volume Assessment and Knowledge Examination (WI 02–04).
- The evaluation of work and work volume shall be conducted in accordance with Work Instruction WI 02–02.
- The results of the evaluation shall be submitted to the Subcommittee for resolution as "Pass," "Revise," or "Fail."
    - **Pass**: The applicant shall be scheduled for the knowledge and competency examination.
    - **Revise**: The applicant shall be notified to make revisions within 60 days (with a one-time extension not exceeding 30 days). Failure to revise within the specified time shall result in the application being returned.
    - **Fail**: The applicant shall be informed of the rejection of the record of work and work volume for future improvement.

4. Knowledge and Competency Examination

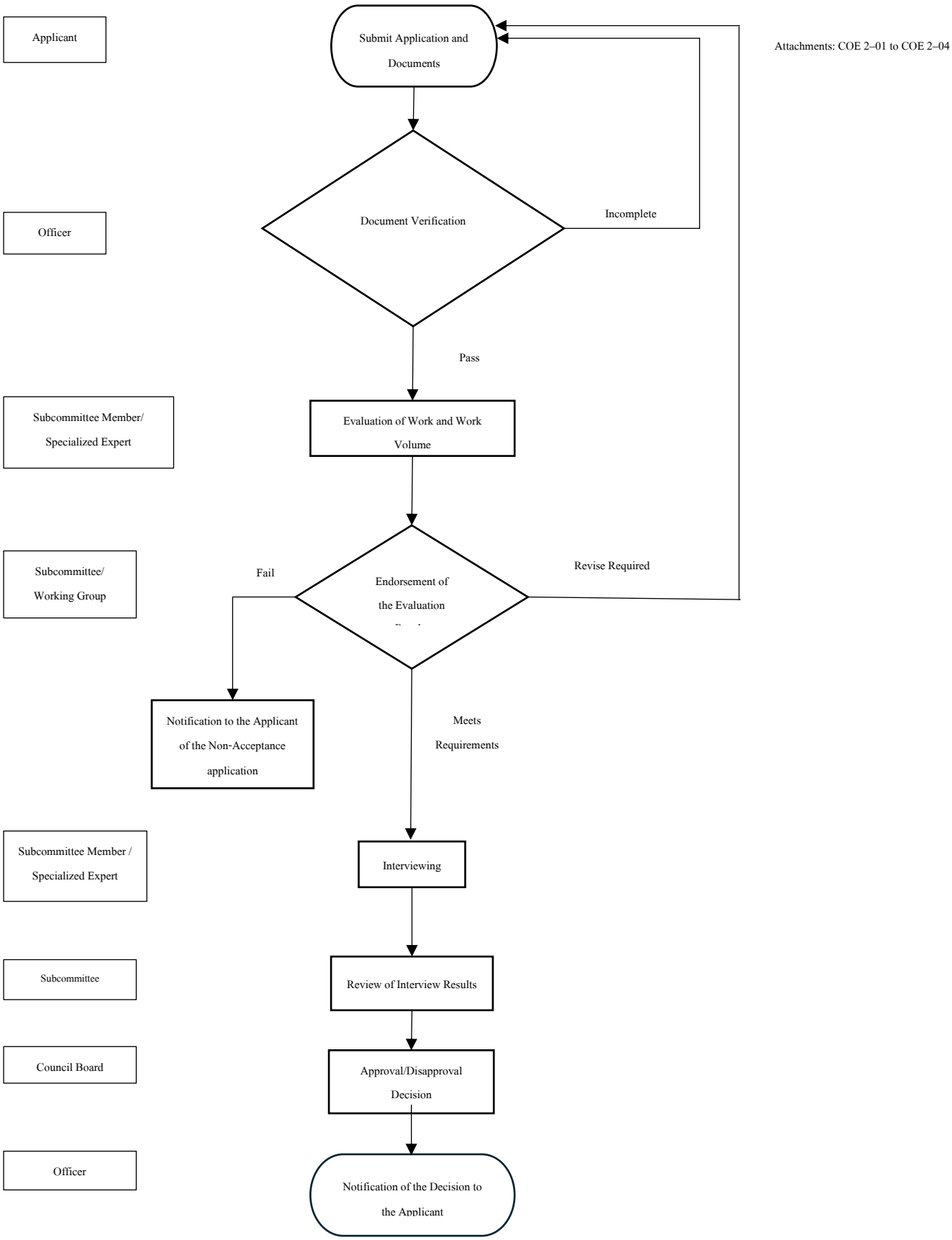
The knowledge and competency examination shall be conducted by means of an interview. The interview panel shall consist of three persons: the Chair of the Subcommittee, or a subcommittee member or specialized expert assigned as Chair, together with two additional interviewers who are qualified and selected in accordance with Work Instruction WI 02–04. These interviewers shall possess expertise in the relevant discipline or sub-discipline of the applicant's work.

