

## International Engineering Technician (IntETn (UK))

### Applicant Guidance Notes

*Before completing and submitting the application to be placed on the UK Section of the International Engineering Technicians (IntETn (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 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.

#### Engineering Experience Report

3. A brief record of engineering experience is required, with all periods of employment detailed clearly. **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).** 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.

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)

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 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) 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 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.

5. 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.

6. 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

7. The applicant must also include a copy of each certificate relating to any engineering or ICT technician education undertaken.

## **Fees**

8. 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.
9. 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. If relevant and appropriate CPD is not maintained, the registrant may be removed from the IntETn Register. If the applicant's Institution requires annual CPD returns, the applicant should provide copies of these with your application.
10. 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.

## **Successful Applicants**

11. Successful applicants will be issued with a certificate of registration and will be entitled to use the post-nominal designation, IntETn (UK).
12. 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**

13. For unsuccessful applicants the outcome may either be deferral or rejection
14. 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.
15. 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.