The Institution of Engineering and Technology

Career Manager

Quick Guide

Preparing a Professional Registration Application

How to prepare a professional registration application in Career Manager

This guide has been designed for members who have achieved a number of years' experience and believe they are ready to apply for professional registration.

If you are unsure of your readiness to apply, submit your 'Intent to Register' for advice from our experienced team.
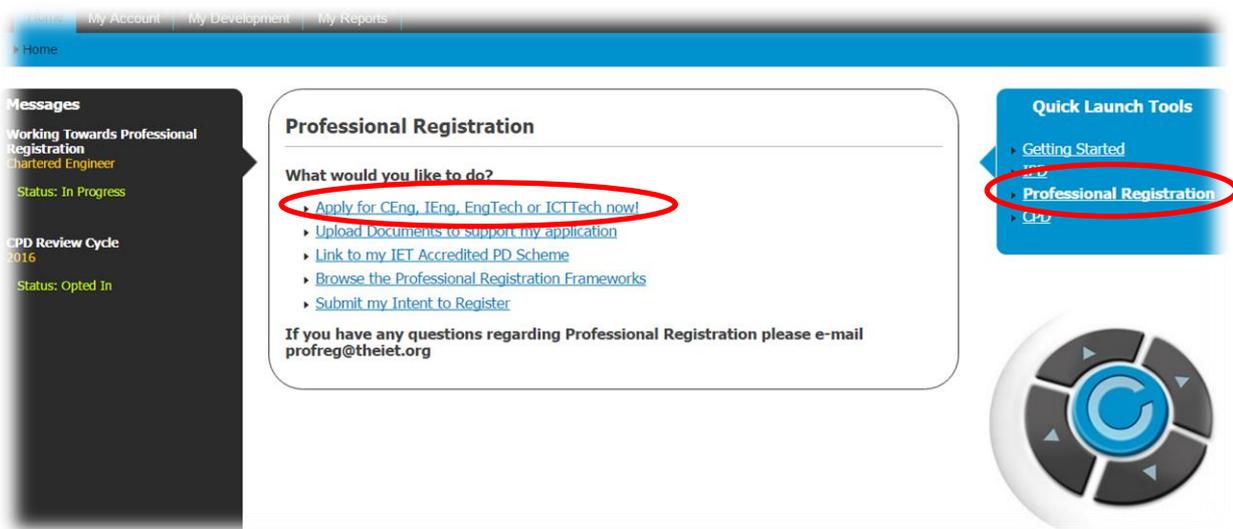A *Quick Guide for Submitting your Intent to Register* is available from www.theiet.org/cmquickguides

Before starting an application, all candidates are strongly advised to read the *Career Manager Registration Guidance* which can be accessed via a link from the Professional Registration Checklist in Career Manager, or by going to www.theiet.org/cmguidance

1. All IET members have access to Career Manager, our online professional development planning and recording tool. Simply visit and log-in to our website www.theiet.org/career-manager to enable the 'Access IET Career Manager' button.
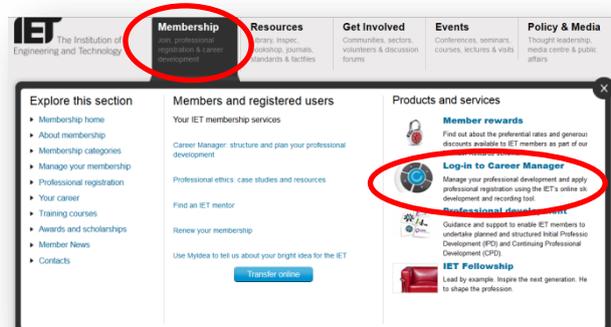
2. Select **Professional Registration** from the Quick Launch Tool on the right of the homepage. Select **Apply for CEng, IEng, EngTech or ICTTech now!**

3. Now you need to '**Select Registration Category'**.
   You should select the registration category that you wish to apply for.

4. Most members should select their desired category from the Standard Professional Registration Routes.

   If you have been advised you are on a streamlined route (*for example applying under an approved apprenticeship scheme*) you should select **Streamline Professional Registration**.

   For more information and codes for streamline routes please contact us on 01438 767356.

5. You can change your desired registration category at any time prior to submitting your application from the '**Status'** option from the left hand menu. Once you archive your current application

6. Once you have selected your professional registration category you will have access to the **Registration Checklist**. This lists all of the mandatory (marked in amber) areas of information you will need to complete. There are also a number of other areas which you should complete if relevant (for example if you have completed a professional development scheme).

Tip: You can export a copy of your application at any time by selecting the '***Preview Draft Professional Registration Application'*** above the checklist.