The interview shall assess the applicant against the Competency Framework for the Practice of the Controlled Engineering Profession, covering 4 competency areas and 13 sub-competencies, to determine whether the applicant has demonstrated the level of competency required for Associate Engineer or Professional Engineer, with supporting evidence.

The interview outcome shall be recorded as either "Pass" or "Fail." The interview process and the recording of results in the system shall be in accordance with Work Instruction WI 02–03.

The results of the interview shall be submitted to the Subcommittee for endorsement and subsequently to the Council of Engineers' Board for approval or rejection of the application.

Process Map for the Issuance of Licenses for the Practice of the Controlled Engineering Profession at the Associate Engineer and Professional Engineer Levels



Work Instruction for Verification of Completeness and Accuracy of Documents

1. Verification of Applicant's Qualifications

1.1 Associate Engineer Level

(1) Must have held a license at the Associate Engineer (ภาคีวิศวกร) level for not less than 3 years and have accumulated professional practice experience in accordance with the Competency Framework for the Practice of the Controlled Engineering Profession.

(2) Must have obtained not less than 150 knowledge units from Continuing Professional Development (CPD).

1.2 Professional Engineer Level

(1) Must have held a license at the Associate Engineer level for not less than 5 years and have accumulated professional practice experience in accordance with the Competency Framework for the Practice of the Controlled Engineering Profession.

(2) Must have obtained not less than 150 knowledge units from Continuing Professional Development (CPD).

2. Verification of Completeness of Submitted Documents

2.1 Record of professional engineering practice in the discipline applied for (Form COE 02–02)

2.2 Record of work and work volume (Form COE 02–03)

2.3 Statement of competency in the practice of the controlled engineering profession (Form COE 02–04)

2.4 Reports of outstanding engineering work, not less than 2 but not more than 5 cases.

2.5 Employment certification letter, in cases where overseas work is used as outstanding engineering work.

2.6 Additional documents (if any)

3. Verification of Accuracy of Documents

3.1 Record of Professional Engineering Practice in the discipline applied for must include:

(1) Duration of professional practice (start–completion dates) for each project

(2) Project name, workplace, and position/responsibilities

(3) Nature of work performed, responsibilities, and duties

3.2 Record of Work and Work Volume must include:

(1) Description of work performed and scope of duties/responsibilities, in compliance with the Ministerial Regulation on the Specification of Engineering Branches and the Controlled Engineering Profession, B.E. 2565 (2022).

(2) Certification of work by an authorized certifier as prescribed in the Regulations.

3.3 Statement of Competency in the Practice of the Controlled Engineering Profession

(1) Verification that the description of presented works and referenced page numbers correspond to the outstanding engineering works.

3.4 Reports of Outstanding Engineering Work

(1) Verification that project names are specified and properly referenced in sequence with the record of work and work volume.

(2) Table of contents of the report, which must at minimum include the required sections as recommended.

Work Instruction: Evaluation of Work and Work Volume

The evaluation of work and work volume assesses the adequacy and alignment of the applicant's submissions with the Competency Framework for the Practice of the Controlled Engineering Profession. The assessment of work quality will be undertaken at the stage of the knowledge and competency interview, where the panel considers whether the submitted works and the applicant's presentation sufficiently explain the professional tasks and experience.

