

About this form

There are four sections to this form;

- About you (information on your education and working life so far).
- Professional Review requirements
- Demonstration of the attributes
- Supporting documents, payment and declaration

We encourage you to read our [Technician Professional Review guidance document](#) which provides further information and advice on the process

Attach Photo Here

Attach Photo Here

1. About you

A Your details

Please provide the following information about you.

| | | | | | | | | |
|------------------------------|--|--|--|--|--|--|--|--|
| ICE Membership / Account No. | | | | | | | | |
|------------------------------|--|--|--|--|--|--|--|--|

| | | | |
|-------------|--|---------------|--|
| Family name | | Title | |
| Other names | | Date of birth | |
| Nationality | | Gender | |

| | |
|---------|--|
| Email*: | |
|---------|--|

***Please note that all communication from ICE about your application will be made using this email address. We will update your ICE record if it currently shows a different email address, we will also update your home and work details if they are different to what is currently showing on your ICE record.**

Home address

| | | | |
|----------------|--|----------|--|
| Address line 1 | | | |
| Address line 2 | | | |
| Address line 3 | | | |
| Country | | | |
| Telephone | | Postcode | |

B Current Employer Details

| | | | |
|---------------------|--|---------------|--|
| Employers full name | | | |
| Department | | Position held | |
| Address line 1 | | | |
| Address line 2 | | | |
| Address line 3 | | | |
| Country | | | |
| Postcode | | Telephone | |

C Your education details (Undergraduate & Postgraduate)

I am applying for a Technician Professional Review Please Select an option [qualifications](#).

If you are applying **without approved qualifications**, you must place a particular focus on the Attribute – Understanding and Practical application of engineering in describing your technical abilities. You should demonstrate both your understanding of the engineering principles and knowledge of how to apply them in practice, when completing this application form.

If you want to find out if your course is approved or not, you can use the [ICE course search tool](#) or email technicians@ice.org.uk and we will be happy to help.

| Awarding College/University (in order attained) | Qualification (HND, BEng, BSc etc) | Course title | Attendance type (Full, Part time, sandwich etc) | Class (1 st , 2; i, etc) | Start date (mm/yy) | End date (mm/yy) |
|---|------------------------------------|--------------|---|-------------------------------------|--------------------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

D Engineering Council registration

| | |
|--|--------------------------|
| In order to be eligible for registration with the Engineering Council you must be successful at your Professional Review and the interview has to be conducted in English, subject to the Welsh Language Act 1993. If you do not wish to undertake your Professional Review in English, please tick the box and you will be contacted for further clarification. | <input type="checkbox"/> |
|--|--------------------------|

E Unspent convictions

No person with an unspent conviction relating to a Serious Criminal Offence** will be admitted to any grade of membership unless there are special circumstances that show beyond reasonable doubt that the person is a fit and proper person to be admitted to membership of the Institution.

If you have an unspent conviction relating to a serious criminal offence, please complete [this form](#) and have it signed by your sponsors, and submit with your completed application. A member of staff will contact you directly and in confidence.

F Career History – commencing with your current employer

Please start with your current/most recent employment and include the start and end date of your employment, your employer, job title and brief summary of your roles and responsibilities.

Provide as much detail as possible in the box below.

2. Professional Review requirements

A Presentation

Please tick if you intend to give a five-minute presentation at the start of your interview.

B Review session and format

Professional Review dates, sponsors, and application deadlines can be found [here](#).

You should indicate below the session you wish to apply for and your preference for review as follows: online, in-person or either. Please note that if you have selected an in-person review this is not guaranteed and your review may still be held online, please refer to the individual requirements section below.

Please enter the Professional Review session you wish to apply for e.g., UK 4-30 May, Auckland 7-8 Oct:

Please select your review preference:

Choose an item.

C Your area of work and employment

Please select one option from each of the tables below. Your selection allows ICE to match one or both of your Reviewers to your main area of work and one to your main employment type. Select the options that best match the technical expertise and employment type you describe in Demonstrating the attributes.

