# Part A – Application for Professional membership and /or registration

**This application form must be completed in full. Please read our guidance note, “Putting together your application for professional membership or registration” before you begin.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First name: |  |  | Family name: |  |
| Middle name(s): |  | Title: Dr / Miss / Mr  / Mrs / Ms / Prof / Other |  |
| Your EI membership  number: |  | Your current EI membership  grade: |  |

**I wish to apply for the following**

Please tick the registrations you wish to apply for in this application. You will also need to complete **Part B** of the application form for each of the titles you indicate below. You will find Part B in the application pack.

**Professional registration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Engineering Technician (EngTech) |  |  | Incorporated Engineer (IEng) |  |
| Chartered Engineer (CEng) & Chartered Petroleum  Engineer |  | Chartered Environmentalist (CEnv) |  |
| Chartered Engineer (CEng) and Chartered Petroleum  Engineer |  | Chartered Energy Manager |  |

If you are applying for professional registration: Have you ever held, or applied for, this professional registration with the EI or another professional body? If so, please give further details, including the professional body and dates of application and registration if applicable:

Please explain why you are applying for professional membership / registration with the Energy Institute:

# Your contact details:

|  |  |  |
| --- | --- | --- |
| Home address | | |
| House, building name and street | |  |
| Town | |  |
| County | |  |
| Postcode | |  |
| Country | |  |
| Telephone | Home |  |
| Mobile |  |
| Email | |  |
| Work address | | |
| Organisation | |  |
| Building name and street | |  |
| Town | |  |
| County | |  |
| Postcode | |  |
| Country | |  |
| Telephone | Home |  |
| Mobile |  |
| Email | |  |

Please tick the address you would like us to use for correspondence. If you do not tick a box, we will use your home address

|  |  |
| --- | --- |
| Home |  |

|  |  |
| --- | --- |
| Work |  |

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# Your qualifications

We will need to see evidence for each of the qualifications you include in this section. Please supply copies of your certificates or a letter of confirmation. These need to be signed as true and accurate copies by someone who has seen the originals, for example, one of your professional sponsors, a professional member of the EI, or your line manager.

**Academic and vocational**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Start date of study | End date of study | Course title | University / College | Grade obtained | Full time / Part time | **Evidence enclosed**  **√** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Professional qualifications, memberships and registrations**

If you are applying for EngTech, IEng or CEng registration then please tell us if you hold Interim Registration at the appropriate level or have had your qualifications assessed by the EI or another Professional Engineering Institute (PEI) as meeting the required standard. Include details here:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional Title | Awarding Body | Grade or title | Year of Award | **Evidence enclosed**  **√** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Your employment history

Please list your employment history in chronological order, starting with your current employer if applicable.

**Your current employer**

|  |  |  |
| --- | --- | --- |
| Start date of Employment | Employer | Job title |
|  |  |  |

**Previous employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Start date of Employment | End date of Employment | Employer | Job title |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

# Your organisational chart

You will need to include a clear organisational chart showing your position within your organisation – please see our guidance notes for more information.

|  |  |
| --- | --- |
| Organisational chart | **Evidence enclosed**  **√** |
| Copy of your organisational chart |  |

# Your Professional Development Review (PDR)

For further information on how to write your PDR, please see our guidance notes.

|  |  |
| --- | --- |
| Professional Development Review (PDR) | **Evidence enclosed**  **√** |
| Please include a copy of your PDR. |  |

# Your Continuing Professional Development (CPD)

Details of your past CPD activities and information on your future plans, i.e. how you plan to maintain your competence. Please see our guidance notes for further information

|  |  |
| --- | --- |
| Continuing Professional Development (CPD) | **Evidence enclosed**  **√** |
| Please include details of your past 2 – 3 years CPD activities and future plans. |  |

# Your sponsors

If you are applying for professional membership for the first time you will require two sponsors of Professional Standing (such as your employer / line manager) who are familiar with you and your field of practise and can vouch and verify your assertions with respect to your knowledge, training and experience. Please see our guidance notes for further information on who can act as your sponsor.

|  |  |  |  |
| --- | --- | --- | --- |
| Sponsor’s name | Professional body | Grade of membership | **Evidence enclosed**  **√** |
|  |  |  |  |
|  |  |  |  |

# EI Connect – mentoring

If you have had formal mentoring through [EI Connect](https://www.energyinst.org/membership-and-careers/ei-connect) please indicate here:

|  |  |
| --- | --- |
| I have had an EI Mentor | Name of EI Mentor |
| Yes / No |  |

# Your proof of identification

You are required to submit proof of your identification with your application. Please see our guidance notes for further information on the forms of ID we can accept as part of your application.

|  |  |
| --- | --- |
| Proof of identification included | **Evidence enclosed**  **√** |
| True and accurate copy of passport / driving licence / other |  |

# Particular requirements

Please tell us below if you have any particular requirements you would like us to be aware of.

|  |  |
| --- | --- |
| Additional requirements requested | **Yes / No** (please delete as  required) |
|  | Yes / No |

# Part B – the competence grid

You will need to complete the relevant Part B competence grid for each of the grades you are applying for.

Further information is included in the guidance notes.

|  |  |
| --- | --- |
| Completed competence grid (s) | **Evidence enclosed**  **√** |
| Please list the completed competence grids you are enclosing here |  |

# Your declaration and signature

I confirm that

* The application is all my own work and that I have read and agree to the Terms and Conditions in respect of the level of membership and or professional registrations for which I am applying.
* I have read and agree to abide by the Energy Institute’s [Code of Conduct](https://www.energyinst.org/__data/assets/pdf_file/0010/554266/The-EI-Code-of-Professional-Conduct-January-2018.pdf) and by any Codes or requirements pertaining to any professional registrations granted to me by or through the EI as they now are or may thereafter be altered.

I understand, in making this application, that I am giving my consent for the EI to hold my personal data on its database, and that this data will be managed in accordance with the EI’s [Privacy Policy](https://www.energyinst.org/privacy).

The statements I have made in my application and in the supporting evidence I have provided are a true and accurate record of my education, experience, and qualifications to date.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

**Please submit your completed electronic application form and supporting documents to:** [**applications@energyinst.org**](mailto:applications@energyinst.org)