

## International Professional Engineers (IntPE (UK))

### Registration Renewal Applicant Guidance Notes

*Before completing and submitting the Renewal Form for continued registration on the UK Section of the International Professional Engineers (IntPE (UK)) Register, the applicant should read the following guidance notes, as these will enable the applicant 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 the applicant's best interest to provide sufficient clear information from which a decision can be made at an International Registration Committee meeting. **In particular the period of 5 years since IntPE (UK) registration was initially awarded (if this is the first renewal) or since the previous renewal, the maintenance of the applicant's responsibility for significant engineering work must be clearly described.** *The level of responsibility should be demonstrated, in part, through the inclusion of the applicant's employer's organisation chart, clearly indicating the position(s) in your employer's management structure during the past 5 years.* The applicant 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).
2. 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)

3. 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 5 calendar years since gaining IntPE (UK) registration/prior to the year of submission (e.g. if the year of submission is 2025, then CPD entries should cover 2020 - 2024),** 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 the applicant is involved in.** 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.

4. 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.

5. 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**

6. Organisation charts are required for the five 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 2020 - 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

## **Fees**

7. The £60 renewal fee should be made payable to Engineering Council.
8. 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**

9. 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).
10. 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.
11. 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**

12. 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.
13. The applicant is 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**

14. Unsuccessful applicants will be informed in writing of the reasons for the failure of their application.
15. 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.
16. If upon the third re-submission the applicant has still not demonstrated their suitability the application will be rejected.
17. 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.