Table A – Technical expertise (please select only one)

| | | | |
|---|--------------------------|---|--------------------------|
| Bridges | <input type="checkbox"/> | Dams / Reservoirs | <input type="checkbox"/> |
| Environmental planning / engineering | <input type="checkbox"/> | Buildings, Structures | <input type="checkbox"/> |
| Airports | <input type="checkbox"/> | Water Supply / Sewage treatment / Drainage and networks | <input type="checkbox"/> |
| Geology, Geotechnical and ground engineering, Tunneling | <input type="checkbox"/> | Railway Systems and infrastructure | <input type="checkbox"/> |
| Offshore Engineering | <input type="checkbox"/> | River, Coast, Marine, Docks and Harbours | <input type="checkbox"/> |
| Transportation Planning | <input type="checkbox"/> | Highways & Traffic Engineering | <input type="checkbox"/> |
| Regeneration and Development | <input type="checkbox"/> | Energy Services | <input type="checkbox"/> |

Table B – Employment type (please select only one)

| | | | |
|------------------------------|--------------------------|-------------------------------|--------------------------|
| Contracting and Construction | <input type="checkbox"/> | Consultancy and Design | <input type="checkbox"/> |
| Academic Research | <input type="checkbox"/> | Infrastructure Owner / Client | <input type="checkbox"/> |

D Sponsors

You must have two sponsors, who are professionally qualified engineers, to support your application. They must both meet certain eligibility criteria as detailed in the guidance section of the [sponsor's statement of support](#). All sponsors must be at the same grade or above the grade that you are applying for.

Your sponsors must upload their statements directly into the [Professional Reviews sponsors portal](#).

Tick here to confirm this has already been completed by your sponsors .

| Name (BLOCK CAPITALS) | Name of Professional Institution | Membership number | Member grade |
|-----------------------|----------------------------------|-------------------|--------------|
| (Lead sponsor) | Institution of Civil Engineers | | |
| | | | |

E Publication

| | |
|---|--------------------------|
| If my application for ICE membership is successful, I am happy for my name to be published on a list of successful candidates, on the ICE website and on the New Civil Engineer website . | <input type="checkbox"/> |
|---|--------------------------|



3. Demonstration of the Attributes

In the following pages write about examples from your professional experience which allow you to demonstrate how you meet each attribute. The overall word count in this section of the application form should not exceed 3000 and this can be spread across all the attributes examples. Further details on the attributes can be found in the [Technician Professional Review guidance document](#) appendix A.

Understanding and Practical Application of Engineering

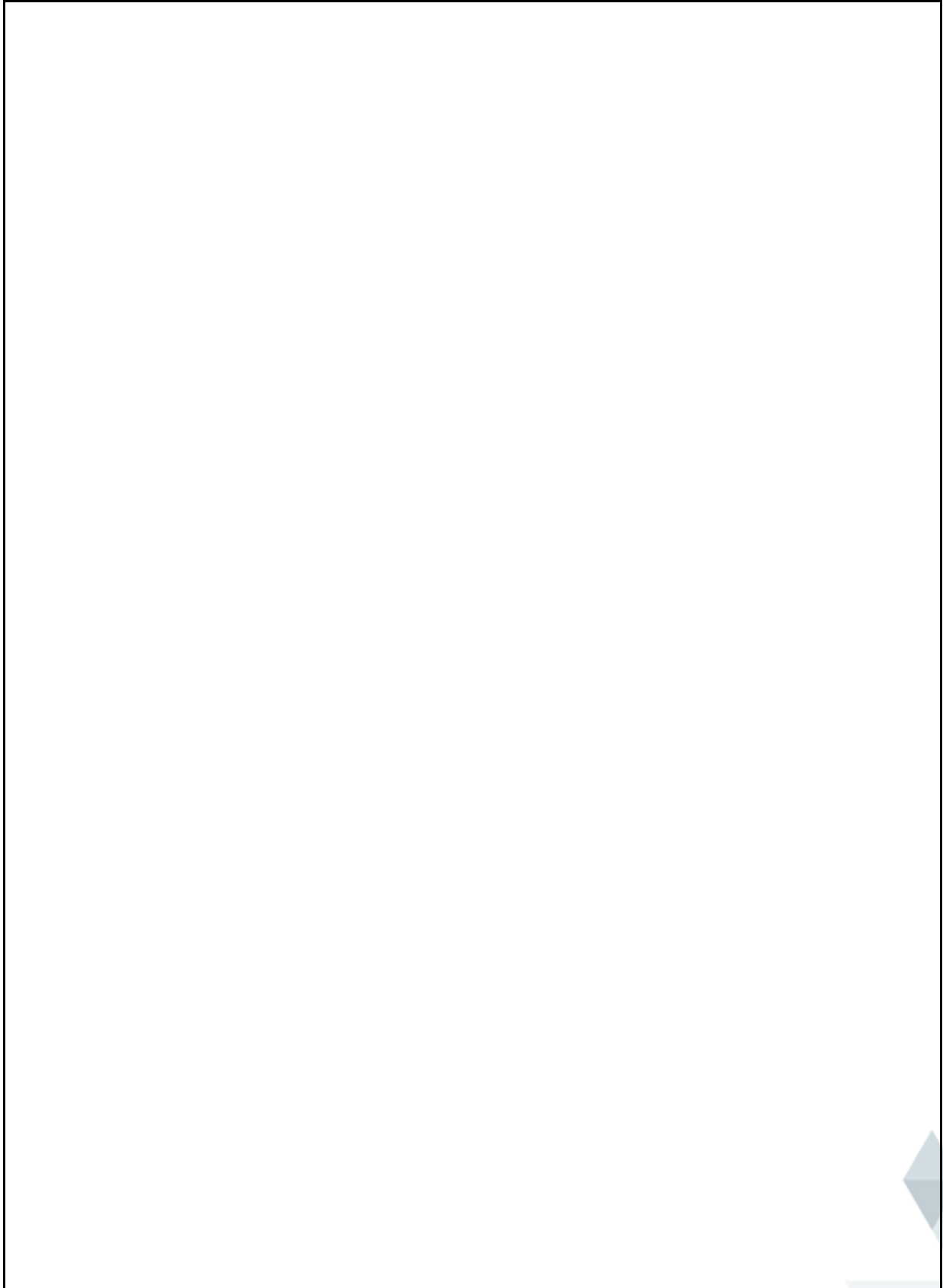
Use appropriate scientific, technical, or engineering principles.

