The Institution of Engineering and Technology

Career Manager

Quick Guide

Preparing a Professional Registration Application

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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!*

s wards Professional	Professional Registration	Quick Launch
n ngineer		Getting Started
Progress	What would you like to do?	Professional Reg
	Apply for CEng, IEng, EngTech or ICTTech now!	+ CPD
Cycle	Link to my IET Accredited PD Scheme	
	Browse the Professional Registration Frameworks	
ed In	Submit my Intent to Register	
	If you have any questions regarding Professional Registration please e-mail profreg@theiet.org	

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

Status	1. Overview
Intent to Register	Professional Registration Application
Professional Registration	If you wish to make an application for professional registration, we will need you to have entered the necessary personal
Supporting Documents	Information into this system – the checklist under the "Professional Registration Checklist" tab will guide you to doing this. If you cannot see the Professional Registration Checklist, you must first select the Registration Category that you wish to apply for, below.
	Current Professional Registration Details:
	You currently have no Professional Registration Category selected.
	Select Registration Category

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.

Registration	ategories	
If you wish to apply from the last below. correct framework, I guardification at a time entered. If Registration is not re- Standard Professi	for professional regarditation, now or in the future, ph from the automatically populate your Professional Reg from you to regreter your infinit and when you are or to another categoory you may do so at any stage. Ho mut the system will therefore archive your previous o inted, Caneer Hanager can be used just to record you that Registration Routework.	case select the appropriate category istration competence profile with the addy, make an application, weiver, you can only work towards one adogory, saving any data already or CPD activities.
Registration Category		
Chartered Engineer	Select	
Incorporated Engineer	Select	
Engineering Technician	Select	
7 Technician	Select	
amline Professional (Puistration	
re to enroll on a Streamine r Coordinator, Please select rC please speak to stour con	- ofactional Registration, you should be given a Sto cerch have and enter the Streamline Name to star any courdinator.	reamline Name by your I an application. If you

- 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).

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My Account My	Development My Reports				
nt · Profilentinest Rep	getration: + Applications				
nage your professional	registration applications.				
	Durwiny Registration Checklet	Your Lope	stae Valid	ane / Verify Sub	
gister Prof	fessional Registration Checklist - Chartere	d Engineer			
Bergetotope prov	re submitting your application you should have ided is clearly written, and any jargon is explain	completed the red.	nandatory items la	ted below. Items marked	
In pi	articular, it is important that you include detaile	d descriptions d	f your career respon	sibilities and achieveme	IIP: You can export a copy of you
We s	strongly advise you to read the guidance notes mation, and will require you to resultmit to you	for your desired r supporters bef	category of registrators for the second s	tion before you complete it to the IET again.	application at any time by coloctin
3	Preview Draft Professional Registration Applicati				application at any time by selecting
					Proview Draft Professional
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					Registration Application' above
i i i i	Cheddist	Display i	a Application	Complete	Registration Application above
	L Personal Information	100		¥2	checklist
	2. Education	Al	•	10	enconnen
	3. Employment	Al		<i>V</i> 2	
	4. Apprenticeship			10	
	5. Professional Development Scheme			10	
	6. Achievements	Al	•	4	
	7. Training	Al	•	₽	
	6. Professional Registration Advisor				
1	9. Separating Document				
	Accountability diagram			1	

It is particularly important that you read the registration <u>guidance notes</u> to ensure that you complete the relevant sections in the right way.

This guidance is also linked from the top of the Registration Checklist.

tatus	1. Overview 2. Registration Checklist 3. Your Expertise 4. Verify 5. Submit Application
tent to Register	2. Professional Registration Checklist - Chartered Engineer
ofessional Registration	Before submitting your application you should have completed the mandatory items listed below. Items marked optional should also be complet if relevant unless you are on a streamlined route. Please take time to ensure that all the information and evidence you have provided is clearly written, and any jargon is explained.
pporting Documents	In particular, it is important that you include detailed descriptions of your career responsibilities and achievements, giving specific examples of y personal technical contribution. The neuronal trial registration assessment panel to progress your application efficiently.
	We strongly advise you to reach be guidance notes for our desired category of registration before you complete or submit your application. If y application does not contain sub-set detail as desired, d in the guidance notes then it may be returned to you for further information, and will require you to resubmit to your supplication does not contain sub-set detail as desired as used to the IET again.
	Preview Draft Professional Registration Application
	Legend Mandatory Optional 🌠 Completed

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.

4

	Clos
Supporting Documents	
lease upload your documents (less than 0.5 MB) in one of the following file extension doc .pdf .docx .png .jpg .jpg .gif	s:
ou may only upload one document for each file type requested e.g. If you have more hese need to be scanned together and saved in a single document. Multiple document roluded in your application.	than one certificate to upload, ts uploaded separately will not be
or further information on the requirements for all the supporting document types deta upporting Documents guidance we bage.	ailed below, please read the
File to upload:	
1. Accountability diagram	
1. Accountability diagram 2. Verified certificates 3. Development action plan	
I. Accountability diagram 2. Verified certificates 3. Development action plan 4. Endorsement form (only for AF streamlined route)	
1. Accountability diagram 2. Verified certificates 3. Development action plan 4. Endorsement form (only for AF streamlined route) 5. JNCO (only for JNCO route)	

TIP: It is important to read the <u>Supporting Documents guidance</u> 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**.

tent to Register	3. Your Expertise & Preferred I	nterview Location			
ofessional Registration	In order for us to select appropriate work, and select up to three special	e assessors to review your applica lisms that are most relevant to yo	ation, p our exp	please sele perience ar	ect the area of expertise which most accurately reflects yo nd skills.
pporting Documents	Please indicate your preferred locat and we will contact you to discuss t	tion for interview. Our main intervite most convenient location.	view lo	cations are	e listed, if your location is not displayed please choose 'Ot
	Interview location is not required for	or EngTech or ICTTech application	ns, ple	ase select	'Not Applicable'.
	Expertise	Design & Production	٠		
	Specialism 1	Laser Technology]	Clear	
	Specialism 2	Global Systems/Mobile Radios]	Clear	
	Specialism 3	Select Specialism]	Clear	
	Preferred Interview Location	North East England			
	Preferred Interview Location	North East England			

*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.

 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 			Add Supporter Enter data into all the fiel Supporter Name Supporter Email Please input a value Please input a value	Ids below and press si	ave.	
	Supporter 1			Save		_
	Supporter Name Application Supported Verification Date	Verified				
			Edit	Concepts Cuart Ticket	Remove	

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.

-	Overview 2. Registration Checklist 3. Your Expertise 4. Verify 5. Submit Application
3	. Submit your Professional Registration Application for - Chartered Engineer
C a	Once you submit your application you will no longer be able to make changes without having to resubmit to your supporters first. Please ensure that you re satisfied with your application before submitting to the IET.
	5. Submit Application

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

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