



THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

IFE REGISTRANTS GROUP

Incorporated Engineer Application Form

PLEASE CLICK GREY AREA, KEY IN INFORMATION, PRINT AND SIGN.

ALTERNATIVELY, PRINT OFF THE FORM, WRITE IN BLOCK CAPITALS AND SIGN.

SURNAME		FIRST NAME(S)		TITLE	
DATE OF BIRTH (dd/mm/yy)	ARE YOU CURRENTLY A MEMBER OF THE IFE? (YES / NO)				
	IF YES, PLEASE PROVIDE YOUR MEMBERSHIP NUMBER				
HOME ADDRESS					
POSTCODE			HOME TELEPHONE		
COUNTRY			MOBILE TELEPHONE		
			HOME E-MAIL		

EMPLOYER'S ADDRESS					
POSTCODE			WORK TELEPHONE		
COUNTRY			WORK E-MAIL		

PROFESSIONAL, ENGINEERING and/or SCIENTIFIC BODY MEMBERSHIPS				
If you hold any relevant memberships please complete the details below and enclose validated copies of all certificates.				
Name of body	Class of Membership	Date membership granted	Designatory Letters	Initials of Referees
Please continue on a separate sheet if necessary and attach securely to this form.				

ENGINEERING COUNCIL REGISTRATION: If you are already registered with the EC^{UK}, please enclosed a validated copy of your certificate and enter your: Registration Number: Year of Registration: Section of Register: Name of Licensed Institution:

ACADEMIC QUALIFICATIONS (undergraduate and post graduate)
 Please enclose a copy of your certificate(s), signed on the reverse by one of your referees, stating his/her professional qualification(s) below suitable words confirming that the document is a true copy of the original which he/she has seen. Please continue on a separate sheet if necessary and attach securely to this form.

QUALIFICATION:	PRINCIPAL SUBJECT(S):	AWARDING BODY:	YEAR PROGRAMME OF STUDY COMMENCED:	CLASS OF AWARD	FULL-TIME or PART-TIME	YEAR OF AWARD	INITIALS OF REFEREES	

RESEARCH DEGREES
 Please enclose a copy of your certificate(s), signed on the reverse by one of your referees, stating his/her professional qualification(s) below suitable words confirming that the document is a true copy of the original which he/she has seen. Please continue on a separate sheet if necessary and attach securely to this form.

DEGREE:	SUBJECT OF RESEARCH:	AWARDING BODY:	YEAR PROGRAMME OF RESEARCH COMMENCED:	YEAR DEGREE AWARDED:	INITIALS OF REFEREES	

SECONDARY (GENERAL) EDUCATION
 If you do not hold an honours degree in engineering to a standard of those awarded by a university in the United Kingdom of Great Britain and Northern Ireland that includes at least three years of full time academic study, please complete the following details

QUALIFICATION/EXAMINATION PASSED	NAME OF SCHOOL, COLLEGE OR OTHER AWARDING BODY	YEAR OBTAINED	INITIALS OF REFEREES	

SCIENTIFIC AND ENGINEERING EDUCATION			
If you do not hold an honours degree in engineering to a standard of those awarded by a university in the United Kingdom of Great Britain and Northern Ireland that includes at least three years of full time academic study, please complete the following details			
QUALIFICATION/EXAMINATION PASSED	NAME OF SCHOOL, COLLEGE OR OTHER AWARDING BODY	YEAR OBTAINED	INITIALS OF REFEREES

FIRE SERVICE QUALIFICATIONS			
QUALIFICATION/EXAMINATION PASSED		YEAR OBTAINED	INITIALS OF REFEREES

CURRENT EMPLOYMENT (Please continue on a separate sheet if necessary)			
NAME OF EMPLOYER		DATE OF APPOINTMENT	
POSITION HELD			
TO WHOM DO YOU REPORT? (Please give name, position and professional qualifications. If nobody please indicate why)			
WHO REPORTS TO YOU? (Please give number of people, positions and professional qualifications)			

FROM (mm/yy)	TO (mm/yy)	NAME AND ADDRESS OF EMPLOYER	POSITION HELD AND KEY RESPONSIBILITIES

CONTINUING PROFESSIONAL DEVELOPMENT (Please list all CPD activities undertaken within the last 3 years and continue on a separate sheet if necessary)		
CPD ACTIVITY	INITIALS OF REFEREES	