1. Evaluation of the Record of Work and Work Volume

(1) The works must not exceed the scope of the Associate Engineer level (for applications for Professional Engineer license), or the scope of the Professional Engineer level (for applications for Senior Professional Engineer license), unless such works were carried out under the supervision of a license holder at the immediately higher level (Professional Engineer or Senior Professional Engineer, as applicable).

(2) There must be a sufficient body of work demonstrating experience adequate for upgrading to the next level.

2. Evaluation of Outstanding Engineering Works

(1) Outstanding engineering works: 2–5 cases.

(2) The applicant's personal contribution to each outstanding work must be clearly demonstrated.

(3) Each outstanding work should address issues, projects, or activities that significantly impact organizational operations and/or society, and must have required the application of knowledge and experience in the relevant controlled engineering discipline.

(4) Each work must demonstrate the application of different knowledge, competencies, and/or problem characteristics.

(5) The works should evidence practice consistent with the license level sought, at least covering the following aspects:

(a) Understanding and application of engineering principles and technology.

(b) Understanding of the relevant legal framework and professional practice within legal boundaries.

(c) Problem definition suitable for professional engineering intervention, including information retrieval, analysis of complex problems, and identification of root causes.

(d) Engineering design and problem-solving, presentation of alternatives, and evaluation of options.

(e) Evaluation of outcomes and impacts of complex engineering work, with evidence of using findings for improvement.

(f) Reasoned selection among alternative solutions to complex engineering problems, with identified achieved results.

(g) Management and the applicant's role in decision-making processes.

(h) Awareness and management of environmental and social impacts, and/or safety management in accordance with the relevant legal framework.

3. Evaluation of the Statement of Competency for the Practice of the Controlled Engineering Profession

(1) The statement must indicate, for each of the 13 sub-competencies in the Competency Framework, whether the applicant has or does not have the competency.

(2) Where competency is claimed, it must be substantiated with evidence, which may be linked to the outstanding engineering works and/or supported by other documents/evidence.

(3) The applicant must demonstrate competency in not less than 50% of the sub-competencies in each category. Failure to clearly indicate competency, to explain it adequately, or to provide sufficient evidence in aggregate for more than 50% of sub-competencies in any category shall result in a required revision.

(4) If the statement meets the threshold but the evaluator requires further clarification on certain sub-competencies, the evaluator may set a condition requiring the applicant to prepare additional information to be presented at the interview.

Work Instruction

Knowledge and Competency Examination for the Practice of the Engineering Profession

1. Pre-Interview Preparation

   The interview examiners shall review the candidate's submitted works, engineering achievements of significance, and statements of competency prior to the interview session.

2. Interview Process

   Upon presentation of the work by the candidate, the interview examiners shall assess whether the presented works demonstrate knowledge and competency in the practice of the engineering profession in accordance with the Framework of Competence for Controlled Engineering Practice comprising four domains and thirteen sub-criteria. In cases where uncertainties remain, the examiners may request further clarification or additional supporting information.

3. Recording and Assessment

   Each examiner shall record the interview results in the COE Service System. Assessment for each sub-criterion shall be deemed as "Pass" when at least two out of three examiners evaluate it as satisfactory.

4. Passing Requirements

   The candidate must successfully pass the assessment across all competence domains.

   For each domain, the candidate must attain a passing result in not less than 50 percent of the respective sub-criteria in order to be considered as having passed the Knowledge and Competency Examination for the Practice of the Engineering Profession.

5. Final Review and Submission

   The Chair of the Examination Committee shall record the overall interview results in the COE Service System, together with comments on strengths, weaknesses, concerns, and recommendations for improvement of the candidate. The examination results shall then be submitted to the Subcommittee on Accreditation before being forwarded to the Council of Engineers Committee for further consideration.

Work Instruction

Empanelment of Assessors for Work Portfolio and Workload Review and Knowledge Examination

1) Qualifications of Assessors

An assessor for the work portfolio and workload review and the knowledge examination of applicants for the Associate Engineer license shall have held an Associate Engineer license for not less than seven (7) years, or a Professional Engineer license for not less than two (2) years.

