

International Professional Engineers (IntPE (UK))

Registration Renewal Applicant Guidance Notes

Before completing and submitting your Renewal Form for continued registration on the UK Section of the International Professional Engineers (IntPE (UK)) Register, you should read the following guidance notes, as these will enable you to provide the required information correctly.

Engineering Experience Report

1. A brief record of engineering experience gained since achieving IntPE (UK) registration is required, with all periods of employment detailed clearly. It is in your interest to provide sufficient clear information from which a decision can be made at an International Registration Committee meeting. **In particular, the maintenance of your responsibility for significant engineering work must be clearly described.** *Your level of responsibility should be demonstrated, in part, through the inclusion of your employer's organisation chart, clearly indicating your position(s) in your employer's management structure during the past 5 years.* You should avoid using abbreviations as this may cause confusion and result a request for further clarification to be provided. (The report must be written in the first person singular tense).

Continuing Professional Development (CPD)

2. An up-to-date record of your CPD is required to demonstrate that relevant CPD is being maintained. **The CPD record should cover the 5 years since gaining IntPE (UK) registration**, 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 in which you are involved**. Details of the benefits gained from the CPD must be included in the record.

For guidance on CPD the applicant should contact the licensed professional engineering institution of which they are a member.

3. The IEA guidelines state that:
*“By undertaking a coherent programme of CPD across his or her field of engineering practice of about **50 hours** of committed time **per year** a person would normally be able to maintain the currency of his or her knowledge and skills in the relevant field.”*

The assessing committee will therefore be looking for evidence of 50 hours of CPD per year in an application.

Fees

4. The £60 renewal fee should be made payable to Engineering Council.
5. IntPE (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 is likely to be removed from the IntPE (UK) Register.

Submitted renewal applications

6. If a renewal application has been submitted and if amendments are required, the applicant is expected to submit the updated information to one of the panel meetings for that year (any of the three panel meetings for that year).
7. If the updated information is not provided and submitted to one of the panels meetings for that year, then the applicant has missed the renewal window period. If the applicant does not renew the IntPE registration lapses.
8. The applicant is expected to reapply for IntPE registration and would need to apply through their institution, as the initial application process happens with them.

Successful Renewals of IntPE (UK) Registration

9. International Professional Engineers whose IntPE (UK) registration is renewed will receive a certificate of renewal of registration which will be valid for a five year period.
10. You are responsible for ensuring that all changes of details are provided to the Engineering Council to enable the UK Section of the IntPE 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.
12. If the application is deferred, an opportunity to re-submit for re-consideration at the next panel meeting will be given. An application can be deferred on up to two occasions and have a 6 month period to re-submit following the notification of deferral. If a re-submission has not been received within a 6 month period the application will be withdrawn.
13. If upon the third re-submission the applicant has still not demonstrated their suitability the application will be rejected.
14. If an application is rejected the applicant will be informed in writing of the reasons for the failure of their application, and granted the right of appeal. Details of the appeals procedure will be provided at that time. The application fee is non-refundable.