REFEREES			
<p>Referees must be Chartered or Incorporated Engineers, who have knowledge of the applicant's professional involvement in fire engineering. By signing below, initialling sections on this form and copies of certificates, referees are indicating that the information provided is correct and they should ensure that they see all relevant supporting documents. Where separate continuation sheets are used, all such sheets must also be initialled.) Please also ensure that you have read point (6) at the end of this application form.</p>			
NAME OF REFEREE		NAME OF REFEREE	
QUALIFICATIONS		QUALIFICATIONS	
ADDRESS		ADDRESS	
POSTCODE		POSTCODE	
E-MAIL		E-MAIL	
I agree to act as a referee for the applicant and certify that, to the best of my knowledge and belief, the information contained on this form and all supporting documents attached hereto, as initialled by me, is correct.		I agree to act as a referee for the applicant and certify that, to the best of my knowledge and belief, the information contained on this form and all supporting documents attached hereto, as initialled by me, is correct.	
SIGNATURE		SIGNATURE	
DATE		DATE	

APPLICANT'S STATEMENT			
<p>I certify that all statements and answers given on this form and any attachments thereto are to the best of my knowledge true in substance and are made in good faith. I confirm that I have read the Rules of the ECD and the IFE Code of Conduct and, if elected to membership, I agree to subscribe to the Rules of the ECD and to abide by the IFE Code of Conduct, as they now are or as they may hereafter be.</p>			
SIGNATURE OF APPLICANT		DATE	

PLEASE ENSURE THAT YOU HAVE...

1. Completed all sections of the application form. Please do not refer to other sources of information instead of entering appropriate details in the form or submit other documentation that is not specifically requested, as it will delay the processing of your application.
2. Checked that your referees have signed the appropriate sections of the application form, continuation sheet(s), copy certificate(s) and Professional Review Report and that you have signed the application form.
3. Attached any continuation sheets (initialled by one of your referees) to the application form.
4. Included a Professional Review Report with each page signed or initialled by one of your referees.
5. Enclosed the initial application fee, if you are not sponsored by your employer.
6. Read the information below regarding the role of the referee.

Please keep a copy of all documents sent and do not send original certificates. Please post the application form, copy certificate(s), Professional Review and application fee to:

**The Membership Administrator - The Institution of Fire Engineers
London Road
Moreton-in-Marsh GL56 0RH, UK**

THE ROLE OF THE REFEREES IS AN IMPORTANT ONE

The purpose of having the application refereed by two professionally qualified engineers is essential to validate the application.

Referees must be registered professional engineers in any engineering discipline.

This is required to assure that due diligence will be applied by the Referee according to the professional code of conduct under which registered professional engineers are required to operate.

The Referee is expected to have sufficient knowledge of the applicant such that he or she can verify that:

1. the applicant is operating in a role with a level of responsibility appropriate to the section of the register being applied for;
2. the applicant has original degree certification to evidence academic qualifications by signing a copy to verify that this is a true copy of the original;
3. the career episodes described in the applicant's professional review report are the applicant's own work.

To satisfy the requirements for professional registration, applicants are expected to satisfy a range of competency and commitment criteria.

It is expected that an engineer who is working at the appropriate level to satisfy these criteria will have opportunities to make contact with professionally registered engineers, either in the course of their work or in the course of appropriate CPD activities.

It is the responsibility of the applicant to pursue and establish these contacts and this is regarded as being an essential part of the professional development process.

It is not required that Referees have a long-standing relationship with the applicant. It is simply necessary that the Referee and applicant will engage in a sufficient level of dialogue such that the Referee is prepared to support the application.

Bearing in mind the international aspect of the IFE's membership, applicants for professional registration are received from engineers working in countries where alternative professional registration systems are in place to that operated by EC^{uk}.

Whilst applicants in these countries may not be reasonably expected to find Referees who are professionally registered with EC^{uk} (ie as Chartered or Incorporated Engineers), it is expected that the applicant will seek referees who are professionally qualified under an equivalent national scheme provided that it has international recognition under the Washington Accord. For instance, the qualification of Professional Engineer (PE) in the US is recognised as being equivalent to Chartered Engineer (CEng) status.