Review and select appropriate techniques, procedures, and methods to undertake tasks.

Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions.

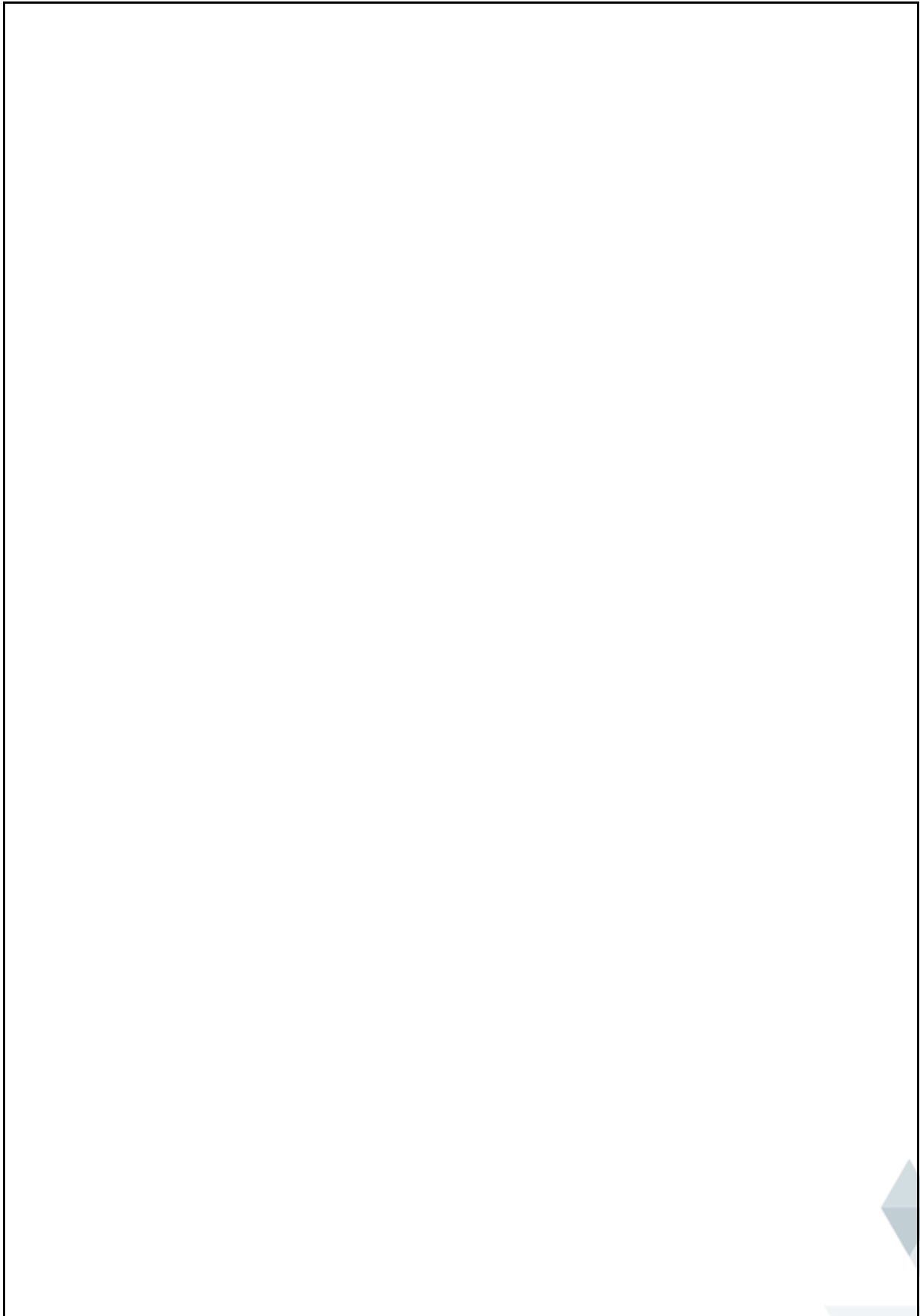
Management and Leadership

Identify tasks and organise resources to complete them effectively.
Work reliably and accept responsibility for their work or the work of others.
Complete tasks with due consideration for quality.

A large, empty rectangular box with a thin black border, intended for the applicant to provide evidence or examples related to the Management and Leadership criteria.

