

APPLICATION FOR INCORPORATED ENGINEER



Please complete all sections of this application form and ensure that copies of qualification certificates, signed by your sponsor, and your CV, Engineering Practice Report, Organisational Chart, Development Action Plan are attached and the required payment is included. **DO NOT BIND OR STAPLE DOCUMENTS.**

APPLICATION FOR IENG REGISTRATION

Please provide your IOR membership details:

Membership Number Grade

If you already hold Engineering Council Registration please provide registration number and the name of the Institution:

If you are currently/previously a CIBSE member please provide your membership number:

PERSONAL DETAILS

Title First Name(s)

Surname

Date of Birth DD / MM / YY

Home address

Post code

Country

Telephone No

Email

Mobile No

Company name

Work address

Post code

Country

Telephone No

Email

Preferred mailing address Home Work

Preferred email address Home Work

REASON FOR JOINING

What prompted you to submit this application? Select **ONE** only:

- Received a mailing/Email/Newsletter
- Advised by colleague/employer/previous tutor member
- Attended a membership briefing session
- Found information on CIBSE/IOR website
- Attended a CIBSE/IOR event/exhibition
- Saw article/advert in industry publication
- Saw information on Twitter/LinkedIn
- Other (please specify)

EMPLOYMENT DETAILS

Please submit your curriculum vitae, in chronological order, providing full details of your work experience within the field of building services engineering. This must include dates, full details of the companies you have worked for, the posts you have held, and level of responsibility.

ENGINEERING PRACTICE REPORT

Please submit an **Engineering Practice Report (EPR)** of approximately 4000 to 5000 words. Your Report should be based on the Competence Criteria for Incorporated Engineer (IEng). For advice on how to write an EPR please refer to the Application Guidance at www.ior.org.uk/engineeringcouncil.

ORGANISATIONAL CHART

Please submit an organisational chart indicating your position in the organisation.

DEVELOPMENT ACTION PLAN

Please submit a statement of how you intend to continue with your personal and professional development, stating your short, medium and long term goals and your intended actions to attain those goals.

MAIN ENGINEERING DISCIPLINE

Please indicate from the list below your main area of expertise in building services engineering. This information will assist CIBSE in allocating an appropriate assessor to appraise your application.

- Academia
- Energy Management
- Facilities Management
- Mechanical
- Refrigeration, air conditioning and heat pumping
- Other (please specify)
- Electrical
- Environmental
- M & E
- Public Health

EDUCATIONAL QUALIFICATIONS

Please list all your post school qualifications below and indicate any exemptions granted and details of any interruptions to your course. Awards shown must be accompanied by a photocopy of the original certificate countersigned by your Sponsor as having seen the original.

University or College	Full title of qualifications gained including subject area	Date course commenced	Course duration	Date qualification obtained	Mode of Study (F/T, P/T, sandwich, etc.)	Year of entry to course (i.e entered in year 1 or 2, 3 due to exemptions)

INTERVIEW LOCATION

Please tick your preferred interview location and we will take this into account when arranging your interview.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> North West | <input type="checkbox"/> South West | <input type="checkbox"/> Wales | <input type="checkbox"/> Northern Ireland |
| <input type="checkbox"/> London and South East | <input type="checkbox"/> North East | <input type="checkbox"/> Republic of Ireland | <input type="checkbox"/> Hong Kong |
| <input type="checkbox"/> Scotland | <input type="checkbox"/> East Midlands | <input type="checkbox"/> Australia | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> West Midlands | <input type="checkbox"/> Yorkshire | <input type="checkbox"/> Qatar | <input type="checkbox"/> New Zealand |

If you have any special requirements please let us know

SPONSOR'S DECLARATION

Please provide one sponsor, your sponsor should have known you for a minimum period of one year and will be an Associate (ACIBSE), Member (MCIBSE) or Fellow (FCIBSE) of CIBSE and/or registered IEng or CEng with any Engineering Council nominated institution, or will be professionally registered within the construction industry. For further details of the role of the sponsor please see the Application Guidance for ACIBSE (fact sheet A20). **NB.** Sponsors may be contacted by CIBSE for confirmation of their support of the applicant.

I confirm that I have seen the original qualification certificates referred to in the application and have initialled photocopies of them.

Name of sponsor

I confirm my support for this application at the grade applied for and have known the applicant for years. I consider that the candidate is competent in the A-E criteria and I have carefully read the sponsor guidance in the factsheet A20.

I confirm that I am:

- CIBSE member (ACIBSE/MCIBSE/FCIBSE)
- IEng/CEng registrant
- Professionally registered within the construction industry*

Home address

Post code

Country

Telephone No

Email

Date of Birth

/ /

Signature

Date

/ /

Sponsor's Institution Membership (if applicable):

Name of Institution:

CIBSE membership No (if applicable)

EngC registration grade/registration number

*If you are professionally registered with a non-Engineering Council nominated institution, please send a copy of your registration certificate with this application.

DEMONSTRATION OF COMPETENCIES (ACIBSE/IENG) TO BE COMPLETED BY THE SPONSOR

Please indicate below how the applicant has demonstrated, through your experience, the levels of competence required, as set in the UK-SPEC, relative to the level of registration for which the applicant is applying.

A – Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology

B – Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products

C – Provide technical and commercial management

D – Demonstrate effective interpersonal skills

E – Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment

FEES

Please visit www.ior.org.uk/engineeringcouncil for details of all, application, interview and Engineering Council fees.

All applicants must include payment for the following:

- Application fee
- Interview fee
- Engineering Council IEng registration entry fee

All subscription fees run on an annual basis from 1st January to 31st December each year. Fees are not dependent on date of joining and therefore not prorated. All application fees are non refundable.

Payment can be made by cheque payable to CIBSE or by completing the debit/credit card details below:

Credit Card Payers

- Your application and interview fees will be debited on receipt of your application.
- Your Engineering Council fees will be debited when your application has been approved.

Please tick:

Mastercard Visa Visa/Delta Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from / Expiry Date /

Issue Number (For Maestro only) Security Code

Address details card is registered to

 Post code
 Country

Please debit card to the amount of £

Signature of Cardholder Date /

APPLICANT'S DECLARATION

I certify that the information in this application and supporting documents are correct. I agree that, I will be governed by the provision of the IOR Code of Conduct, Constitution and Rules, as they are now formed or as they may be hereafter altered. The IOR Code of Conduct, Constitution and Rules can be found at www.ior.org.uk

Signature Date /

NB. In the event of it coming to light that information supplied on this form is inaccurate, CIBSE reserve the right to withdraw the application or registration.

DATA PROTECTION

The information you provide in this application form will be used by CIBSE and its regions or administrative agents for administrative and membership purposes or as required by law. We will use your information to keep you up to date with news and developments in the industry, via email and post.

We do not sell lists of our members, but may pass your details on to CIBSE regions acting on CIBSE's behalf as well as third parties who work with CIBSE closely. If you do not wish to receive mailings or emails from CIBSE please opt out below:

- I do not wish to receive mailings from CIBSE
- I do not wish to receive emails from CIBSE
- I do not wish to receive mailings (including emails) from third parties approved by CIBSE relating to products and services that are relevant to my membership.

SUBMITTING YOUR APPLICATION:

Please submit a copy of your application and supporting documents via email to: membership@ior.org.uk

CIBSE Registered Charity No. 278104

IOR Registered Charity No. 250081

CIBSE HQ USE ONLY: