

# Applicant Manual

## RMS Application Management System

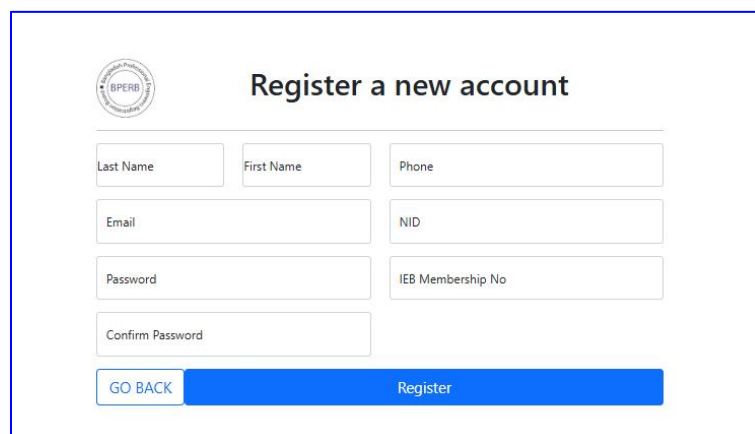
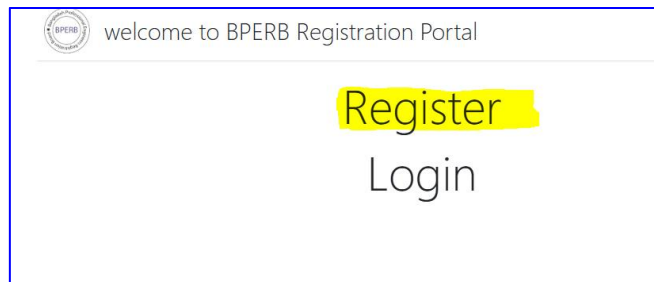
### 1. Login URL

To begin the application process, visit the following link: -

Login URL: <http://rms.bperb.net/Identity/Account/Login>

### 2. Creating an Account

- Click the link provided above.
- On the login page, click the “**Register**” button.
- Provide a **valid email address** and complete all required fields with accurate information.
- After clicking Register, a verification email will be sent to your registered email address.
- Follow the link in the email to complete email verification and activate your account.
- A link to set your password will also be provided via email. Use this to create your secure login credentials.


A screenshot of the BPERB Registration Portal registration form. The form is titled "Register a new account" and includes the BPERB logo. The form fields are: Last Name, First Name, Phone, Email, NID, Password, IEB Membership No, and Confirm Password. At the bottom, there are two buttons: "GO BACK" and "Register".

### 3. Logging into the System

- Use your registered email address and password to log in to the system.

#### Steps:

- Open the login URL.
- Enter your credentials and click the **Login** button.
- If you forget your password, click **Forgot Password** and reset it using your email.



## Log in

Email:  
adminuser1@escl.com

Password:  
\*\*\*\*\*

☐ Remember me?

[Log in](#)

[Register as a new user](#)

## 4. Completing the Application Form

Once logged in, complete the following sections of the application: Use registered credentials to log in to the system.

### 4.1 - PEng Application Summary

- After **logging** in, you will land on the **Dashboard** page, where you can view all the mandatory requirements needed to submit your application.
- Click the Edit button in the **CV Upload** section.
- To upload your CV, click the Choose File button, select your updated CV, and upload it.
- Once the upload is complete, click the Save button, then click "Back to List" to continue to the next section.

#### PEng Application Summary

- Part 1  
Personal Particulars
- Part 2  
Academic Qualifications
- Part 3  
Professional Affiliation / Recognition
- Part 4  
Summary of Current and Past Work Experience
- Part 5  
Sponsors' Name and Address
- Part 6  
The CPD Record
- Part 7  
Competency & Commitment Report

#### PEng Application

Status: **DRAFT**

Engineering Branch: Electrical and Electronic Engineering (EEE)

Registration / License Type: PENG

Application Serial Number: 2809d56e1765

\* No CV Uploaded  
[Edit to update CV](#)

[Edit](#)