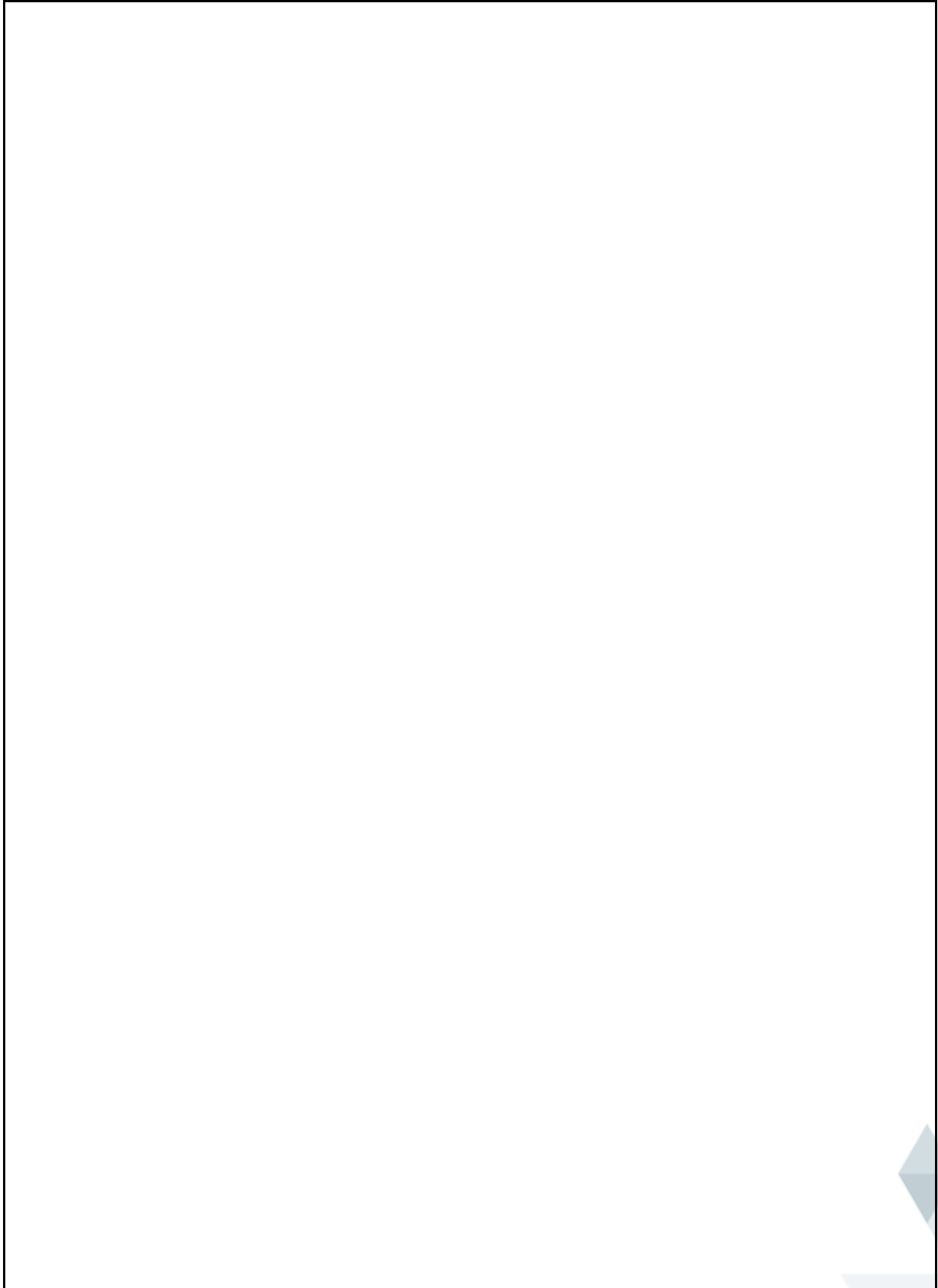
Commercial Ability

Identify, organise, and use resources with consideration of cost.

A large, empty rectangular box with a thin black border, intended for the applicant to provide evidence of their commercial