

# **GUIDE**

## **COMPLETION OF APPLICATION FOR CERTIFICATION FOR STRUCTURE CLASSES 2, 3 & 4 OR THIRD-PARTY INSPECTION**

## Application guide

The application guide has been prepared as an aid and a tool for completing the application to become a certified structural engineer at Certification, Ramboll.

The 'CV template' and 'Explanation of qualifications and competences' for the applied structure class also contain indicative text.

The guide covers all structure classes.

If you are a certified structural engineer for construction classes 3 & 4 and would like certification for third-party inspection, please contact Certification, Ramboll.

### Detailed description of the application

The application form and its descriptions are reviewed below. Reference is also made to BEK 674 of 01/07 2019 'Executive Order on Certification Schemes for Documentation of Technical Conditions in the Building Regulations' and related guidance, and to BEK 1615 'Executive Order on Building Regulations 2018 (BR18)', Chapters 1, 15, 25, 28, 30, 31, 32 and 33. Links can be found on Certification, Ramboll's website under the section 'How do I get certified'.

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### **Completion of structure class**

Here you choose which structure class you wish to be certified for. You can choose between below three structure classes:

- Structure class 2
- Structure classes 3 & 4
- Third-party inspection

### **Formalities**

Here you fill in the personal information to be used for verification and billing. If the position *independently* is stated, the private address can be specified as the billing address.

### **Appendices**

In order to be able to apply for certification and be assessed by Certification, Ramboll, documentation must be attached which must be comprehensive and fulfill its purpose, cf. BEK 1615 and BEK 674.

The attachments must be in PDF format and the file name must not exceed 46 characters in total.

### **Appendix 1 - CV**

The CV template must be filled in with information about your degree programs, participation in courses, employment and work in relevant projects and then attached to the application form. The template consists of three tabs: Education, Job History and Projects.

#### **EDUCATION**

For education started before the introduction of ECTS in Denmark in 2001, the knowledge gained is equated with the standardized work effort according to ECTS, where 60 ECTS points correspond to a training course with a standardized workload for an entire academic year and 1 ECTS point corresponds to a training course with a standardized workload for the student of 25-30 hours.

On the diploma submitted it must be marked which ECTS points are included in the calculation of qualifications with building technical conditions and design, analysis and load-bearing structures.

If you are missing a small part of ECTS points in basic education, other qualifications may be required to prove this. The lack of qualifications in the degree program can be reimbursed via submitted project material or by another educational course. This should be described in the CV template under Education. The 'statement of qualifications and competences' must indicate how the points are credited through the project material.

## JOB HISTORY

To document relevant experience in statics, employment conditions (Job History) and projects (Projects) according to the applied structure class are recorded in the CV template. The job history must document the following:

- 3 years of experience within the last 5 years for structure class 2.  
By 3 years of experience it is understood that the applicant has had his or her main occupation in the field of static work for at least 3 years, which need not, however, be for a continuous period.
- 5 years of experience within the last 10 years for structure classes 3 & 4.  
By 5 years of experience it is understood that the applicant has had his or her main occupation in working with static conditions for at least 5 years, which, however, does not have to be for a continuous period. Part of the experience must, as a minimum, come from structure class 3.
- 9 years of experience in the last 14 years for third-party inspection. 9 years of experience means that the applicant has had his or her main occupation in the field of static work for at least 9 years, which, however, need not be for a continuous period. Part of the experience must come from structure classes 3 and 4.

## PROJECTS

Indicate to a reasonable and adequate extent relevant projects that you have been involved with as a structural engineer. The project list is completed to document experience for the required period.

The CV template need to be filled in with the following information, among others:

- The name of the building project (and any address and landmark number).
- Approximate size and function of the building.
- Your role(s) as a planner, inspector or approver (responsible) for the individual project.
- The period you have been associated with the project

It is not a requirement that the overall experience must be gained on specific building projects for which building permit is granted. Similar experience, such as preparing structural calculations in connection with competition projects, supervision, etc., can also be considered relevant experience.

At least one project should be specified where you have prepared the structural documentation and one project where you have prepared the structural documentation.

For the application for certification for structure classes 3 & 4 or third-party inspection, the project(s) to be included in the assessment must be included in the list.

In the application for structure class 2 certification, all projects suitable for assessment must be marked in the column 'Project suitable for assessment'. In the lower table, you must also indicate which design sections you have prepared or checked for each project.

It is not necessary that you have planned all the static documentation on a project before it is suitable for evaluation. The assessment can be done on documents taken from various projects. It is important that the project material can be selected where you have planned basic elements yourself such as loading, load reduction, stability calculation and assessment of robustness and fire, and that construction sections of some complexity are included.