Payment Not Complete

[Add Manual Payment Info](#)

#### Status of Mandatory Criteria for Submission

✖ 7 Years Professional Experience	0 Years 0 Months
✖ Minimum 50 Hr. CPD Claimed in last 12 months	0 Claimed CPD Hr.
✖ Minimum 2 Sponsor Information	0 Sponsors
✖ Verify All/Minimum 2 Sponsor Information	0 verified sponsor
✖ Submit Question Response under "Achievement of Competence and Commitment in Profession"	No Document Uploaded
✖ Payment	BDT 0 Paid

#### PEng Application

Application Serial Number  
2809d56e1765

Engineering Branch  
Electrical and Electronic Engineering (EEE) ▼

Registration / License Type  
PEng ▼

\* Upload your CV (pdf, max: 5Mb)

[Choose File](#) No file chosen

[Save](#)

[Back to List](#)

## 4.2 - Part 01: Personal Particulars

- On this page, you will see your previously entered personal information along with additional required fields needed to complete the application.
- Click the **“Add”** button to input your personal details.
- After entering all the necessary information, click the **“Save”** button, then click **“Back to List”** to proceed to the next section.

The screenshot shows the 'Applicant Panel' interface. On the left is a sidebar with a 'Home' button and a 'PENG Application Summary' section containing links for Part 1 (Personal Particulars), Part 2 (Academic Qualifications), Part 3 (Professional Qualification), Part 4 (Summary of Current and Past Work Experience), Part 5 (Sponsors' and Referees' Names and Address), Part 6 (The CPD Record), and Part 7 (Achievement of Competence and Commitment in Profession). The main content area is titled 'Part 1: Personal Particulars' with an 'Edit' button. It displays the following information for 'Tasnim Rahman Zarin': Email: Applicant1@applicant.com, Phone: 01675688804, NID: XXXXXXXXXX, IEB: XXXXXXXXXX, Membership Category: M, Nationality: Bangladeshi, Gender: Male, and DOB: 16-Dec-1979. At the bottom right, there is an 'Activate Windows' watermark.

This is a detailed view of the 'Section A' form for 'Part 1: Personal Particulars'. It includes fields for: Image (Choose File), Last Name (Tasnim Rahman), First Name (Zarin), Nationality (Bangladeshi), Gender (Male), E-mail (Applicant1@applicant.com), Date of Birth (16-12-1979), National ID no (XXXXXXXXXX), Telephone (01675688804), IEB Membership No (XXXXXXXXXX), Mailing Address (Panthapath, Indira Road, Dhaka -1205), and Membership Category (M). There are 'Save' and 'Go Back' buttons at the bottom left.

## 4.3 - Part 02: Academic Qualifications

- On this page, you can enter your undergraduate and postgraduate educational information.
- Click the **“Add”** button to input your academic qualifications.
- Provide all required details related to each degree.
- Upload scanned copies of your certificates or transcripts — this is a mandatory field.
- You may enter multiple degrees (e.g., undergraduate, postgraduate ).
- After completing the entries, click the **“Save”** button, then click **“Back to List”** to proceed to the next section.

The screenshot shows the 'Applicant Panel' interface with 'Part 2: Academic Qualifications' selected. The sidebar is the same as in the previous screenshot. The main content area is titled 'Part 2: Academic Qualifications' with an 'Add' button. It displays two entries: 1. BSCSE, Institution One, Result: 4, Studentship: Full, Date of Guardianship: 02-May-2020, Duration: (blank). 2. Msc in CSE, Bangladesh University of Engineering and Technology, Result: (blank), Studentship: Full, Date of Guardianship: 04-Mar-1992, Duration: 2. Each entry has a PDF icon, an 'Edit' button, and a 'Delete' button.

