International Engineering Technologists (IntET) Register
Applicant Guidance Notes

Before completing and submitting your application to be placed on the International Engineering Technologists (IntET) Register, you should read the following guidance notes, as these will enable you to complete the application form correctly.

General Information

1. The criteria upon which registration is based are as follows; the applicant must

   - be registered in a signatory jurisdiction
   - have an academic qualification equivalent to an engineering technology degree/diploma/certificate
   - have seven years post-graduation experience
   - have two years in responsible charge of engineering work
   - be maintaining continuing professional development

2. A UK applicant to the IntET Register must be an Incorporated Engineer and a member of an Engineering Council UK [EC^{UK}] licensed member Institution. If, at any time, whilst registered on the IntET Register, the registrant's membership of their Institution lapses, the registrant will be suspended from the IntET Register. Should the lapsed Institution membership be resumed, the registrant will be re-registered, provided that a satisfactory CPD record is submitted to the Institution, and EC^{UK} notified accordingly.

3. The experience required of an application must be post-graduation. Even if the applicant has significant experience in the engineering field and has undertaken and successfully completed an accredited qualification (or its equivalent) as a mature student, the only experience that can be considered is post-graduation.

Education

4. Applicants should note that the following meanings apply to the definition of 'graduation':

   - Accredited qualifications – the date the qualification is awarded
   - Non-accredited qualifications – the date the qualification is awarded, unless a top-up is required
   - Top-up requirement (Further Learning) – the date the last requirement is completed/awarded

   EC^{UK} is unable to accept applications from Incorporated Engineers who have gained their status through the Mature Candidate Route (MCR), Career Appraisal Route, the Senior Route, and the Technical Report option (even where there is an underlying academic qualification) under the Individual Route since the introduction of UK-SPEC). It is unlikely that this situation will change in the near future.

5. The academic course title provided should be that detailed on the qualification's certificate. If this is not correctly provided, the application could be delayed whilst the correct information is obtained. The name of the university or college at which the qualification was gained should be that on the qualification's certificate, even if its name has subsequently changed.

Engineering Experience Report

6. A brief record of post-graduation engineering experience is required, with all periods of employment detailed clearly. It is in the interest of the applicant to provide sufficient information from which a decision can be made at the IntET Register committee meeting. In

particular the period of at least two years in responsible charge of significant engineering work should be clearly described. *The level of responsibility should be demonstrated, in part, through the inclusion of an employer's organisation chart clearly indicating the position of the applicant in the employer's management structure.* The applicant should avoid using abbreviations as this may cause confusion and result in the need for further information to be provided by the applicant.

Continuing Professional Development (CPD)

7. An up to date record of the applicant's CPD is required to demonstrate that relevant CPD is being maintained. The CPD record should cover the last 24 months and provide sufficient detail, particularly where self-learning is involved. Where applicable, this should be certified as true by a senior member of staff. CPD should be relevant to the engineering work the applicant is involved in. Details of the benefits gained from the CPD should be included in the report.

Fees

8. The £105 application fee should be made payable to the licensed member Institution through which the applicant is applying for registration. The Institution will forward this fee, minus an administration fee of £30, to EC^{UK} with the completed application form, signed by a member of staff as being acceptable under the requirements of the IntET Register.

   IntET (UK) registration is granted for five years, at which point registration may be renewed through revalidation of CPD and payment of a renewal fee, which is currently £60. In the event that relevant and appropriate CPD is not maintained, the registrant may be removed from the IntET Register. If your Institution requires annual CPD returns, you should provide copies of these with your application.

   If, in the event that the Institution through which the applicant is applying determines that the application is not acceptable, the applicant will be contacted directly by the Institution for supplementary information or requesting that the application is resubmitted, possibly at a later date.

Successful Applicants

9. Successful applicants will be issued a certificate of registration and will be entitled to use the post-nominal designation, IntET (UK).

10. The applicant is responsible for ensuring that all changes of details are provided to the EC^{UK} to enable the UK Section of the IntET Register to be current and accurate.

Unsuccessful Applicants

11. Unsuccessful applicants will be informed in writing of the reasons for the failure of their application, and are granted the right of appeal. Details of the appeals procedure will be provided at that time. The application fee is non-refundable.