## **Appendix 2 - Diploma**

In order to document education and other relevant courses, copies of diplomas and diplomas are attached as well as any certificates. Declarations of participation in courses and education are not considered to be adequate documentation.

The following qualifications must be documented:

- Knowledge of the scope of the building law and the provisions of liability.
- Knowledge of the administrative regulations of the building regulations, as well as regulations on load-bearing structures.
- Knowledge of the safety and application of load-bearing structures.
- Preparation of structural documentation.
- Plan, execute and document structural documentation inspections, as well as performance checks
- Designing of documentation of the completed construction.

When multiple diplomas are submitted, the appendices are named Appendix 2.1, Appendix 2.2, Appendix 2.3, etc.

Remember to mark ECTS points on diplomas.

## **Appendix 3 – Project**

Project material submitted for assessment by Certification, Ramboll must be mentioned as Appendix 3.1, Appendix 3.2, Appendix 3.3, etc.

#### Application for a person certification for structure class 2:

When you apply for certification for structure class 2, the project material is submitted when Certification, Ramboll has chosen which project documents from the project list have been selected for assessment of competences.

Certification, Ramboll may select one project or parts from several projects.

Projects you designate as possible for assessment must meet the following requirements:

- The project must be suitable for assessment of the applicant's competences.
- The project must not be more than 5 years old in relation to the time of commissioning.
- The project must be at least in structure class 2.

#### Application for a person certification for structure classes 3 & 4, as well as third-party inspection:

When you apply for certification for structure classes 3 & 4, and as a third-party inspector, the project material must be submitted together with the application for assessment.

Project material for evaluation must meet the conditions in BEK 674 §16:

- The project material is chosen by the applicant.
- The project material must be suitable for assessment of the applicant's competences.
- The project material must not be more than 5 years old in relation to the time of commissioning.
- Submitted project material must be prepared by the applicant.
- For application for structure classes 3 & 4, the project material must be at least in structure class 3.
- To apply for a third-party inspection, you must submit a structure class 4 project where you have acted as an inspector.

See further details under the section 'documentation of project for assessment 'in 'statement of qualifications and competences'.

All projects included in the submitted project material must be described in the project description (Appendix 4 - Project description), and it must be clearly stated which competences each project documents.

#### **Appendix 4 – Project description**

Not relevant for structure class 2 certification.

For the attached project(s) in Appendix 3, a project description must be enclosed explaining the following points:

- The name of the building project and possibly address and landmark number.
- Approximate size and function of the building.
- The project must, regardless of the date of construction, be placed in the structure class, as well as justified in detail in the project description.
- Your role as executive or supervisor, including a description of what you have done on the project.
- Period you have been associated with the project.

In your application, regardless of whether the permit was granted under BR18, BR15 or BR10, you must state which parts of the documentation you have prepared, where you have been assisted by other structural engineers, and which parts you have checked and at what level of checks made.

It is not important whether you have compiled the complete documentation, but that you can document competences in preparing or checking the documentation, and that you have knowledge of the supporting structures of the project as a whole.

#### **Appendix 5 - Statement of qualifications and competences**

'Statement of qualifications and competences' has been prepared as an aid to create an overview where in the project material you as an applicant have documented the relevant requirement.

The appendix is designed so that you as an applicant will be guided through all the requirements that must be documented in accordance with BEK 674. The document is an important tool for both you as an applicant and for the assessor who is going to review your application.

It is important that you relate to all the points and write an explanatory text in the box under "remarks".

#### **Appendix 6 – Other**

Here it is possible to attach other relevant documentation, such as a presentation for use during the oral presentation of a project. Presentation must be attached as a PDF and must not contain any information other than what is included in the attachments above. Attaching a presentation is not a requirement.

Please note that you may not bring printed documents for the oral presentation. All material must be transmitted digitally. In agreement with Certification, Ramboll the supervisor may arrange to bring a limited number of documents in print. All other material is accessed digitally.

Appendix 6 can also be used for other documentation which cannot be categorized under the above fields. In that case, a description of the appendix content must be enclosed.

**Comment field**

There is the option to provide comments on any concerns to be taken into account, e.g. if you have a disability.

**Declaration of consent**

You must accept the conditions to become and be certified by checking the boxes. Once the application has been sent, you will receive a confirmation.

**Payment**

Once you have accepted the conditions for certification, the application process will start, and the first invoice will be sent. Another invoice is sent when the material is sent to the assessment team after pre-screening.