

International Engineering Technologists (IntET(UK)) Applicant Guidance Notes

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

General Information

1. The criteria for admission to the UK Section of the IntET Register are as follows; the applicant must

- be registered as an Incorporated Engineer (IEng) with the Engineering Council and be a member of an Engineering Council licensed professional engineering institution
- 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 relevant continuing professional development

2. 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 and professional registration be resumed, the Engineering Council will re-instate IntET registration.

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 equivalent academic qualification) 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.

5. The Engineering Council 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.

6. 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

7. A brief record of post-graduation engineering experience is required, with all periods of employment detailed clearly in chronological order. It is in the interest of the applicant to provide sufficient information from which a decision can be made at the International Registration Committee meeting. **In particular the period of at least two years prior to the year of submission (e.g. if the year of submission is 2025, then entries should cover 2023 and 2024) 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.

8. In general, an applicant may be taken to have been in responsible charge of significant Engineering work when they have:

- Planned, designed, coordinated and executed a small project; or
- Undertaken part of a larger project based on an understanding of the whole project;
- Undertaken novel, complex and/or multi-disciplinary work.

Please note that any work undertaken of a volunteer nature, must be included in the continuing professional development section of the application form, not in the Engineering Experience section.

Continuing Professional Development (CPD)

9. 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 two calendar years prior to the year of submission (e.g. if the year of submission is 2025, then CPD entries should cover 2023 and 2024)** and provide sufficient detail, particularly where self-learning is involved. CPD should be relevant to the engineering work the applicant is involved in. Details of the benefits gained as reflections from the CPD should be included in the report.

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

10. 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 calendar year in an application.

11. The applicant should consider the below when completing this section of the form. The Engineering Council recognises that relevant CPD can be acquired from many sources, and it can help to use the mnemonic “TWAVES®” to help engineers recognise when they are “doing CPD”, as below:

- T – Training (formal, relevant, training courses attended)
- W – Work-based development (and we recognise that those in work will get most of their CPD from their day-to-day work)
- A – Academic Learning
- V - Volunteering
- E – Events, seminars, conferences
- S – Self-study (self-directed research, web searches, etc.)

CPD can be planned (like planning to attend a course) or unplanned (because every working day brings new challenges), structured (from a training establishment or in-house training) or unstructured. However, CPD is obtained, it must be clear how it has personally benefitted the applicant engineering competence and career.

IMPORTANT: The CPD entries should be in chronological order, must include specific date ranges and the duration must be in hours. Please note that entries under one hour are not permitted.

Supporting Documentation

12. Organisation charts are required for the two calendar years prior to the year of the submission of the application. For example, if the applicant is submitting in 2025, then organisation chart(s) relating the position(s) held in 2023 and 2024 must be provided. The organisation charts must clearly state the organisation name that they refer to. The applicant's name and job title should also be clearly displayed, the rest of the organisation charts must be anonymised.

13. The applicant must also include a copy of each degree certificate.

Fees

14. The £105 application fee should be made payable to the licensed professional engineering institution through which the applicant is applying for registration. The Institution will forward this fee, minus an administration fee of £30, to the Engineering Council with the completed application form, signed by a member of staff as being acceptable under the requirements of the IntET Register.

15. 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.

Submitted applications

16. If 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.

17. If the Institution through which the applicant is applying has not received the requested supplementary information within a 6 month period, the application will be withdrawn. The applicant will be contacted directly by the Institution to inform them that they will be required to resubmit their application.

Successful Applicants

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

19. The applicant is responsible for ensuring that all changes of details are provided to the Engineering Council to enable the UK Section of the IntET Register to be current and accurate.

Unsuccessful Applicants

20. For unsuccessful applicants the outcome may either be deferral or rejection.

21. If an application has been deferred the applicant will be informed in writing of the reasons for deferral and given the opportunity to resubmit to the next available panel meeting. If a resubmission has not been received within a 3 month period the application will be withdrawn. The application fee is non-refundable.

22. 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.