

Introduction

The presentation of your application will contribute to the IET Assessment Panel's decision on your application.

- The form should be word-processed or, in exceptional circumstances, hand written using black ink..
- If word-processed, a minimum font size of 9 should be used.
- Do not bind or glue sheets together as your application will be scanned.

Your application will be assessed against the UK-SPEC competence and commitment statements. Please ensure you are aware of these requirements.

A Your Details

Interview Venues

Please indicate your preferred Centre for the interview. The IET has facilities in the following UK and Ireland locations and more than 30 International Centres:

London	North East England
Birmingham	Glasgow
Bristol	Edinburgh
Manchester	Belfast
Leeds	Dublin
Aberdeen	

Video conferencing may also be used where available.

If you have special requirements, please let us know so that appropriate arrangements can be made.

Professional Registration Advisor (PRA)

If you contacted a PRA before submitting your application please provide their name. PRAs are members with detailed knowledge of the requirements and routes to professional registration. A PRA will also be able to advise on the presentation aspect of making a formal application.

www.theiet.org/advice

B Current Employment

Please complete details of your current employment and indicate your preferred contact details e.g. home or business.

C Your Interests

Select your area(s) of interest, ticking all that apply.

D Membership

In order to apply for Professional Registration, you will first need to become a member of the IET. If you are already a member, please provide your membership number in the space provided.

E Registration

Select the category of Registration you wish to apply for (CEng or IEng).

F Education

You must give details of:

- All further or higher academic qualifications, including any which you have already registered with the IET e.g. MEng, BEng, MSc, HNC etc.
- Any formally assessed work-based learning.

Please provide a copy of your further or higher education certificate(s) with your application. These must be signed by one of your Supporters as a true copy of the original.

G Professional Development or Training Schemes (if applicable)

You must give details of:

- Formal or structured training or the Professional Development Scheme you have completed e.g. Employer Professional Development Scheme, Apprenticeship Scheme, Cisco or Microsoft Certification, etc.
- The scheme number, if accredited by the IET. A list of Employer Professional Development Schemes accredited by the IET can be found at:
<http://www.theiet.org/careers/accreditation/employer/forms/index.cfm>

If your scheme was accredited by another institution, please give name of accrediting institution and scheme number if applicable.

H Professional Services, Papers Presented etc.

You must give details of:

- Any reports, papers and patents published in your name. (If you work in a research or academic environment, summarise your published papers on no more than one A4 sheet.)
- Any significant technical reports you have written (or co-authored) during your career which demonstrate your technical ability.
- Any professional service such as the IET committee membership, schools' liaison, or other activities, which raise the profile of engineering and technology.
- Any service to the community i.e. JP, school governor, etc.

I Accountability Diagram

Please provide an up-to-date accountability diagram providing the following details:

- Two or three levels of authority above and below your post.
- Your post (indicated with an arrow).
- Any professionally registered members of the IET or similar professional bodies, noting their category of membership and registration.

- If you have changed your job within the last three years, include the diagram for your previous post on a separate A4 sheet, together with the relevant date(s).
- If your organisation operates a flat-based structure, please illustrate.
- Do not use any pictures, colour or shading as these make the diagram illegible when photocopied.

J Relevant Career History

Please provide details of your work experience, following the advice below:

- This part of your application is particularly important and you need to present your evidence carefully and concisely. Remember that your objective is to 'sell' yourself to the interviewers in your application form, so that before you walk into the interview they already think you are registrable and all they have to do is confirm your competence.
- Summarise your employment history by giving the following for each post you have held: dates; name/place of employer; your job title; your main responsibilities and achievements rather than a bland job description.
- Arrange your experience in chronological order. Our preference is that you start with your earliest post.
- Remember when presenting evidence:
 - Keep it personal, i.e. talk about your own achievements, not what the team did.
 - Use terms such as "I led, designed, built, tested, negotiated, presented, implemented, achieved....."
 - Avoid use of jargon and unnecessary or unexplained abbreviations.
 - Use language that can be understood by someone who is not a specialist in your field.
 - Use words like "I designed the XYZ system" rather than "the XYZ system was designed" so that you are clearly stating who did what and emphasising your own individual role.
- Indicate the size and complexity of the projects or tasks for which you have had direct responsibility, and quantify any budget(s) for which you have had overall responsibility. Use numbers to show the size and scale of your responsibility; for example, numbers of people supervised, or the value in financial terms of the activity for which you were responsible.
- Give an extended description of your current role, or the role that is most relevant to the demonstration of your current competence, giving details of your responsibilities together with any relevant metrics. You should aim to be very specific in your examples and if you have held lots of different roles, you should select examples that best illustrate your competence.
- Remember that your application form will be used as an agenda for the interview, therefore it is in your own interest to give a full and clear summary of your responsibilities and competence, otherwise time will be wasted while the interviewers try and understand facts which should be on the form.
- When you have submitted your application form, it will be checked by IET staff and then reviewed to determine if there is sufficient evidence of your competence to progress to a Professional Review Interview, or if further evidence of your competence is needed.

K Declaration

Sign and date the application, confirming the statements given are true to the best of your knowledge.

L Supporters' Details

Aim to choose Supporters who have detailed and up-to-date knowledge of your work so that all the information in the application can be verified.

Please see below who may act in the roles of **Supporter**:

- Engineering Council or international equivalent registered engineer, who is a Member or Fellow of the IET or another professional technical or scientific organisation of equivalent standing, working at a senior level to the candidate, preferably for at least two years, and with direct knowledge of the candidate's role and responsibilities.
- **Where a registered engineer with direct knowledge of the candidate is not available, the current line manager, or employer, may act as Supporter.**
- The third supporter signature is **optional** and may be necessary, for example, if you work on contracts, as an additional signature to enable adequate verification of periods for your employment.

Inquiry Forms

Please complete Section 1 of the Inquiry form and pass a copy of the letter and form to each of your Supporters for completion. The completed Inquiry forms should be either submitted with your application form or emailed/posted directly to the IET by your Supporter. **Please note your registration cannot be completed until the Inquiry forms have been received and reviewed as part of your overall application.**

Additional Information

- The IET is licensed by the Engineering Council to award the professional engineering qualifications defined in the UK Standard for Professional Engineering Competence (UK-SPEC): www.engc.org.uk/ukspec
- The information you provide initially will be used to carry out a review of your application. As a result, you may be asked to provide further information about your work experience to successfully demonstrate the competences set out in UK-SPEC. You will receive guidance notes to assist you if you are asked to provide additional information.
- If you have any enquiries, please contact the Registration and Standards Department. The contact details are below.

Contact Information

Registration and Standards Department

Tel: +44 (0) 1438 767333

Email: profreg@theiet.org