Please staple a passport sized photo-graph here endorsed on the back as a true likeness by your sponsor



**APPLICATION FOR ENGINEERING TECHNICIAN REGISTRATION**

**SECTION A**

**PERSONAL INFORMATION** *(Type or print clearly)*

Title: First Name:

Surname: Date of Birth:

Home Address:

 Postcode

Telephone: E-mail:

CIHT Membership No: 0000

Employer’s Name:

Employer’s Address:

 Postcode:

Telephone: E-mail:

Job Title:

Membership of other Engineering Institutions:

Engineering Council Registration No: (*if applicable*)

**SPONSOR**

As a sponsor, you must be a suitably qualified senior individual who has knowledge of the candidate’s work and be familiar with the requirements of EngTech professional registration, as set out in the UK Standard for Professional Engineering Competence (UK-SPEC), Your support indicates that the information provided in this application is correct.

|  |  |  |  |
| --- | --- | --- | --- |
| *Name (Type or print clearly)* |  |  |  |
| **SPONSOR**  | Signature |
| CIHT Membership No. 0000 | Engineering Council Registration No. |

**QUALIFICATIONS**

**Please list your qualifications (continue on a separate sheet if necessary)**

|  |  |  |
| --- | --- | --- |
| **Qualification Title and Place of Study** | **Dates** **(from-to)** | **Sponsor’s Initials** |
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Note: Copies of all certificates, verified by your sponsor, must be included in your application.

**TRAINING RECORD**

**Please give details of all relevant training (continue on a separate sheet if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Course** | **Training Provider** | **Date Completed** | **Sponsor’s Initials** |
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Note: Copies of all certificates, verified by your sponsor, must be included in your application.

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

CPD does not only apply to time gained from formal training events. CPD is about recording learning events. Learning happens in many ways.

Some examples of CPD, in addition to formal training events, are: -

* structured reading focusing on new techniques, procedures, processes or legislation
* self-study to help you deal with a type of project you have never dealt with before, e.g. by learning new computer software
* technical discussions with colleagues where you learn new approaches, or you pass on your knowledge to others
* presentations which require you to research the topic area first. Participation in meetings which you don’t normally attend i.e. where you must carry out additional background reading or research to add value to the meeting

**Please list below all CPD activities that you have undertaken in the past 12 months**

**(continue on a separate sheet if necessary).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **CPD Activity**  | **Reason for Undertaking Activity****(e.g. updating technical skills and/or knowledge)** | **Hours** | **Cumulative** **Total for Year** |
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**IMPORTANT UNDERTAKING TO BE SIGNED BY THE CANDIDATE**

I declare that the information as to my training, experience, position and other matters is, in every respect, complete and accurate.

###### SIGNATURE ………………………………………..…….. DATE ……………………....

****

***Application Checklist***

Completed application form including photo [ ]

Copies of certificates, verified by sponsor [ ]

Up-to-date training record [ ]

CPD record for past 12 months, verified by sponsor [ ]

Detailed CV, verified by sponsor [ ]

Experience record (Section B), verified by sponsor [ ]

**GDPR:** This Privacy Notice relates to the collection and processing of your personal data for the purposes of your CIHT EngTech Professional Review application.

We use the information that you provide about yourself to fulfill your requests, queries, updates and orders. We do not share this information with outside parties except to the extent necessary to complete your requests. Full details on how CIHT uses its data are available at <https://www.ciht.org.uk/about-us/about-ciht/privacy-policy/>

**SECTION B**

**EXPERIENCE RECORD (continue on a separate sheet if necessary)**

In this section, you must describe, clearly and concisely, your highways & transportation engineering background, professional achievements and responsibilities.

You should use no more than 1,250 words in total (broadly 250 words per objective).

**Objective A**: For A1 and A2, give one or two examples of how you have used your engineering knowledge and understanding at work to solve a problem or improve a process.

|  |
| --- |
| A1 Review and select appropriate techniques, procedures and methods to undertake tasksA2 Use appropriate scientific, technical or highway/transportation engineering principlesSponsor’s initials |

**Objective B**: For B1 and B2, give one or two examples that demonstrate how you have contributed to the design, development, manufacture, construction, commissioning, operation or maintenance of products equipment, processes, systems or services at work.

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| --- |
| B1 Identify problems and apply diagnostic methods to identify causes and achieve satisfactory solutionsB2 Identify, organize and use resources effectively to complete tasks, with consideration to cost, quality, safety and environmental impactSponsor’s initials |

**Objective C**: For C1, C2, and C3, describe an experience or instance where you have had to accept personal responsibility for seeing a process through to completion. You may include activity that is not associated with your job.

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| --- |
| C1 Work reliably and effectively without close supervision to the appropriate codes of practiceC2 Accept responsibility for work of self and othersC3 Accept, allocate and supervise technical and other tasksSponsor’s initials |

**Objective D**: For D1 and D2, give one or two examples that show that you have used appropriate methods of written communication (for example, letters, reports, drawings) to convey technical or other information and that you are able to work effectively with other parties.

|  |
| --- |
| D1 Use oral, written and electronic methods for communication of technical and other informationD2 Work effectively with your colleagues, clients, suppliers and the publicSponsor’s initials |

**Objective E**: For E1, E2, E3, and E4, give one or two examples that show that you understand the importance of working safely and ethically and keeping your professional skills and knowledge up-to-date.

|  |
| --- |
| E1 Comply with CIHT’s Code of ConductE2 Manage and apply safe systems of workE3 Undertake engineering work in a way that contributes to sustainable developmentE4 Carry out CPD to ensure the required competence level is maintainedSponsor’s initials |