An assessor for the work portfolio and workload review and the knowledge examination of applicants for the Professional Engineer license shall have held a Professional Engineer license for not less than two (2) years, and shall also:

(1) possess the skills, knowledge, competence, and experience in controlled engineering practice that are consistent with the area of expertise of the applicant;

(2) have a positive attitude toward advancing the engineering profession and developing competencies in controlled engineering practice; and

(3) have no conflict of interest with the applicant.

2) Empanelment and Preparation of Assessors

2.1 The Council of Engineers shall issue announcements appointing the relevant Subcommittees by Discipline and publish the list of Specialist Experts who meet the Council's prescribed criteria.

2.2 A Handbook for Work Portfolio Review and Knowledge Examination shall be prepared for assessors and interview examiners (Form COE 02-05).

2.3 Assessors and interview examiners shall undergo training in accordance with the curriculum prescribed by the Council of Engineers (Form COE 02-06).

3) Empanelment Process

3.1 Undertake the preparation and onboarding of those appointed pursuant to the announcement under Clause 2.1.

3.2 Compile the list of individuals who have completed the preparation/onboarding and establish the Roster of Assessors for assignment to work portfolio and workload review and knowledge examination.

The roster shall:

- be organized by sub-discipline; and
- indicate the assessor's annual readiness/review status.

4) Periodic Readiness Review

Conduct periodic reviews of the regulations and work instructions for assessors and interview examiners to ensure continuing readiness and consistent application of the procedures.

Handbook on Empanelment and Capacity Building for Assessors

of Work Portfolios, Workload, and Knowledge Examination

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1. Objectives

This handbook is prepared as a guideline for the empanelment of Specialist Experts of the Council of Engineers (COE), to ensure efficiency, transparency, and fairness. It also aims to maintain professional standards in the assessment of work portfolios and knowledge examination for applicants seeking licensure as Professional Engineers and Senior Professional Engineers, in alignment with the Framework of Competence for Controlled Engineering Practice.

2. Scope of Application

This handbook covers the procedures for empanelment of specialist experts who serve as assessors of work portfolios and workloads, and as interview examiners for the knowledge examination of applicants for Professional Engineer and Senior Professional Engineer licenses, under:

- The Council of Engineers Regulation on Licensure for Professional and Senior Professional Engineers (B.E. 2565/2022), and
- The Council of Engineers Committee Regulation on Knowledge and Competency Examination for Professional and Senior Professional Engineers (B.E. 2567/2024).

3. Duties and Responsibilities of Specialist Experts

3.1 Assessment of Work Portfolios and Workloads

- To evaluate the sufficiency and relevance of the applicant's work portfolio and records of outstanding engineering works.
- To ensure such works reflect the application of engineering knowledge in the relevant discipline and are consistent with the Framework of Competence for Controlled Engineering Practice.

- This constitutes the initial screening prior to submission to the Subcommittee on Accreditation of Work Portfolios and Workloads, thereby qualifying the applicant for the subsequent knowledge examination.

Assessments include:

1. Work Portfolio and Workload Records
    - Works must not exceed the scope of the Associate Engineer license (for Professional Engineer applicants) or the Professional Engineer license (for Senior Professional Engineer applicants), except where supervised by a licensed Professional Engineer or Senior Professional Engineer.
    - Works must sufficiently demonstrate experience commensurate with the level sought.
2. Outstanding Engineering Works
    - A minimum of 2 and a maximum of 5 works shall be presented.
    - The applicant's participation in each work must be explicit and substantive.
    - Works should involve significant engineering issues, projects, or activities with tangible organizational or societal impact, requiring the application of engineering knowledge and experience.
    - Each work should reflect different problems or applications of knowledge and skills.
    - Works should demonstrate competence at the level of the license applied for, at least in the following areas:
        - Application of engineering principles and technology;
        - Understanding of applicable laws and professional responsibilities;
        - Problem identification and professional application;
        - Research, data collection, and analysis of complex problems;
        - Design and problem-solving, evaluation of alternatives, and implementation of improvements;
        - Diagnosis and evaluation of engineering solutions with clear outcomes;
        - Management and participation in decision-making processes;
        - Awareness of environmental, social, safety, and legal impacts, and their management.