ability. The box occupies most of the page's vertical space.

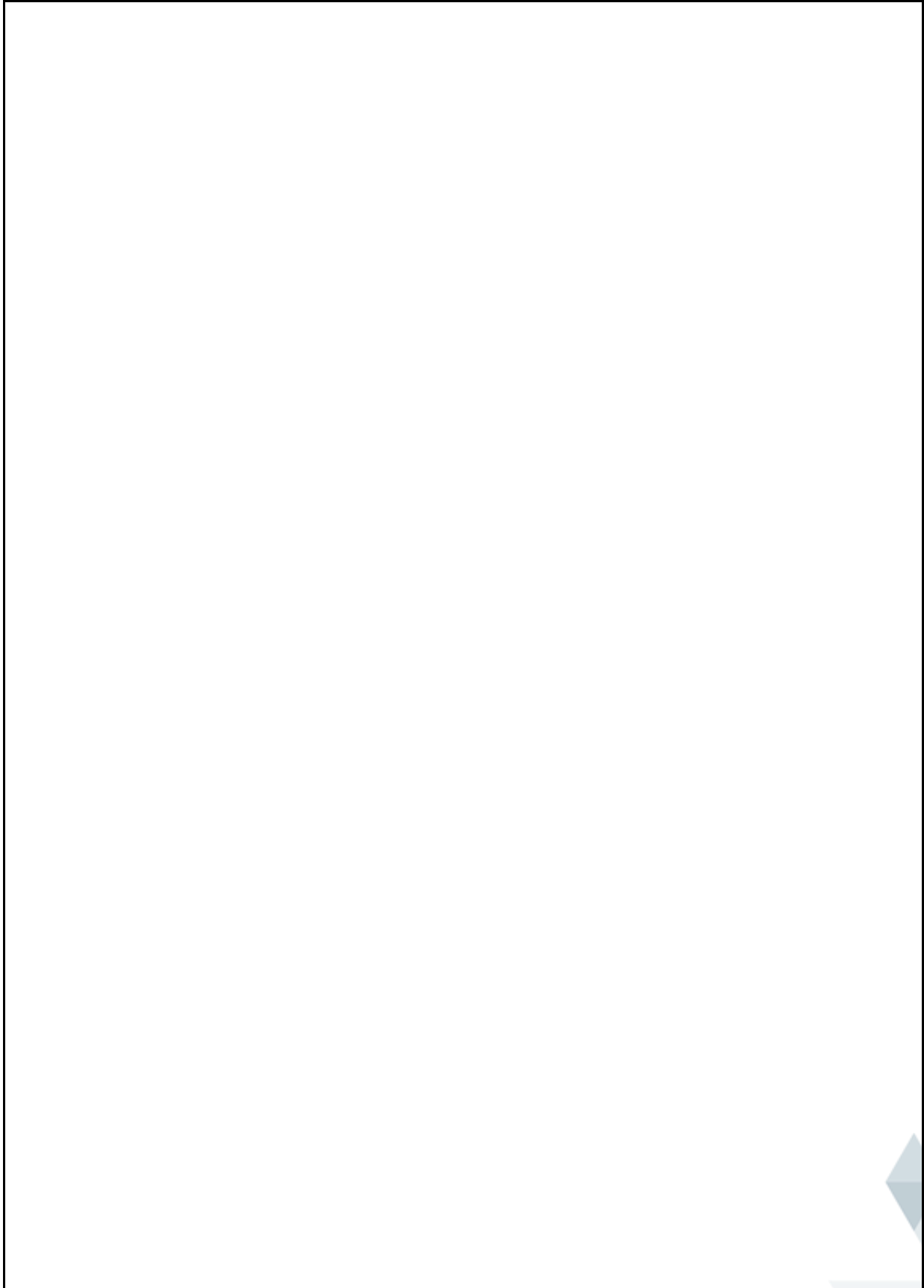
Health, Safety and Welfare

Understand the safety implications of the role.
Complete tasks with due consideration for safety
Comply with safe systems of work.



