

Proceedings regarding recognition of professional qualifications

Proceedings regarding recognition of professional qualifications are conducted, in particular, on the basis of the following legal acts:

1. The Building Law Act of 7 July 1994 (OJ of 2006, No 156, item 1118, as amended),
2. The Act on the Professional Self-Governments of Architects, Building Engineers and Town Planners (OJ of 2001, No 5, item 42, as amended),
3. The Code of Administrative procedure Act of 14 June 1960 (OJ of 2000, No 98, item 1071, as amended),
4. The Act on the Rules of Recognising Professional Qualifications Obtained in the Member States of the European Union of 18 March 2008 (OJ No 87, item 954, as amended),
5. The Stamp Duty Act of 16 November 2006 (OJ No 225, item 1635, as amended),
6. The Regulation of the Minister of Transport and Construction of 28 April 2006 concerning independent technical functions in construction (OJ No 83, item 578, as amended),
7. The Regulation of the Minister of Infrastructure of 20 December 2002 concerning authorisation of agencies and units to recognise qualifications in regulated professions (OJ No 237, item 2007),
8. The statutes of the Polish Chamber of Building Engineers.

Proceedings regarding recognition of qualifications to perform independent technical functions in construction in respect of citizens of the Member States of the European Union, Swiss Confederation or member states of the European Free Trade Agreement (EFTA) – parties to the European Economic Area agreement, outside the borders of the Republic of Poland, commence at a written request of the interested person.

The National Council of the Polish Chamber of Building Engineers is competent to conduct the proceedings regarding qualifications recognition.

Professional qualifications in construction are recognised in the specialised areas listed in Article 14 section 1 of the Building Law Act, i.e.:

1. architecture;
2. structural-construction;
3. roads;
4. bridges;
5. railways;
6. demolition;
7. telecommunications;
8. installations regarding heating, ventilation, gas, water and sewage networks, systems and devices;
9. installation regarding electrical and power networks, systems and devices;

Professional qualifications are recognised for the purpose of:

1. designing;
2. managing building works

to a limited extent or without restrictions.

Application

The qualifications recognition proceedings are instituted at the request of the interested person. The qualifications recognition application should be filed in the Polish language or together with a translation into the Polish language rendered by a sworn translator.

The application contains the following information:

1. name, surname, date and place of birth and nationality of the applicant,

2. name of the member states, in which the applicant obtained his professional qualifications corresponding to independent technical functions in construction,
3. profession or activities and the form, in which these activities are to be performed,
4. indication of the diplomas, certificates and other documents confirming professional qualifications.

The qualifications recognition application form constitutes Appendix No 3 to the Regulations of the proceedings regarding recognition of professional qualifications of citizens of the Member States of the European Union, Swiss Federation and member states of the European Free Trade Agreement (EFTA) – parties to the European Economic Area agreement, who obtained in those states, outside the Republic of Poland, qualifications corresponding to building qualifications in Poland.

List of documents which must be enclosed with the qualifications recognition application:

1. a document confirming the nationality of the applicant,
2. documents confirming that the applicant has the qualifications corresponding to building qualifications in Poland in the specialisation areas, referred to in Article 14 section 1 clause 1-5 of the Building Law Act,
3. a professional experience certificate containing:
 - a. specification of building projects,
 - b. specification of buildings and structures, their names and addresses;
 - c. cubature and floorage;
 - d. characteristics, structure of buildings;
 - e. specification of designs and building works;
 - f. period of professional practice with regard to a building (from-to);
 - g. character of the activities, technical function performed.
4. a certificate from a competent agency of the applicant's member state, confirming that the applicant's right to engage in the activities or practice the profession has not been suspended or revoked, submitted not later than 3 months from its issue date,
5. proof of payment of the qualifications recognition proceedings fee,
6. proof of payment of the stamp duty.

photocopies of:

- a. diplomas,
- b. certificates and other documents confirming education,
- c. certificates and other documents confirming courses completed by the applicant,
- d. certificates and other documents confirming professional experience, containing information on the length of employment and the type of legal relationship between the applicant and the employer/contracting party,
- e. a certificate confirming the qualifications to practise a given regulated profession issued by an authorised institution in the country of the applicant,
- f. a document from the country of the applicant, issued by an authorised institution, confirming the right of the applicant to practise a given profession – submitted if such documents are issued in the applicant's country ex officio or at the applicant's request,

with a translation rendered by a sworn translator;

originals of the documents (enumerated above) are submitted to a competent agency for inspection only;

- g. translation into the Polish language of the name of the profession rendered by a sworn translator.

After conducting the qualifications recognition proceedings the adjudicating panel of the National Council of the Polish Chamber of Civil Engineers recognises or refuses to recognise the professional qualifications in the form of an administrative decision.

Membership

Upon recognition of the qualifications, the National Council of the Polish Chamber of Civil Engineers obligates the Regional Chamber of Civil Engineers indicated by the applicant to enter the applicant in the list of members of the regional chamber. There are 16 Regional Chambers of Civil Engineers:

1. Dolnośląska Regional Chamber of Civil Engineers
2. Kujawsko-Pomorska Regional Chamber of Civil Engineers
3. Lubelska Regional Chamber of Civil Engineers
4. Lubuska Regional Chamber of Civil Engineers
5. Łódzka Regional Chamber of Civil Engineers a
6. Małopolska Regional Chamber of Civil Engineers
7. Mazowiecka Regional Chamber of Civil Engineers
8. Opolska Regional Chamber of Civil Engineers
9. Podkarpacka Regional Chamber of Civil Engineers
10. Podlaska Regional Chamber of Civil Engineers
11. Pomorska Regional Chamber of Civil Engineers
12. Śląska Regional Chamber of Civil Engineers
13. Świętokrzyska Regional Chamber of Civil Engineers
14. Warmińsko-Mazurska Regional Chamber of Civil Engineers
15. Wielkopolska Regional Chamber of Civil Engineers
16. Zachodniopomorska Regional Chamber of Civil Engineers

Duration of the proceedings

The qualifications recognition proceedings should end with the issuance of a decision not later than within four months from the presentation by the applicant of all the necessary documents.

Charges

The applicant bears the costs of:

1. the qualifications recognition proceedings fee of PLN 1,000,
2. the stamp duty of PLN 523 on the qualifications recognition decision.

Lauguage

The applicant should have a command of the Polish language necessary for performing independent technical functions in the territory of the Republic of Poland.

Contact information

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