

Putting together your application for professional membership and/or registration

Your application is your opportunity to make your case that you meet the standards and should be awarded a particular professional membership or registration through the EI. The Membership Panel and our team of assessors only have the information you include in your application to make a judgment about your competence and professionalism, so it is essential that you follow the guidelines, and your application speaks for itself. This note gives guidance on how to complete each section.



- Take your time over your application – it is an important document.
- Check and recheck to make sure that it fully represents your knowledge, skills, experience, commitment and professionalism.
- Make sure that you have included all attachments and evidence indicated, and have answered questions fully.
- Ask others for their feedback.
- Don't forget that communication is one of the skills you'll be assessed on, so your application must be clear, comprehensive, complete and well expressed.

Overall structure of the application

The application form is divided into Part A and Part B.

- Part A asks for information about you, your development and your experience.
- Part B asks you to demonstrate how you meet the standards of the specific titles you are applying for by completing a competence grid. You will need to complete a Part B grid for each title you are applying for – so, for example, if you are applying for CEng and Chartered Energy Manager you will need to complete two Part Bs.

Notes on completing Part A

About the title or titles you are applying for

Applicants must specify the titles they are applying for. Those pursuing professional registration such as Chartered Engineer who are not current members need to apply for (MEI) membership initially. Furthermore, applicants are required to submit a concise statement outlining their reasons for choosing the specific membership or registration. This statement should explain the relevance of the selected titles to their expertise, career path, and future goals.

Please provide a concise explanation outlining your reasons for seeking this specific professional membership or registration with the EI. Briefly elaborate on the relevance of the title(s) to your area of expertise, career path, and future goals

Your qualifications

Please provide a detailed account of your academic and vocational qualifications, alongside any professional qualifications, memberships, and registrations (including those held with other professional bodies). These should be presented chronologically, with the most recent listed first.

Evidence of all listed qualifications will be required. You will need to supply copies of certificates or a confirmation letter from the awarding organisation. These copies must be certified as accurate by someone who has seen the original documents, such as one of your professional sponsors, a professional member of the EI, or your line manager.

If you are applying for EngTech, IEng, or CEng registration, please indicate if you currently hold Interim Registration at the relevant level or if your qualifications have been previously assessed as meeting the required standard by the EI or another Professional Engineering Institution (PEI)

Your experience to date

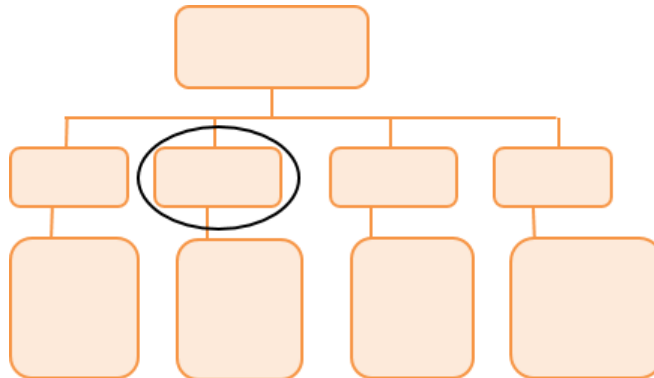
Please provide a list of your experience related to your current position in the designated box at the top of the application. For each role you include, please state your full job title, the full name of your employer, and the dates of your employment in that position

Your organisational chart

This section tells us where you sit in the organisation and your level of responsibility. You will need to provide a diagram showing your position in the context of where you work. Your diagram will need to clearly show:

- ✓ Your name and job title
- ✓ whom you report to and their job title
- ✓ any departments / employees that report to you, including contractors or consultants if applicable.

Please indicate where you are within the organisational chart, by either circling yourself or putting an arrow pointing to yourself.



Your Professional Development Review (PDR)

Your Professional Development Review (PDR), alongside your competence grid or grids in Part B, constitutes a crucial element of your application.

The PDR serves as your introduction to the assessors, providing an overview of your academic background, career progression, and professional experience to date. It should demonstrate your continuous development within the energy sector and effectively showcase your capabilities as a competent energy professional.

What do I need to demonstrate in my PDR?

Your PDR should offer a clear and concise summary of your professional journey in the energy sector up to the present.

What do I need to include?

A summary of your career progression to date, detailing its evolution over time.

This should include the nature of the work you have undertaken, how your responsibilities and the scope of your roles have changed, and your levels of personal responsibility at different stages. [no source, but aligns with our previous conversation about the PDR providing an overview of your career and experience]

An explanation of your motivations for seeking professional recognition with the Energy Institute. This relates directly to the request for a brief statement on why you have chosen to apply for this particular registration with the EI. You should explain briefly why the title or titles are relevant to your specialism, career, and aspirations.