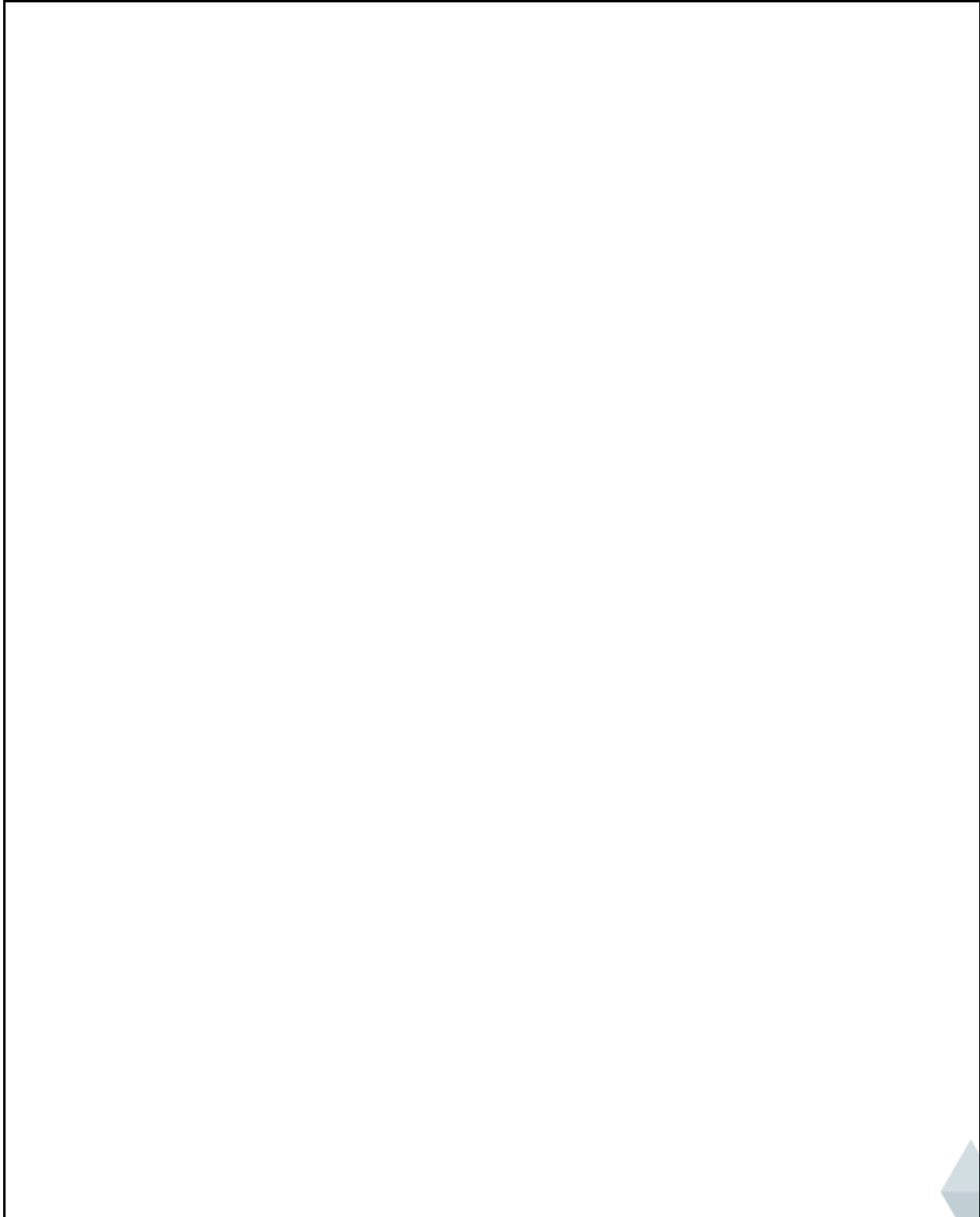
Sustainable Development

Understand the principles of sustainable development and apply them in work.
Complete tasks with consideration for their environmental impact.

A large, empty rectangular box with a thin black border, intended for the candidate to provide evidence of their understanding and application of sustainable development principles. The box occupies most of the page area below the introductory text.