7. It is particularly important that you read the registration **guidance notes** to ensure that you complete the relevant sections in the right way.
    This guidance is also linked from the top of the Registration Checklist.
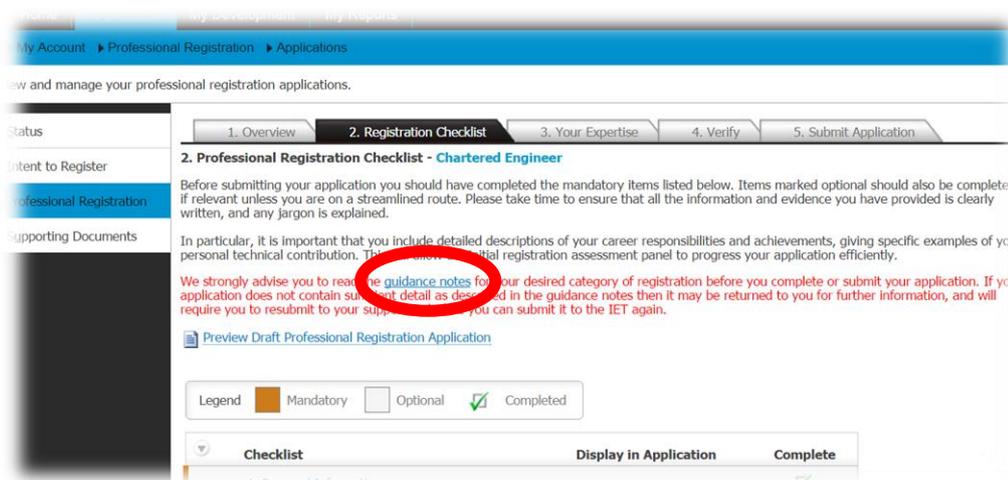
8. Professional Registration Advisor - If you wish to send a copy of your application to a Professional Registration Advisor (PRA) to gain feedback on your readiness to apply, you can export a copy of the 'draft application' as explained on page 2.
    If you **do not** wish to work with a PRA, when completing the question: *Have you spoken to a PRA?* Select "**no**" which will enable mandatory completed box to be ticked.

    Should you speak to a PRA, you can then revise and complete the other necessary details for this section. For more information on the role of a PRA and how to contact one, please visit **www.theiet.org/advice**

9. **Supporting Documents -** you are now required to upload Supporting Documents. The documents required to support your professional registration application are identified on the Registration Checklist as mandatory by a small amber triangle.
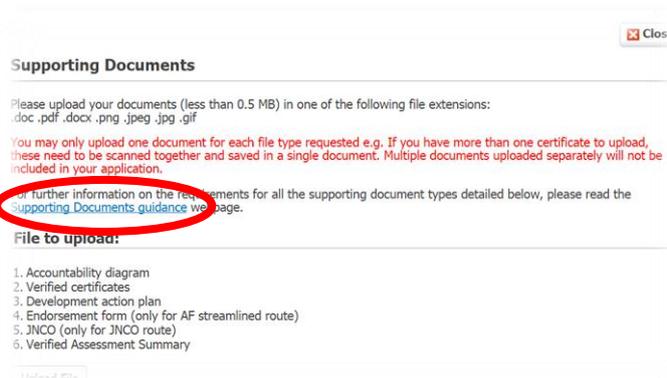
TIP: It is important to read the Supporting Documents guidance to ensure your supporting documents contain the correct information and are in the right format. You also need to tick the document as "current" for it to be included in your application.

10. Once you have completed all of the mandatory items in the Registration Checklist and uploaded your supporting documents, you will be able to add your area of **Expertise and Specialisms**.

*You need to choose the closest relevant Sector and Specialisms to ensure that your application goes to the relevant assessor group.

Interview location is required for CEng and IEng applications but EngTech or ICT *Tech* candidates should select "Not Applicable"

11. **Verify -** When you are ready to have your application verified you will first need to lock your application. The system will then allow you to add up to three supporters and generate a Guest Ticket for each to view your application on-line. When you are ready it will automatically email the Guest Ticket link to them.

Locking your application will create a snapshot (copy) so that it can no longer be edited. You will still be able to amend your details within Career Manager, but these changes will not be reflected in your application from this point.

Once an application is '**unlocked**' any completed verification by your supporters will be lost, so we strongly advise you to ensure you are happy with your application before you lock it. Should you wish to make any changes to your application in light of comments received from your supporters, you will need to 'unlock' your application first. When the required changes have been made you will need to have your application verified again to complete the process.

Tip: It is important to remember that any feedback received from your supporters that requires you to make changes to your application will result in you having to unlock your application first. Unlocking your application will erase your supporter's validations. We strongly recommend that you review a preview of your application with your supporters beforehand, so that when the time comes for them to verify it, this will be a straightforward task.

12. You will need to generate and email a guest ticket to your supporter. This will give them access to view and verify your application.
Once this has been completed you will be notified via email and a tick will appear in the verified box

13. Once your application has been verified by your Supporters you will then be able to '**Submit Application'**.

Your application, including supporter verification and supporting documents will be submitted to the IET, and you will be redirected to a page which details the next steps of the process including how to pay for your application. Please note that you need to be a member of the IET and have paid for your application before we will process your application further.

If you would like more information about working toward professional registration or how we, the professional development team, can help, please contact *profdev@theiet.org* or read *how others achieved professional registration* and share your own experiences.

For Career Manager guidance; email careermanager@theiet.org or call 01438 767356
To talk to our registration team regarding the registration process call 01438 767333