

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. Please continue on a separate sheet if necessary and attach securely to this form.

Name of body	Class of Membership	Date membership granted	Designatory Letters	Initials of Referees

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	

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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 AWARDDING 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)	

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

Referees must be Chartered 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 ensure that you have read point (6) at the end of this application form.

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.

SIGNATURE		SIGNATURE	
DATE		DATE	

EMAILS – DATA PROTECTION

The Institution of Fire Engineers (IFE) is fully registered under the UK Data Protection Act, and in accordance with this Act, the IFE (and companies processing data on its behalf) will hold and use data contained in this form for administrative purposes.

It is the express wish of the IFE that information relating to members is available only to the IFE and not for direct access by third parties. Arrangements are occasionally made with suppliers of goods and services for their mailing to be sent to members. All material is carefully vetted and the mailing list is never released to third parties.

If you do not want to receive mailings, please indicate your preferred option from the list below. The data recorded in this section will automatically override any previous information that the IFE has collected from you concerning data protection.

If you do not want to receive third party mailings, please mark this box

If you would prefer not to receive emails from the IFE, please mark this box

DISABILITY STATEMENT

If you have a recognised disability that you feel may need to be taken into consideration, please mark this box and we will provide you with further guidance. Please note evidence will be requested

APPLICANT'S STATEMENT

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 IFE Registrants Group (IFERG) and the IFE Code of Conduct and, if elected to membership, I agree to subscribe to the Rules of the IFE Registrants Group (IFERG) and to abide by the IFE Code of Conduct, as they now are or as they may hereafter be.

SIGNATURE OF APPLICANT		DATE	
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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 both your referees have signed the appropriate sections of the application form and any continuation sheets and that you have signed the application form.
3. Ensure that both referees have initialled each page of your Professional Review Report (PRR) and that you have attached a validation statement to the last page - see page 1 of the PRR guidance.
4. Attached any copy certificates (validated by one of your referees) to the application form.
5. Enclosed the appropriate application fee, if you are not sponsored by your employer.
6. Read the information below regarding the role of the referee.
7. Kept a copy of all documents sent - do not send original certificates.

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 the Engineering Council.

Whilst applicants in these countries may not be reasonably expected to find Referees who are professionally registered with Engineering Council (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.

PAYMENT BY CREDIT OR DEBIT CARD *(Unfortunately we are unable to accept American Express)*

Please complete the boxes within this section:

Cardholder's Name:	Card number <i>(the long number on the front of your card):</i>											
Signature:	[12 boxes for card number]											
Date:	Issue No.: <i>(If applicable)</i>	Start Date: <i>(mm / yy)</i>	Expiry Date: <i>(mm / yy)</i>	Security No.: <i>(Last 3 digits on signature strip)</i>								
	[2 boxes]	[2 boxes] / [2 boxes]	[2 boxes] / [2 boxes]	[3 boxes]								

Please post the application form, PRR, copy certificate(s), and application fee to:
The Membership and Engineering Council Advisor, The Institution of Fire Engineers, London Road
Moreton-in-Marsh GL56 0RH
membership@ife.org.uk www.ife.org.uk