



## **Engineering Council Registration for IOR Members**

The IOR has a formal arrangement for Members to apply for registration with the Engineering Council through CIBSE registrations department. Certain documents have been adapted for IOR member use, please note you will only gain Engineering Council registration using this route not CIBSE membership. All applications should be sent via the IOR Membership Department [membership@ior.org.uk](mailto:membership@ior.org.uk)

### **Who is eligible for registration with the Engineering Council?**

Only IOR Fellows, Members, Associates and Technician grades are eligible to apply for Engineering Council Registration.

### **What qualifications are required?**

Those applying for Chartered or Incorporated Engineer will usually need to complete initially a Qualifications Assessment Form and submit this to CIBSE for review to check that their Degree is acceptable. This will be able to give you guidance on which grade/route of registration you should apply for based on your qualifications. There is no charge for IOR members submitting this form.

If you don't have a Degree (or are applying for EngTech grade) you don't need to fill in the Qualifications Assessment Form, and will have to apply using the Technical Report Route. Those who do not have any qualifications can also apply via the Technical Report Route and specific guidance on this route is available for IOR members.

### **Do I have to be a CIBSE member?**

It is **not** necessary to become a member of CIBSE to submit an application for Registration via the IOR/CIBSE agreement.

### **Application forms and fees**

The Application Forms (Chartered Engineer, Incorporated Engineer or Engineering Technician) and the Qualifications Assessment Form have been amended to reflect the IOR/CIBSE arrangement requirements. A price list for application fees for IOR members is also available. Forms guidance and case studies can be downloaded from [www.ior.org.uk/engineeringcouncil](http://www.ior.org.uk/engineeringcouncil)

### **What Guidance is available?**

CIBSE Factsheets L20/A20/M20 are designed to help you complete your application form. These documents are the same as those used for CIBSE membership grades so when you are looking at the guidance please note that it may refer to grades of CIBSE membership eg "Becoming a Licentiate (LCIBSE)" or "Application for EngTech

LCIBSE". For IOR applicants you can take this wording to mean "EngTech TMIInstR, EngTech AMInstR, EngTech MIInstR", because it is not necessary for you to gain CIBSE membership as you already have IOR membership.

Competence Criteria for Registration (Factsheets L21/A21/M21). The criteria for registration at EngTEch, IEng or CEng are the same for whichever Engineering Body you chose to register with eg IMechE, IET, CIBSE, IOR etc. They are set by the Engineering Council in the UK Spec. There is guidance on the IOR website about the criteria. Again the documents may refer to the CIBSE Grade of membership such as Licentiate or Associate or Member of CIBSE, but you should ignore the membership designation and only refer to the Engineering Council Registration grade.

### **What Engineering Council registration levels can IOR members apply for?**

Licentiate or Eng Tech LCIBSE = Engineering Technician

Associate or IEng ACIBSE = Incorporated Engineer

Member/Fellow or CEng MCIBSE FCIBSE = Chartered Engineer.

### **Need more help eg finding a sponsor?**

Existing IOR members who have completed their registration process can help to support members considering applying. You will need a sponsor who is familiar with the Engineering Council criteria to sign off your application as well – this may be an employer or work colleague, but if you do not know anyone who can do this the IOR may be able to assist you in finding someone to support you through this process. Please contact the IOR office to be put in touch with a suitable member, explaining what grade you are interested in.

### **The Application process**

When you have decided which grade of Registration to apply for please use the special IOR amended application forms available from the IOR website to complete your application and send this with all of the supporting evidence, signed by your sponsor, to IOR at [membership@ior.org.uk](mailto:membership@ior.org.uk) in the first instance. This will be checked, logged and forwarded to CIBSE for processing. Correspondence and queries about your application, further evidence required and arrangements for interview will be made direct with CIBSE.

### **Paying your registration fee**

Once your Engineering Council membership has been granted CIBSE will collect your initial registration fee and arrange for your details to be added to the Register. You will receive a Certificate showing both CIBSE and IOR names on the registration. You will be able to use the initials eg EngTech TMIInstR, IEng MIInstR or CEng MIInstR. You cannot use CIBSE designatory initials after your name unless you make an application to join CIBSE.

### **Renewing your Engineering Council membership**

Each year you will receive an invoice from the IOR for your Engineering Council membership fee. This is required to maintain your registration. If you do not renew your rights to use the initials will be withdrawn