## Part 2: Academic Qualifications

DegreeType  
Undergraduate degree in engineering

Name of University

Full title of degree with discipline

Required Document Upload  
Choose File No file chosen

Mode of Studentship  
Full Time

Program Duration


Date of Graduation  
dd-mm-yyyy

Create

[Back to List](#)

## 4.4 - Part 03: Professional Affiliation / Recognition

- On this page, you can enter your Training Affiliation / Recognition educational information.
- Click the “**Add**” button to input your training qualifications.
- Provide all required details related to each certificate.
- Upload scanned copies of your certificate — this is a **mandatory** field.
- You may enter multiple certificate .
- After completing the entries, click the “**Save**” button, then click “**Back to List**” to proceed to the next section.
- You can edit the information by clicking on the **Edit** button.


Applicant Panel

Home

PEng Application Summary

Part 1  
Personal Particulars

Part 2  
Academic Qualifications

Part 3  
Professional Qualification

Part 4  
Summary of Current and Past Work Experience


Part 5  
Sponsors' and Referees' Names and Address

Part 6  
The CPD Record

Part 7  
Achievement of Competence and Commitment in Profession

Part 3: Professional Qualification

Add


PMP  
PMP Aspire  
Date of Guardian: 02-Jul-2023  
Duration:  
Edit Delete

## Part 3: Professional Qualification

Full Title of the Affiliation/Recognition

Name of the Institution

Required Document Upload  
Choose File No file chosen

Date of Start  
dd-mm-yyyy

Valid Till  
dd-mm-yyyy

Create

[Back to List](#)

## 4.5 - Part 04: Summary of Current and Past Job Experience

- On this page, you can enter your working experience information.
- Click the **“Add”** button to input required information.
- Provide all required details and responsibilities related to each position.
- After completing the entries, click the **“Save”** button, then click **“Back to List”** to proceed to the next section.
- A minimum of 7 years of experience is required.
- You can add multiple entries if you’ve held various positions.
- You can edit the information by clicking on the Edit button.

The screenshot shows the 'Applicant Panel' interface. On the left is a sidebar with a 'Home' button and a list of application parts: Part 1 (Personal Particulars), Part 2 (Academic Qualifications), Part 3 (Professional Qualification), Part 4 (Summary of Current and Past Work Experience - highlighted in blue), and Part 5 (Sponsors' and Referees' Names and Address). The main content area is titled 'Part 4: Summary of Current and Past Work Experience' with an 'Add' button. It displays a single entry for a 'Senior Engineer' at 'ABCD' from '23-Jul-2015' to '15-Oct-2024', with a duration of '9 years, 3 months'. The entry includes 'Responsibilities' (1. UI/UX Design, 2. System Design) and 'Nature of Project' (1. ABCD, 2. EFGH). There are 'Edit' and 'Delete' buttons for this entry. The top right of the panel shows the user 'Applicant1@applicant.com' and a 'Logout' button.

This is a detailed view of the form for adding a new work experience entry. It includes the following fields: 'Sequence Number', 'Name of Organization', 'Position or Title', 'Functions/Responsibilities, Achievements', 'Nature of Project', 'Start Date' (with a date picker icon), and 'End Date' (with a date picker icon). A 'Create' button is at the bottom left, and a 'Back to List' link is below it.

## 4.6 - Part 05: Summary of Current and Past Project Experience

- On this page, you can enter your project experience information.
- Click the **“Add”** button to input required information.
- Provide all required details and responsibilities related to each position.
- After completing the entries, click the **“Save”** button, then click **“Back to List”** to proceed to the next section.
- You can add multiple entries if you’ve held various experiences.
- You can edit the information by clicking on the Edit button.

The screenshot shows the 'Applicant Panel' interface with the sidebar and the main content area. The sidebar is the same as in the previous screenshot. The main content area is titled 'Part 5: Summary of Current and Past Project Experience' with an 'Add' button. It displays a single entry for 'test 2' at 'Test Positions' from '11-Nov-2020' to '04-Jun-2024', with a duration of '3 years, 6 months'. The entry includes 'Responsibilities' (Tests) and 'No Attachment'. There are 'Edit' and 'Delete' buttons for this entry. The top right of the panel shows the user 'Applicant1@applicant.com' and a 'Logout' button.

