

## **Professional Simulation Engineer Regulations**

### **1. DEFINITIONS**

- 1.1. “Articles” means the Articles of Association of NAFEMS.
- 1.2. “By-Laws” means the By-Laws of NAFEMS.
- 1.3. “Council” means the Board of Directors of NAFEMS elected or appointed pursuant to the Articles and the By-Laws.
- 1.4. The “Board” is the Professional Simulation Engineer Board as appointed by the Council in accordance with the By-Laws.
- 1.5. A “Member” is any person or body corporate admitted to membership of NAFEMS in accordance with the Articles and the By-Laws.
- 1.6. If a Member is a body corporate, reference to Member may mean the body corporate or a duly authorised representative of the body.
- 1.7. The “Register” is the Register of Professional Simulation Engineers as defined in these Regulations.
- 1.8. A “Professional Review” is the assessment process as defined in paragraph 4.
- 1.9. An “Assessor” is a person appointed to conduct Professional Reviews as defined in paragraph 4.3
- 1.10. A “Lead Assessor” is a person responsible for the assessment process as defined in paragraph 4.4.

### **2. PROFESSIONAL SIMULATION ENGINEER BOARD**

- 2.1. The Board shall be responsible for overseeing implementation and ensuring compliance with these Regulations.
- 2.2. The Board shall maintain a Register containing the name of each Professional Simulation Engineer together with the technical area(s), competency level(s), and date(s) of entry and expiry of the registration. NAFEMS shall afford reasonable facilities for any Member to inspect the Register.
- 2.3. The Board shall, on behalf of the Council and in accordance with the By-Laws, be responsible for assessing and accepting or rejecting applications from individuals for inclusion on the Professional Simulation Engineer Register against these Regulations.
- 2.4. Documentation promoting and explaining these regulations shall be maintained and promulgated.
- 2.5. The Board shall from time to time review these Regulations.

### **3. APPLICATION FOR ENTRY TO THE REGISTER**

- 3.1. Applicants for entry to the Register will need to demonstrate their competence in one or more technical areas at one of three levels, Entry level, Standard level, or Advanced level.
- 3.2. The Board shall be responsible for ensuring that:
  - 3.2.1. The application process is defined and maintained.
  - 3.2.2. The competencies required for each technical area are defined and available to applicants.
  - 3.2.3. The capability to conduct a Professional Review is available and used in a timely manner.
  - 3.2.4. Applicants recommended for entry to the Register confirm their willingness to abide by the obligations specified in 6.3.
- 3.3. An appeal against a decision to reject an application for entry to the Professional Simulation Engineer Register shall be referred to Council who will conduct a preliminary investigation and if necessary appoint an appeals panel. There will be no further right of appeal.
- 3.4. The Board shall from time to time review the effectiveness of the application process, the competencies required, and the assessment capability and propose such amendments as may be necessary.

### **4. THE PROFESSIONAL REVIEW**

- 4.1. The Professional Review is the process to assess applicants against the competency requirements and make recommendations for entry to the Register.
- 4.2. The Professional Review shall include the assessment of a submitted application and in the case of an application for Standard or Advanced level a review interview with the applicant.
- 4.3. The Board shall appoint suitably qualified and experienced Assessors to conduct Professional Reviews.
- 4.4. The Board shall appoint, from amongst its members, a suitably qualified and experienced person as Lead Assessor who will ensure Professional Reviews are conducted in a consistent manner.
- 4.5. For each application the Lead Assessor will appoint a minimum of two Assessors to
  - 4.5.1. Review the submitted application
  - 4.5.2. In the case of applications at Standard or Advanced level, conduct the Professional Review interview with the applicant.
  - 4.5.3. Recommend acceptance or rejection of the application.
- 4.6. The Lead Assessor will confirm the acceptance or rejection of each application.

## **5. CONTINUING PROFESSIONAL DEVELOPMENT**

- 5.1. The Board shall be responsible for ensuring that the requirements for continuing professional development by Professional Simulation Engineers are defined.
- 5.2. The Board shall ensure that the requirements for continuing professional development are maintained and promulgated.

## **6. CODE OF CONDUCT AND DISCIPLINARY PROCEDURE**

- 6.1. The Board shall publish a Professional Simulation Engineer Code of Conduct which shall be reviewed at least every five years.
- 6.2. The Council shall publish a Professional Simulation Engineer Disciplinary Procedure covering preliminary investigations, disciplinary hearings, burden of proof, sanctions, appeals and publication of outcomes.
- 6.3. The Board shall be responsible for ensuring that Professional Simulation Engineers agree to:
  - 6.3.1. comply with the NAFEMS Professional Simulation Engineer Code of Conduct
  - 6.3.2. accept the application of the NAFEMS Professional Simulation Engineer Disciplinary Procedure in the event of a complaint against them
  - 6.3.3. co-operate with the NAFEMS Professional Simulation Engineer Disciplinary Procedure when required.
- 6.4. When the Board is informed by the Chairman of Council of a complaint against a Professional Simulation Engineer, the Board shall ensure that the Professional Simulation Engineer shall be deemed to remain a Professional Simulation Engineer even if they request removal from the Register or their registration lapses.
- 6.5. When the Board is informed of the outcome from a Disciplinary Procedure, the Board shall ensure that any required actions, such as removal from the Register or imposition of sanctions, are completed.