

Procedure for the recognition of professional qualifications

A procedure for the recognition of professional qualifications is based on the following legislation and regulations:

1. the Building Law Act of July 7, 1994 (Polish Journal of Laws of 2006, No. 156, Item 1118, as subsequently amended),
2. the Act on Trade Self-Governments of Architects, Civil Engineers and Town Planners (Polish Journal of Laws of 2001, No. 5, Item 42, as subsequently amended),
3. Code of Administrative Procedure of June 14, 1960 (Polish Journal of Laws of 2000, No. 98, Item 1071, as subsequently amended),
4. the Act on Principles for Recognition of Professional Qualifications Acquired in the European Union Member Countries (Polish Journal of Laws, No. 87, Item 954, as subsequently amended),
5. the Treasury Tax Act of November 16, 2006 (Polish Journal of Laws, No. 225, Item 1635, as subsequently amended),
6. the Regulations issued by the Minister of Transportation and Construction on April 28, 2006 - regarding independent technical functions in construction (Polish Journal of Laws, No. 83, Item 578),
7. the Regulations issued by the Minister of Infrastructure on December 20, 2002 - regarding the jurisdiction of authorities and units to recognize qualifications in regulated professions (Polish Journal of Laws, No. 237, Item 2007),
8. The Statute of the Polish Chamber of Civil Engineers.

Independent technical functions in building industry

An independent technical function in building industry is deemed to be an activity connected with a necessity of exercising professional estimation with respect to technical phenomena or requiring development of an independent solution to architectural, technical or technical/organizational issues, which specifically includes activities that cover:

1. designing, verifying architectural-construction design documents and providing authorship supervision over their implementation;
2. managing a construction site or other construction work;
3. managing the fabrication of structural components and providing supervision and technical monitoring over the fabrication of such components;
4. providing investor supervision;
5. conducting technical monitoring of construction facility maintenance;
6. serving as a construction expert.

Independent technical function in construction may only be performed by individuals with appropriate technical education and professional experience, corresponding to the type and complexity of the activity, as well as other requirements related to the function, confirmed by a decision, hereinafter referred to as a “building qualifications”, issued by a professional self-governance authority.

The basis for performing independent technical functions in building industry shall be an entry into the central register maintained by the General Office of Building Control (GUNB), made by way of a decision, and an entry onto the member roster of the appropriate professional self-governance chamber, confirmed by certificate issued by that chamber, with a validity period specified therein. It shall also be mandatory to maintain professional third-party liability insurance.

Building qualifications

Building qualifications are defined as authorizations to perform independent technical functions in the building industry, issued in the following specializations (referred to in Article 14.1 of the Building Law Act):

1. architectural;
2. structural design and construction;
3. roads;
4. bridges;
5. railways;
6. demolition;
7. telecommunications;
8. installation concerning networks, installations and heating, ventilation, gas, water supply and sewage fixtures;
9. installation concerning networks, installations and electrical and electrical power fixtures;

Construction licenses may be extended for the purpose of:

1. designing;
2. managing construction works, within a limited scope or without limitations.

Procedure regarding recognition of professional qualifications

Is defined as a proceeding pertaining to recognize and qualifications to perform independent technical functions in construction, applicable to citizens of the European Union (EU) member countries, the Swiss Confederation or the European Free Trade Association (EFTA) member countries – parties to the Treaty on the European Economic Area, that acquired in such countries, outside the boundaries of the Republic of Poland, qualifications corresponding to performing independent technical functions in construction within Poland.

The National Council of the Polish Chamber of Civil Engineers has jurisdiction to conduct proceedings regarding the recognition of qualifications.

Application

A proceeding regarding recognition of qualifications is initiated upon the application of the interested party. An application on recognizing professional qualifications shall be submitted in Polish or together with a translation into the Polish language, prepared by an officially appointed translator. sworn translator.

The application shall contain the following information:

1. first name, last name, date and birthplace of the applicant;
2. citizenship and name of the applicant's country;
3. designation of regulated profession,
4. information on qualifications and licenses held;
5. information on regulated education completed;
6. list of documents submitted together with the application.

List of documents, required for inclusion with an application to recognize qualifications:

- a. professional resume,
- b. proof that the fee has been paid for the qualification recognition proceeding,
- c. proof that the treasury tax (fee) has been paid.
- d. in submitting the application, the applicant signs the clause contained therein, expressing consent for the National Council to process his/her personal data, for purposes related to conducting the procedure on recognizing qualifications.

- e. copy of invalid document, confirming identity;

xerographic copies of:

- f. diplomas,
- g. certificates and other documents confirming education,
- h. certificates and other documents confirming completion of courses,
- i. certificates and other documents confirming professional experience, containing information on the period of employment and the type of legal relationship between the applicant and his/her employer/client,
- j. certificates on qualifications held to perform the respective regulated profession, issued by an authorized institution in the country of the applicant,
- k. document from the country of the applicant, issued by an authorized institution, confirming the authority of the applicant to perform the respective profession – submitted under circumstances when such official documents are routinely issued in the country of the applicant or at his/her request,
- l. together with a translation by an officially appointed translator; the originals of the above documents are submitted to the appropriate authority, solely for inspection purposes,
- m. translation of the name of the regulated profession, performed by an officially appointed translator,
- n. certificate on the absence of criminal convictions,
- o. health certificate.

After completion of the proceeding regarding the recognition of qualifications, the decision-making panel of the National Council of the Polish Chamber of Civil Engineers either recognizes or refuses to recognize the subject professional qualifications, in the form of an administrative decision.

Membership

After recognizing qualifications, the National Council of the Polish Chamber of Civil Engineers shall instruct one of the 16 District Chamber of Civil Engineers (specified by the applicant) to enter him/her onto its membership roster:

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

Duration of the proceeding

A proceeding regarding recognition of qualifications should culminate in the issuance of a decision, no later than four months after the applicant submits all required documents.

Fees

The applicant shall cover the following costs:

1. the fee for the proceeding regarding recognition of qualifications - 1000 PLN,
2. the treasury tax (fee) on the decision to recognize qualifications - 523 PLN.

Language

The applicant shall have sufficient knowledge of the Polish language, required to independently perform technical functions within the Republic of Poland.

Contact data

Polish Chamber of Civil Engineers

ul. Mazowiecka 6/8

00-048 Warszawa

Poland

tel.: +48 22 828-31-89

fax: +48 22 827-07-51

e-mail: biuro@piib.org.pl