**Part 5: Summary of Current and Past Project Experience**

Name of Project	Start Date dd-mm-yyyy
Name of Organization	End Date dd-mm-yyyy
Position or Title	Optional Document Upload Choose File No file chosen
Functions/Responsibilities, Achievements	

[Save and add new](#)
[Save and go back to home](#)
[Back to List](#)

## 4.7 - Part 06: Sponsor Name and Address

- On this page, you can enter your Sponsor information.
- Click the **“Add First Sponsor”** button to input the required details, then press the **“Create”** button.

**Part 5: Sponsors' Name and Address**  
(Minimum Two). Once verified email will send to Sponsor and Edit/Update will be restricted for approved sponsors

[Add First Sponsor](#)
[Add Second Sponsor](#)
[Add Third Sponsor](#)

**Part 5: Sponsors' Name and Address**

E-mail	Name (in Block Capitals)	IEB Membership Number
Address	PEng Number	Current Designation
Relationship with Candidate	Phone Number +8801XXXXXXX	Telephone Number

[Create](#)
[Back to List](#)

**Part 5: Sponsors' Name and Address**  
(Minimum Two). Once verified email will send to Sponsor and Edit/Update will be restricted for approved sponsors

Sponsor 1	Sponsor 2	Sponsor 3
<b>Mr. X</b> Project Manager IEB No: 34562453345 PEng No: 45444232145 Relationship with candidate: Brother <b>Confirmed by Applicant</b> Sponsor Review NOT Submitted	<b>Mr. Z</b> Project Manager IEB No: 34562453345 PEng No: 4566232245 Relationship with candidate: Brother <b>Confirmed by Applicant</b> Sponsor Review NOT Submitted	<b>Test Sponsor</b> Director IEB No: 23416288399463 PEng No: Relationship with candidate: professional <b>Not Confirmed</b> Sponsor Review NOT Submitted

[Sponsor Verification / Reset / Email Resend](#)

- The following fields are mandatory: Email, IEB Number, Name, and Phone Number.
- After entering the information, click **“Create”**, then click **“Back to List”** to proceed to the next section.
- You must provide details for at least two sponsors (out of three possible entries).
- Once the sponsor information is submitted, it needs to be verified.
- To verify, click the **“Verify Sponsors”** button, followed by the **“Approve Sponsor”** button.

**Part 5: Sponsors' Name and Address**  
(Minimum Two). Once verified email will send to Sponsor and Edit/Update will be restricted for approved sponsors

[Sponsor 1](#) [Edit](#)
[Add Second Sponsor](#)
[Add Third Sponsor](#)

<b>Sponsor 1</b> <b>Mr. X</b> Project Manager IEB No: 34562453345 PEng No: 45444232145 Relationship with candidate: Brother <b>Not Verified</b>		
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[Verify Sponsors](#)



## Verify Applicant Sponsors

[Go Back](#)

### Applicant & Sponsor Info

**Part 1: Personal Particulars**  
 Email: [REDACTED]  
 Phone/Telephone: [REDACTED]  
 NID: 766666666666  
 IEB: 23232324555  
 Membership Category:  
 Nationality:  
 Gender:  
 DOB:

**Sponsor 1** [Edit](#)  
 Mr. X  
 Project Manager  
 IEB No: 34562453345  
 PEng No: 45444232145  
 Relationship with candidate: Brother  
 Not Verified  
 Once verified email will send to Sponser and Edit/Update will be restricted for approved sponsors  
[Approve Sponsor](#)  
 No Sponsor Found  
 No Sponsor Found

Address:  
 Indira Road, Panthpath

- After clicking **“Approve Sponsor”**, a sponsor account will be created. The sponsor will receive an email with login credentials and will be able to access your sponsor report.
- The sponsor verification status will be displayed on this page once the process is complete.
- If any sponsor does not receive the email, there is an option to resend it. Press the **“Resend Sponsor Confirmation Email”** button to send the email again.
- If you need to edit or reset a sponsor’s full information, press the **“Reset Sponsor Confirmation”** button.

