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| **A Your Details**  |
|  |
| Title  |  | First Name |  | Family Name |  |
| Post Nominals |  | Date of BirthDD/MM/YYYY |  |
| Home Address |   |
| County/State |  | Postcode  |  | Country |  |
| Home Phone |  | Mobile |  | Home Email |  |
| Name of Professional Registration Advisor (PRA) (if applicable) |  | Membership No. of PRA (if applicable) |  |
| **Please specify your gender:**  [ ]  Male [ ]  Female |
| **B Current Employment** |
|  |
| Employer |  | Job Title |  |
| Business Address |  |
| County/State |  | Postcode  |  | Country |  |
| Business Phone |  | Business Email |  |
| **Which address would you like all correspondence sent to?**  [ ]  Home [ ]  Business  |
| **C Your Expertise** |
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|  |
| **Expertise:** | **17** |  | **Specialisms:** | **90** |  |  |  |  |  |

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| **D Membership** |
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| **You must become a member of the IET before submitting an application for professional registration.**You can apply to become a member of the IET at [www.theiet.org/join](http://www.theiet.org/join) Please provide your membership number in the space provided below. |
|  Membership Number: |  |  |  |  |  |  |  |  |  |  |  |
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| **E Technical Trade Education , Training or Professional Development (if applicable)** |
|  |
| Start Date | End Date | Course/Qualification Title | Educational Establishment / Company | Classification / accreditation Number (if applicable) | FT/PT/SW/ Distance learning |
|  |  |  |  |  |  |
|  |
| **F Career History**  |
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| Start/End Date | Employer & Job Title | Experience |
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| **G Assessment Questions** |
| **Please refer to the Guidance Notes which accompany this application form for further guidance on completing this section.** **Note: The information provided below will be used to carry out an initial assessment of your application. As a result of this initial assessment you may be required to provide further information to support your application.** |
| **Question One** |
| 1. Give us an example of a project or task where you solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used. Identify the way you used your knowledge and scientific, technical, engineering or ICT principles. How did you report or make recommendations on what you did to your employer and/or other people involved such as colleagues, clients or suppliers? Include anything you did to prevent harm to people, equipment or data, e.g. safe systems of work, permits to operate, etc.  |
| Aim to provide 450-500 words |

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|  **Assessment Questions continued** |
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| **Question Two** |
| 2. Give an example of how you have identified, planned, and organised the resources needed to effectively complete another project, explaining how you took into consideration cost, quality, safety and any environmental impact. For example, you may have needed to plan safe systems of work and/or identify how you took sustainability in to consideration. Remember to think about what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome.  |
| Aim to provide 450-500 words |
| **Question Three** |
| 3. Give examples of where you have applied/upheld ethical principles as defined by the Institution’s Conduct requirements and your Company’s Codes of Practice.Show how you undertake engineering tasks in a way that contributes to sustainable development and how you manage and apply safe systems of work. Explain how you identify, carry out and record the CPD necessary to maintain and enhance your competence in your area of work. |
| Aim to provide 300-500 words |

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|  **H Declaration** |
| I understand and consent to the information provided on this form being processed by the IET for its sole use and that of its associated organisations, including the Engineering Council for registration purposes, as well as my Local Network, for the purpose of promoting, delivering and improving my experience of the IET, its products and services. IET Privacy Statement: <https://www.theiet.org/help/privacy.cfm> As a Member of the IET, you’ll receive information, news and details of events, products and services that will support your professional journey and hear about the ET and its activities generally. If you would prefer not to, please tick this box. [ ] Change your marketing preferences at any time by either contacting the IET by post, following the link on a received email or amending your preferences if you have a MyIET online account. I declare that the statements made on this form are to the best of my knowledge true. I agree to comply with the Royal Charter and Bye-laws and Rules of Conduct of the Institution of Engineering and Technology (IET) and understand that this is a commitment to behave ethically within my profession. I will do my best to promote the interests of the IET. I confirm that I have not committed any offence of which the IET would require me to give notice under its Rules of Conduct. The Rules of Conduct and the Royal Charter and Bye-laws are published on the website [www.theiet.org/byelaws](http://www.theiet.org/byelaws)  |
| Signature of Candidate |  | Date |  |

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| **I Supporter’s Details** |

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| I, the undersigned, support the candidate from professional knowledge as worthy of consideration for Engineering Council registration and I endorse the content of this application. |
| **Scheme Coordinator** **(required for candidates on an IET Approved Apprenticeship – refer to guidance notes)** |
|  |
| **Scheme Approval Number (IET Approved Apprenticeship Scheme)** |
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| **Supporter 1 (mandatory for candidates who have not completed an IET Approved Apprenticeship)** |

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| Name (print) |  | Signature (sign) |  | Date |  |
| Address for communication |  |
| Postcode  |  | Phone |  | Email |  |
| EC Registration type (if applicable) e.g. EngTech, ICT*Tech* | Membership of Engineering Institutions e.g. TMIET, MIET |
| Membership Number (if applicable) |  |

**Supporter 2 (optional)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name (print) |  | Signature (sign) |  | Date |  |
| Address for communication |  |
| Postcode  |  | Phone |  | Email |  |
| EC Registration type (if applicable) e.g. EngTech, ICT*Tech* | Membership of Engineering Institutions e.g. TMIET, FIET |
| Membership Number (if applicable) |  |

**Return this form together with the payment form to:** The Institution of Engineering and Technology, Registration & Standards, Michael Faraday House, Six Hills Way, Stevenage, SG1 2AY, UK

**Have you:**  **Yes/No**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Read the guidance notes document on how to complete your application. (Note: your application form should not be longer than 12 pages total) |  |  |
|  |  |  |  |
| 2. | The form should be completed electronically. Please contact the IET if this causes you problems. (Note - Your application will be scanned upon receipt, therefore please do not bind or glue sheets or place in presentation folders. Colour and grey become unreadable when copied and should therefore not be used). |  |  |
|  |
| 3. | Enclosed a copy of any education or work based certificate(s) |  |
|  |  |  |  |
| 4. | Signed the Declaration. |  |  |
|  |  |  |  |
| 5. | Checked that your Supporter(s) or Scheme Coordinator complies with the requirements as detailed in the guidance notes. |  |  |
|  |  |  |  |
| 6. | Obtained the signature(s) of your Supporter(s) and requested them to complete a Supporter Reference Form.(Please note if you have completed an IET Approved Apprenticeship and provided Scheme Coordinator details on your application, no Supporter details or Supporter Reference Forms are required.) |  |  |
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|  |  |  |
| 7. | Completed the Professional Registration payment form.  |  |  |
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| 8. | Retained a copy of your application. |  |  |

**Please send your completed form and payment to:**

The Institution of Engineering and Technology

Registration & Standards

Michael Faraday House

Six Hills Way

Stevenage

SG1 2AY

UK