Interpersonal Skills and Communications

Communicate effectively with others, at all levels, in English¹.
Work effectively with colleagues, clients, suppliers or the public.
Demonstrate personal and social skills.
Demonstrate awareness of diversity and inclusion.



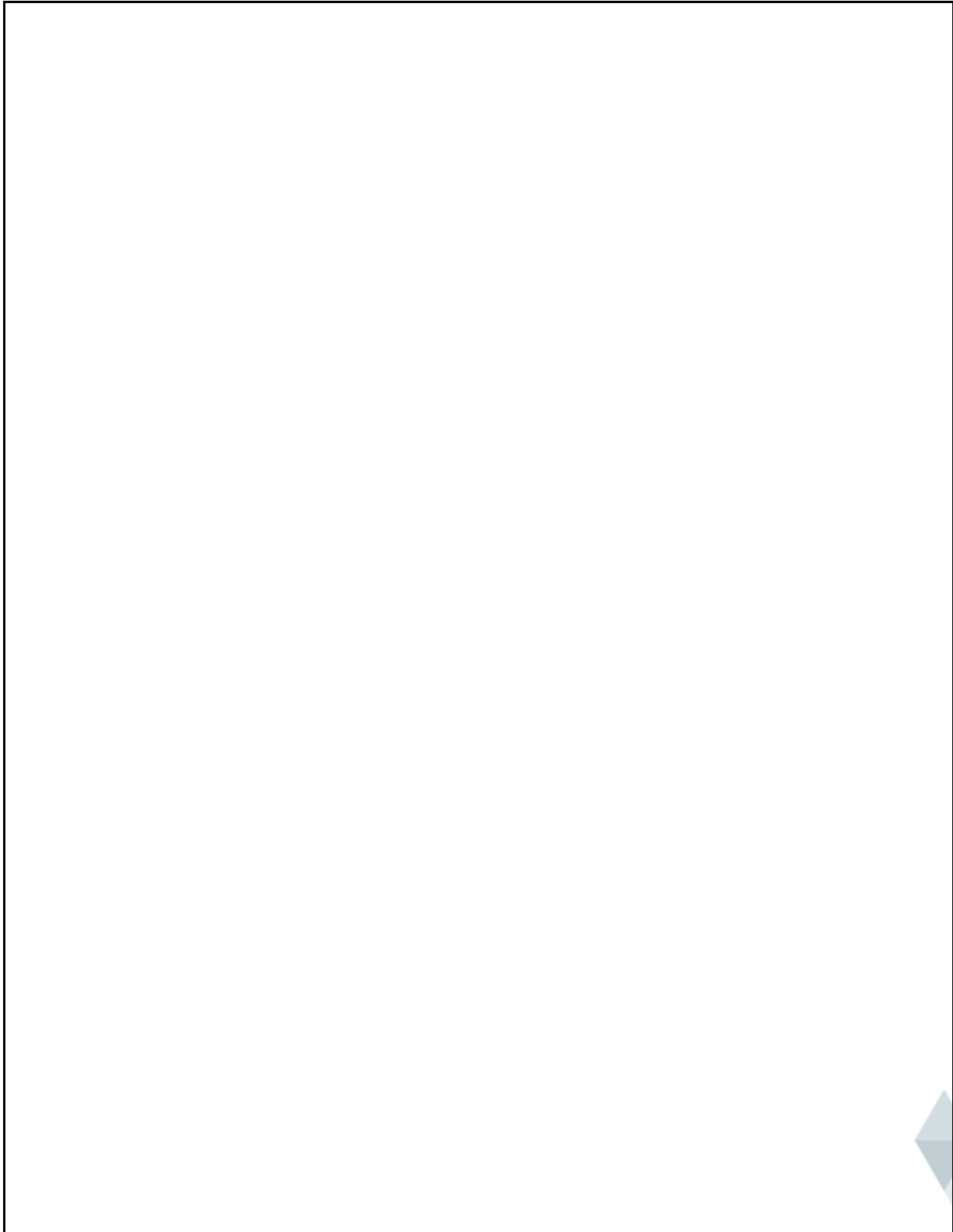
¹Please note: All assessments and reviews for Engineering Council registration will be conducted in English, subject to the provisions of the Welsh Language Act 1993

Professional Commitment

Understand and comply with the ICE Code of Conduct.

Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.

Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice.