**Sponsor 1** [Edit](#)  
 Mr. X  
 Project Manager  
 IEB No: 34562453345  
 PEng No: 45444232145  
 Relationship with candidate: Brother  
 Not Confirmed  
 Sponsor Review NOT Submitted  
 Once confirmed email will send to Sponser and Edit/Update will be restricted for confirmed sponsors  
[Confirm Sponsor](#)

edusoftdesk2@gmail.com  
 01881162685  
 01881162685  
 Address:  
 Indira Road, Panthpath

**Sponsor 2**  
 Mr. Z  
 Project Manager  
 IEB No: 34562453345  
 PEng No: 4566232245  
 Relationship with candidate: Brother  
**Confirmed by Applicant**  
 Sponsor Review NOT Submitted  
[Resend Sponsor Confirmation Email](#)  
[Reset Sponsor Confirmation](#)

zarintas95@gmail.com  
 01881162685  
 01881166685  
 Address:  
 Indira Road, Panthpath

### Part 5: Sponsors' Name and Address

(Minimum Two), Once verified email will send to Sponser and Edit/Update will be restricted for approved sponsors

<b>Sponsor 1</b> <a href="#">Edit</a> Mr. X Project Manager IEB No: 34562453345 PEng No: 45444232145 Relationship with candidate: Brother Not Confirmed Sponsor Review NOT Submitted	edusoftdesk2@gmail.com 01881162685 01881162685 Address: Indira Road, Panthpath	<b>Sponsor 2</b> Mr. Z Project Manager IEB No: 34562453345 PEng No: 4566232245 Relationship with candidate: Brother <b>Confirmed by Applicant</b> Sponsor Review NOT Submitted	zarintas95@gmail.com 01881162685 01881166685 Address: Indira Road, Panthpath	<b>Sponsor 3</b> <a href="#">Edit</a> Test Sponsor Director IEB No: 23416288399463 PEng No: Relationship with candidate: professional Not Confirmed Sponsor Review NOT Submitted	zarintas95@gmail.com 017XXXXXXX 01881162686 Address: Indira Road, Panthpath
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[Sponsor Verification / Reset / Email Resend](#)

## 4.8 - Part 07: The CPD Record

- On this page, you can enter your CPD information for the past 12 months.

- Click the “**Add**” button to input the required details.
- After entering the information, click the “**Create**” button, then click “**Back to List**” to proceed to the next section.
- Enter your CPD activities, including the type and number of hours.
- The system will automatically calculate the weight factor based on your entries.
- If a CPD activity is not listed, you may manually add it under "**Other CPD Activities.**"
- Please ensure you enter a minimum of **required** CPD hours to meet the eligibility criteria.

The screenshot shows the 'Applicant Panel' interface. On the left is a sidebar with a 'Home' button and a list of sections: 'PEng Application Summary' (with sub-items Part 1 to Part 5), 'The CPD Record', and 'Add'. The main content area displays 'The CPD Record' with an 'Add' button. Below this, a summary card shows: '05-Nov-2024', 'ABCD 5374', 'Time Duration: 12hours', 'Ref. No:', 'Hour: 12.00, Weight Factor: 3.00', and 'CPD Claimed Hour: 36.00'. There are 'Edit' and 'Delete' buttons. To the right, under 'Activities', it lists 'Preparation and Presentation of Technical Paper/ Professional Lecture'.

This is a detailed view of the 'The CPD Record' form. It includes fields for: 'Start Date' (01-01-0001), 'Title of the CPD', 'Organizer/Trainer/Presenter/Mentor', 'CPD Activities' (a dropdown menu), 'Time Duration', 'Hour' (0.00), 'Weight Factor' (0.00), 'Key Learning Points', and 'Key Benefits'. At the bottom, there are 'Create' and 'Back to List' buttons.

## 4.9 - Part 08: Competency & Commitment Report

- On this page, you can enter Competency & Commitment Report information.
- Download the Competence and Commitment in Profession report (**Word format**).
- Fill up in all questions as per PEng requirement guidelines in the document.
- Save the completed report as a **PDF** and upload it to this section.
- To upload it, click the Choose File button, select the report **PDF format**, and click on the upload button.