3. Statement of Competence
    - Must clearly state whether or not the applicant demonstrates competence in each of the 13 sub-criteria of the framework.
    - Competence claims must be supported with evidence, linked to outstanding works or other verifiable documentation.
    - Applicants must demonstrate at least 50% competence in each domain. Failure to do so, or failure to provide adequate evidence, shall result in required revisions.
    - If the statement meets the criteria but requires clarification in specific sub-criteria, additional information may be requested during the interview.

3.2 Knowledge Examination via Interview

- The Chair of the Subcommittee shall assign specialist experts as interview panel members.
- Each panel shall consist of three examiners, including the assigned Chair.
- Examiners shall evaluate whether the applicant demonstrates the required level of competence in the relevant framework domains.

Procedure:

1. Examiners shall review the applicant's portfolio, outstanding work, and statement of competence prior to the interview.
2. During the interview, the applicant shall present work. Examiners assess alignment with the 4 domains and 13 sub-criteria. Additional questioning may be conducted.
3. Each examiner shall record results in the COE Service System. A sub-criterion is deemed passed if at least two out of three examiners agree.
4. The applicant must achieve at least 50% of sub-criteria within each domain to pass the knowledge examination.
5. The Chair shall record the overall result and comments (strengths, weaknesses, concerns, and recommendations) in the COE Service System and submit the results to the Subcommittee on Accreditation for endorsement before referral to the Council of Engineers Committee.

3.3 Assignment of Specialist Experts

Assignments shall consider the discipline, expertise, impartiality, and license level of the specialist expert:

- For Professional Engineer applicants: assessors may hold either a Professional Engineer or Senior Professional Engineer license.
- For Senior Professional Engineer applicants: assessors must hold a Senior Professional Engineer license.

4. Qualifications of Specialist Experts

- Must have held a Professional Engineer license for not less than seven (7) years, or a Senior Professional Engineer license for not less than two (2) years.
- Must have completed COE training and evaluation for specialist experts.
- Must have a positive attitude toward promoting the profession and enhancing competence in controlled engineering practice.
- Must possess skills, knowledge, and experience consistent with the applicant's field of expertise.
- Must not be under suspension, revocation, or non-renewal of license.
- Must not have been previously removed from the roster due to misconduct or dishonesty.

5. Training and Evaluation

5.1 Training

The training programme shall include at minimum:

1. Cross-border engineering practice under international frameworks and agreements;
2. Regulations and criteria for licensure as Professional and Senior Professional Engineers;
3. Guidelines for portfolio review, interview examination, and evaluation.

- Training may be delivered via Video-on-Demand, onsite, online, or hybrid, as determined by COE.
- Participants must attend all modules in order to qualify for post-training evaluation.

5.2 Post-Training Evaluation

- Covers the training content;

- Multiple-choice format with 4 options (single correct answer);
- 15 questions, 1 point each, within 30 minutes;
- A minimum score of 80% is required to pass. One retake is permitted if unsuccessful.

6. Establishment of the COE Specialist Expert Roster

- Successful candidates shall receive a Certificate of Recognition and be officially empaneled by the COE in their registered discipline.
- Specialist experts shall be assigned to assess work portfolios and conduct knowledge examinations as appropriate.
- Compensation shall be provided in accordance with COE's financial and accounting regulations.
- Specialist experts shall undergo periodic refresher training as required by the COE.

7. Termination of Empanelment

Empanelment shall terminate upon:

- Death;
- Resignation;
- Revocation of professional license;
- Misconduct, dishonesty, or proven incompetence.

