

## Construction Industry Council

### User Guide for Technically Competent Persons Registration Scheme Portal

The Construction Industry Council (CIC), in collaboration with the Buildings Department (BD), launched the Technically Competent Persons Registration Scheme (TCPRS) in December 2020.

#### **Introduction**

TCPRS aims to establish and maintain the list of Technically Competent Persons (TCP List) that meets the requirements of the “Code of Practice for Site Supervision 2009” issued by BD via the registration.

Technically Competent Persons Registration Scheme Portal (TCPRS Portal) is a one-stop platform for the Technically Competent Persons (TCPs) to process their registration applications including their relevant working experience and qualifications, etc. If the proposed TCPs have been registered under the TCPRS, their curriculum vitae will not be required when submitting supervision plans for individual projects to BD during the validity period as stipulated in the “Technical Memorandum for Supervision Plans 2009”.

Interested applicants shall submit TCPRS new, retention and restoration applications through the TCPRS Portal or the TCPRS App which also serve as a communication platform as well as storing the e-registration cards of registrants.

The ensuing paragraphs will illustrate the procedures and functions of the TCPRS Portal.

#### **Register Account**

1. Click ‘Register Account’ for a new user account.
2. Register only one account for each applicant.
3. Fill the personal particulars, email address and mobile phone number.
4. Read and agree the ‘Terms of Use’.
5. Activate account via the link of verification email.

#### **New, Retention and Restoration Application**

1. Login and click ‘Create Application’.
2. Choose ‘New Application’.
3. After ‘Choose Categories’, complete the application by filling ‘Personal Information’, ‘Academic Qualification’, ‘Working Experience’ and ‘Professional Qualification’.
4. Click ‘Save’ button to retain filled information.
5. Upload documentary proof of academic and professional qualification. Upload

documentary evidence for core logging experience (if applicable).

6. Click 'Confirm and Submit' for submission.
7. After initial vetting, eligible applicant shall visit one of the CIC Service Centres to complete the registration procedures.
8. For application of retention or restoration of name in the TCP List, applicants choose 'Create Application' and then click 'Retention or Restoration Application'.
9. Applicants may view their 'Current Application' and 'Historical Application(s)'

### **Appointment**

1. Login and click 'Pending for Booking' in 'Application'.
2. Select 'Location', 'Date' and 'Time'.
3. Attend scheduled appointment, present original/ certified true copy of documents, take photo and provide signature sample in CIC Service Centres to complete the application procedure.

### **My Details**

Users can manage their personal profile including personal information, academic qualification, relevant working experience, professional qualification in 'My Details'. They can update their most recent qualifications and relevant working experience by clicking 'Add New' and 'Save'.

Users can change their password by choosing 'Change Password' in 'My Details'.

### **E-registration Card**

TCPRS Portal and TCPRS App house the e-registration cards. Registrants' names, portraits, registration numbers and registration status including types of TCP categories and expiry dates will be shown at the cards.

### **Enquiry**

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