The screenshot shows the 'Part 7: Competence & Commitment Report' section. It instructs the user to 'Upload a single pdf document containing all the Responses required'. On the left, there are links for 'View Questions' and 'Download Questions'. The main area is titled 'Upload Question Response PDF' and contains a file selection interface with a 'Choose File' button, a text box showing 'No file chosen', and an 'Upload' button.

## 4.10 - Part 09: CPD Report

- On this page, you can enter CPD Report information.



- Download the CPD Report (**Word format**).
- Fill up in all questions as per PEng requirement guidelines in the document.
- Save the completed report as a **PDF** and upload it to this section.
- To upload it, click the Choose File button, select the report **PDF format**, and click on the upload button.

**Part 9: CPD Report**

Upload a single pdf document containing the CPD Report

Download CPD Report Format

Select File (pdf, max: 5Mb)

Choose File No file chosen

Upload

## 5. Payment Process

- Navigate to the **PEng Application Summary** page.
- Click the Add **manual** Payment Info button.
- User need to pay 10,000 taka by  
 Account no. **1131 0000 3024 9** number  
 Mercantile Bank PLC  
 Engineers Institution Branch, Dhaka,  
 Routing no. **140261370**
- After payment take a screenshot of the payment slip.
- Upload a payment slip screenshot including the **reference ID number**.
- Mention the medium of submission of the **payment**.
- Confirm submission of the payment, by clicking Add button.

**PEng Application**

Status: **DRAFT**

Engineering Branch: Electrical and Electronic Engineering (EEE)

Certification Type: **PENG**

Membership Category: **M**

Application Serial Number: 2809d56e1765

**Payment Not Complete**

Add Manual Payment Info

\* No CV Uploaded  
 Edit to update CV

Edit

Date \*

05/04/2025

Payment Proof Attachment \* (image)

Choose File No file chosen

Transaction ID

Type/Medium

Bkash/Nagad/Bank...

Amount

10000

Remark

Add

## 6. Final Submission

- Once the payment is successfully verified, the applicant will receive a **declaration** form on the home page.
- Also you need to input your signature for completing the **declaration**.
- Please read the form carefully and confirm the declaration, then press the submit button.
- You will see a confirmation message showing both **payment status** and **submission** status.

Signature \*

Choose File No file chosen

DECLARATION BY APPLICANT -

1. I confirm that all statements in this application form are true and correct and I have made claims of competence in good faith.

2. I agree that in the event of my registration as a Professional Engineer of Bangladesh, I shall be governed by the IEB's Rules for Professional conduct and ethics expected of Professional Engineers of Bangladesh.


3. I understand that I have an obligation to inform the Bangladesh Professional Engineers Registration Board of any matter that may affect my fitness for registration.

4. I give consent to my business contact details being published in any form associated with my registration as a Professional Engineer of Bangladesh by BPERB.

5. I will also undertake the required number of Continuing Professional Development (CPD) training each year that may be prescribed by the BPERB and to submit CPD record to the BPERB prior to renewal of my registration.

☐ I agree with the conditions mentioned above

Submit PEng Application

Applicant Panel

[Home](#)

**PEng Application Summary**

[Part 1  
Personal Particulars](#)

[Part 2  
Academic Qualifications](#)

[Part 3  
Professional Qualification](#)

[Part 4  
Summary of Current and Past  
Work Experience](#)

[Part 5  
Sponsors' and Referees'  
Names and Address](#)

[Part 6  
The CPD Record](#)

[Part 7  
Achievement of Competence  
and Commitment in  
Profession](#)

**PEng Application**

Status: **SUBMITTED**


Engineering Branch: Mechanical Engineering (ME)

Certification Type: PENG

Membership Category: F

Application Serial Number: 52da28b15b97

Submission Date: 06-Nov-2024 01:52 PM

Signature:  


**Payment Complete**

Amount: 10000

Type: manual

Posted By: AdminUser1@escLcoM

Date: 06-Nov-2024 01:51 PM

This manual serves as a guide for **applicant** roles, ensuring smooth application processing with visual references to facilitate understanding.