

## International Engineering Technologist (IntET (UK))

### 5 Year Registration Renewal Form

International Engineering Technologist registration through the Engineering Council is renewable every five years from the date of award.

To retain the right to International Engineering Technologist registration through Engineering Council and the right to use the post-nominal designation IntET (UK), the following criteria must be satisfied:

- Continued registration as an Incorporated Engineer with Engineering Council
- Continued practice at an appropriate level for an International Engineering Technologist
- Record of *Continuing Professional Development* (CPD)

The supporting documentation detailed below must provide the Engineering Council with sufficient evidence of the achievement of these requirements, so that compliance with them can be quickly and effectively assessed and verified. IntETs should ensure they have read the accompanying renewal guidance notes before completing this form.

The outcome of the Engineering Council - International Engineering Technologist Registration Committee's decision will be provided in writing, with a certificate of renewal being issued for successful renewals.

#### Supporting Documentation

- **Engineering experience record** for the past 5 years, which clearly details your personal responsibility and accountability. **In particular the period of at least two years in responsible charge of significant engineering work should be clearly described.**
- **Organisation charts** for the past 5 years, which show your position(s) in your organisation. *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.
- **Detailed CPD record** covering the last 5 years. 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 renewal.

**Personal Details**

<b>Title (Dr/Mr/Mrs etc.)</b>	<b>Forenames</b>		
<b>Surname</b>			<b>Date of Birth</b>

**Contact Details**

<b>Address</b>	<b>Telephone</b>		
	<b>Email</b>		
<b>Postcode</b>	<b>Country (if not UK)</b>		

**Checklist**

(Tick all boxes to indicate documents are enclosed)

I have attached the following required items:

- Engineering experience record (this must be provided on the attached form)
- Organisation charts
- 5 years CPD record
- The renewal fee of £60.00, made payable to 'Engineering Council'

<b>For Engineering Council Use Only</b>			
<b>£60 renewal fee enclosed?</b>		<b>Engineering experience record attached?</b>	
<b>Organisation chart(s) attached?</b>		<b>5 year CPD record attached?</b>	
<b>Signed (application satisfactory)</b>		<b>Date</b>	

**Record of engineering experience since award/last renewal of IntET (UK)**

*This must clearly identify your personal involvement in, and responsibilities for, significant engineering work.*

**Before completing, please read IntET (UK) Registration Renewal Form Guidance Notes.**

*(If more space is required, please print extra copies of this page and number pages accordingly)*

<b>Dates</b>	<b>Employer (If self-employed consultant, please provide client name)</b>	<b>Job Title</b>	<b>Major personal job responsibilities and activities</b>

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(To be written in first person singular tense)

**Record of Continuing Professional Development (CPD)**

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Date	Duration	Activity and brief description	Benefit gained