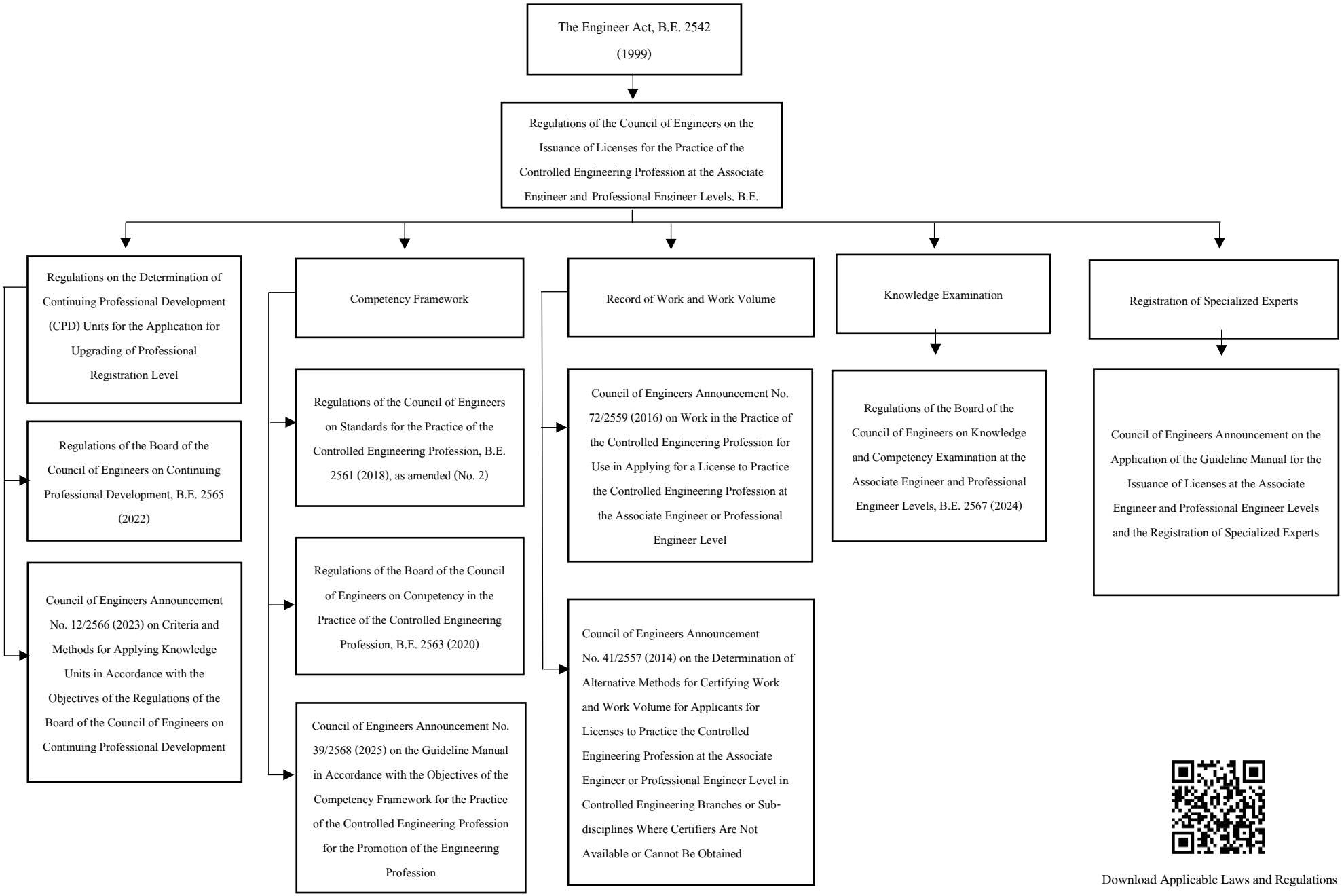
8. Application for Specialist Expert Registration

Interested persons may submit applications in the prescribed COE form, together with educational background and professional achievements demonstrating relevant expertise, within the timeframe announced by the Council of Engineers.

Annex: Diagram of Legal Framework for Licensure as Professional and Senior Professional Engineers.

Diagram of Legal Framework Connection

Issuance of Licenses for the Practice of Controlled Engineering Profession at the Associate Engineer and Professional Engineer Levels



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