

## International Engineering Technician (IntETn (UK))

### Applicant Guidance Notes

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

#### General Information

1. The criteria for admission to the UK Section of the IntETn Register are as follows; the applicant must
  - be registered as an Engineering Technician (EngTech) or Information and Communications Technology Technician (ICTTech) with the Engineering Council
  - have, in applying for EngTech/ICTTech registration, demonstrated appropriate professional competence including underpinning knowledge and understanding to the level required by the Agreement for International Engineering Technicians
  - be currently practising engineering or information and communications technology at an appropriate level
  - be maintaining relevant continuing professional development
2. If, at any time, whilst registered on the IntETn Register, the registrant's membership of their Institution lapses, the registrant will be suspended from the IntETn Register. Should the lapsed Institution membership and professional registration be resumed, the Engineering Council will re-instate IntETn registration, on receipt of confirmation from the Institution that a satisfactory CPD record has been provided.

#### Engineering Experience Report

3. A brief record of engineering experience is required, with all periods of employment detailed clearly. It is in the interest of the applicant to provide sufficient information to demonstrate the ability to work reliably and effectively without close supervision, to accept responsibility for their own work or the work of others and to accept, allocate and supervise technical and other tasks. 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)

4. 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 or the period since registration, whichever is shorter**, 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 from the CPD should be included in the report.

## **Fees**

5. The £105 application fee should be made payable to the licensed professional engineering institution through which the applicant is applying for international 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 IntETn Register.
6. IntETn (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 IntETn Register. If your Institution requires annual CPD returns, you should provide copies of these with your application.
7. 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**

8. Successful applicants will be issued with a certificate of registration and will be entitled to use the post-nominal designation, IntETn (UK).
9. The applicant is responsible for ensuring that all changes of details are provided to the Engineering Council to enable the UK Section of the IntETn Register to be current and accurate.

## **Unsuccessful Applicants**

10. 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