4. Supporting Documents

Together with the completed application form you must include the following with as part of your PDF submission.

| | |
|--------------------------|--|
| <input type="checkbox"/> | A certified copy of your qualifications listed on page 2 |
| <input type="checkbox"/> | CPD Records |
| <input type="checkbox"/> | Appendices illustrating your work |
| <input type="checkbox"/> | Paste a recent photograph of you on page 1 to help us recognise you at your interview |

Individual requirements

| | |
|--------------------------|---|
| <input type="checkbox"/> | <p>Individual requirements may include disabilities, specific learning difficulties (such as dyslexia), temporary conditions, and security clearance, or you are unable to attend your Professional Review on a certain date or time or a preference for an in-person Professional Review</p> <p>If you have a disability or medical condition, then we would normally expect written evidence together with an explanation of any specific requirements to be provided with your application.</p> <p>If there is any reason why you are unable to sit your Professional Review on a specific date or time, please provide this information when submitting your application and ICE will do its utmost to accommodate your request.</p> <p>If you fail to advise us, we will not be able to take these into account during or after your Professional Review.</p> <p>If you are requesting an in-person Professional Review, please include a short description of your intended travel arrangements (and ideally its carbon footprint) with your application.</p> <p>If you wish to speak to a member of staff in confidence regarding your requirements, please email professional.reviews@ice.org.uk and we will arrange a time to speak to you.</p> |
|--------------------------|---|

Application fee#

| | |
|--------------------------|--|
| <input type="checkbox"/> | <p>1. Pay online (payment must be made before uploading your application) To pay online, using a credit card or UK debit card, log in to your MyICE account then go to our application fees webpage and select the pay online button for the appropriate professional review.</p> <p>Please note after you log into your MyICE account you will be redirected to our secure payment system. If you are not already registered with MyICE please register online first.</p> |
| <input type="checkbox"/> | <p>2. Alternative method of payment If you are unable to pay online, please contact the ICE Membership Services team for alternative methods.</p> <p>t: +44 (0)207 665 2227 or e: subs@ice.org.uk Please note at busy times there may be a delay in accepting your call.</p> |

Note that your payment and application must both be received before the deadline for your application to be considered. See our [website](#) for deadlines.

5. Important undertaking to be signed by the candidate

I apply for admission as a **Technician Member of the Institution of Civil Engineers** and in accordance with [Admission Procedure 3](#) understand that my name will be published. I promise that in the event of my admission I will be governed by the Royal Charter, By-laws, Regulations and Rules of the Institution and I will accept as final and binding the decisions of the Trustee Board. I also promise to promote the object of the Institution to foster and promote the art and science of Civil Engineering and to attend its meetings as often as I conveniently can. I declare the information in this application to be complete and correct. I confirm that if I have an unspent criminal conviction, I have informed ICE about it and provided the information required.

I agree that the College(s) and/or Universities from which I graduated may release details of my qualifications to the Institution of Civil Engineers and I agree that if any of the qualifications I have claimed are found to be false, the Institution of Civil Engineers may inform any other interested third parties such as my employer, any other professional bodies of which I am a member and any qualifying body from which I claimed a false qualification, and the Institution of Civil Engineers may also provide copies of the documents containing these false details to these other interested third parties.

I also understand that if any of the qualifications I have claimed are found to be false my application will be rejected, and the Institution will notify the person(s) supporting my application of the reason why my application has been rejected. I agree that the Institution of Civil Engineers may contact employers and other parties connected with my application to verify the information provided.

General Data Protection Regulation (GDPR)

The Institution of Civil Engineers and Thomas Telford Ltd (TTL) maintain data on all members. We also maintain data on non- members who use our services. This will be used confidentially for normal purposes, including subscription and donation collection, mailing of publications, contract fulfilment when purchasing TTL products and services and notification of conferences and events. Your name and grade will be displayed on our online Members' Directory.

Members based outside of the UK may have their data transferred to International Country representatives for administration of local events in their country of residence. Member data will also be shared with the ICE Benevolent Fund.

Personal data relating to ICE membership may be stored securely in perpetuity for historical purposes. Personal data relating to non-members and/or TTL customers will only be held for as long as needed to fulfil the purpose for which it was collected.

For more information on how and why we collect and use personal data and your rights as an individual please review the [ICE Privacy Notice](#).

I declare the information in this application to be complete and correct.

| | | | |
|----------------|--|--------------|--|
| Signed: | | Date: | |
|----------------|--|--------------|--|

Please submit your application via the [Professional Reviews upload portal](#), if you are experiencing issues with the portal, please call us on + (44) 207 665 2344 or email technicians@ice.org.uk