Details of any technical societies or panels you are a member of. For each, you should specify your level of involvement, contributions you have made, and any achievements within these bodies. Additionally, you should provide **details of your membership of other professional bodies.**

Format of your PDR – some tips and guidelines

It's about you	Your Professional Development Review (PDR) is a personal statement that details your energy sector experience, qualifications, and, most importantly, demonstrates your competence as an energy professional. It should be written in the first person, using 'I'. The PDR must clearly explain what you have accomplished, highlighting your individual achievements and the specific contributions you have made. While it's important to provide context about your team or organisation's successes, the primary focus should be on your role and personal impact within those achievements.
You choose the structure but	While there is no set format for writing your statement, you are required to complete the provided PDR template. It is crucial that your PDR adheres to the following principles: Clarity and Readability: Your PDR must be clear and easy for the assessors to understand. This is particularly important as your ability to communicate effectively is one of the competences being assessed. Source. This links to the earlier point that your PDR serves as your introduction to the assessors. Chronological Presentation with Dates: Your PDR should be presented in chronological order, with dates provided throughout. This structure is necessary to allow the assessors to map your development as an energy professional over time. This builds upon our understanding that the PDR should provide an overview of your career to date and how it has developed over time. Comprehensive yet Succinct Content with Cross-References: Your PDR needs to be comprehensive in its coverage of your experience, qualifications, and competence as an energy professional, but it should also be succinct. Where applicable, you should include references to other relevant parts of your application. This implies that the PDR should work in conjunction with other sections, such as your competence grid and potentially the separate box for your current position details to provide a complete picture of your profile.
Tell us what you did	Instead of merely providing a list of your roles and associated responsibilities, your PDR must specifically articulate the tasks and activities you undertake or have undertaken within each role and clearly detail your personal accomplishments and the impact of your actions.

How long?	Your statement must not exceed more than 1000 words (body text only).
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Your Continuing Professional Development (CPD) record

To apply for or maintain professional registration with the E.I individuals must provide evidence of their ongoing professional development

You'll need to supply a record of

- how you have maintained and developed your professional competence in the last 3 years,
- a future plan on how you are intending to continue to maintain and develop your competence going forward.

We recommend utilising our provided CPD template, which can be downloaded from our website, as it encompasses all the necessary fields for documenting this aspect of your application.

Furthermore, you can find general guidance on how to approach Continuous Professional Development (CPD) in the dedicated CPD section of our website, including our guide titled "The best you can be", which offers further information on maintaining and enhancing your professional competence and maximising the benefits of CPD.

It is important to note that submitting CPD records periodically will be a requirement for retaining any professional registrations or titles granted by the EI

Your sponsors

In most cases you will need two sponsors to support your application.

Your choice of sponsor is very important – the people you choose will need to be in a position to confirm the accuracy of the information you have supplied in your application – for example your qualifications, training, experience and achievements – so you should approach someone you know reasonably well or has agreed to work with you to support your application.



Who can act as my sponsor?

Your sponsors must

- Be a professional member of a UK or international professional body (they don't necessarily have to be an EI member).
- Hold a title or professional membership which is at least equal to the level at which you are applying – so if you are applying for TMEI, they should themselves be a TMEI, Member or Fellow of the body to which they belong.

One of your sponsors should be your immediate line manager or director.

If you are applying for EngTech, IEng, or CEng, then ideally one of your sponsors should also themselves be a registrant.

There is a standard sponsor form for you to send to your sponsors in the application pack. It is essential that your sponsor

- reviews your application in full.
- signs the form.
- adds detailed supporting comments.
- ticks and initials of the relevant boxes in the Standards for Membership section of the form.

If you are having difficulty finding a sponsor, your branch should be able to assist but do remember that you will need to develop a relationship with a sponsor so that they can make a statement on your behalf - don't leave finding your sponsor to the last minute.

EI Connect – mentoring

If you have had any formal mentoring from the EI established through [EI Connect](#) then please indicate in this section.

Your proof of identification

You will need to submit proof of your identification with your application. This should include your picture, date of birth and signature – examples of acceptable ID include a copy of your passport or driving licence.

This copy needs to be signed as a true and accurate copy by someone who has seen the original, for example, one of your professional sponsors, a professional member of the EI, or your line manager.

Your particular requirements (if applicable)

We want to make sure that applying for professional titles through the EI is open and accessible to all. If you have any particular requirements and would like to request that we make a reasonable adjustment to help you through the application process, please give details of the adjustment you'd like us to make and the reasons for your request.

Examples of a reasonable adjustment might include that the interview takes place virtually, or in a particular type of location (for example in a ground floor location or lift accessible room), or that extra time is given - but everyone is different, and you are welcome to contact our professional membership team for an informal chat about ways we can help you feel comfortable and able to demonstrate your professional competence.

We may request that you provide further evidence to help us look at your request, for example a doctor's letter.

Notes on completing Part B.

Part B of an application. This section, known as the **competence grid**, requires applicants to demonstrate how they meet the specific requirements for each professional title they seek.

A separate Part B must be submitted for every title applied for. for example if you are applying for CEng and Chartered Energy Manager, you will need to complete the competence grids for both titles.

You will find the competence grids for you to complete in the relevant application pack.

The grid lists the requirements for each title competence by competence; you will need to give detailed and specific examples of how you have met each one. You should explain the context and the actions you took for each of your examples.



Competence grid guidelines

- Your application is about you - include examples about **you** and the energy related work **you** have done
- write in the first person (that is, using 'I...')
- make sure you address the competence being described
- give one or two examples - choose the most relevant for each competence
- be specific
- describe your actual work rather than a theoretical example.

Most candidates find it helpful to complete the relevant Competence Grid before writing their PDR. You can then discuss what you have written with your sponsors to ensure that the work you are describing is at the level expected for the grade applied. Completing the grid can also help you think clearly about whether you are able to demonstrate all the competences now, or whether you will need further professional development in some areas before you make your application.

**Can I attach any supplementary information?**

You may provide annexes, but these are not compulsory or indeed necessary if you have completed your application in accordance with the guidelines given in these notes.

However, you are welcome to submit brief additional information such as a job description or documents describing your current roles and responsibilities or lists technical/research papers you have authored and/or provide other information you feel will support your submission.

It is important to remember that any supporting information must be relevant, assessors will consider any such information as part of your communication competence.