



# Professional Registration Applicant Guidance Notes (CEng, IEng and EngTech)

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## 1. Introduction

CIHT is licensed by the Engineering Council to assess its members against the standards for the following levels of professional registration:

- **Chartered Engineer (CEng)** – to demonstrate the CEng standard, applicants must be able to develop solutions to engineering problems using new or existing technologies, through innovation, creativity and change. They may be accountable for complex systems with significant levels of risk.
- **Incorporated Engineer (IEng)** – to demonstrate the IEng standard, applicants must be able to maintain and manage the application of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation.
- **Engineering Technician (EngTech)** – to demonstrate the EngTech standard, applicants must be able to apply proven techniques and procedures to solve practical engineering problems and safe systems of work.

## 2. UK-SPEC, 4<sup>th</sup> Edition: Competence and Commitment

The competency and commitment requirements for CEng, IEng and EngTech professional registration are set out in *pages 19-45* of the UK Standard for Professional Engineering Competence and Commitment published by the Engineering Council ([UK-SPEC, 4<sup>th</sup> edition](#)).

Each registration title requires demonstration of competence in five broad areas:

Competence A	Knowledge and understanding
Competence B	Design, development and solving engineering problems
Competence C	Responsibility, management and leadership
Competence D	Communication and interpersonal skills
Competence E	Personal and professional commitment

The UK-SPEC defines **competence** as ‘a professional’s ability to carry out engineering tasks successfully and safely within their field of practice’. Registered engineering professionals are also required to demonstrate a **personal and professional commitment** to society, to the environment and to their profession. Please refer to *page 9* of UK-SPEC for further information.

Evidence of competence presented by individual applicants will vary according to their job role and work experience. The UK-SPEC provides examples of evidence to help applicants identify activities that might demonstrate the required competence and commitment for each of the competence descriptors. These lists are not exhaustive and other types of evidence might be valid.

If you are early in your career and would like a structured approach to developing your knowledge and experience as you work towards professional registration you may wish to consider joining the CIHT [Professional Development Framework](#)

As an applicant, you will need to demonstrate an understanding of, and familiarity with, the key aspects of competence in all areas as a minimum requirement while demonstrating higher levels of competence in those areas which are critical to your role. Overall, you must demonstrate an appropriate balance of competence to perform your role effectively at the level being sought.

### 3. CIHT Specialisms

To help you relate what you do at work to the generic standards in UK-SPEC, CIHT has contextualised the standards for CEng and IEng for the following Highways and Transportation specialisms:

- Transport planning
- Materials and geotechnics
- Traffic management, safety and systems engineering
- Infrastructure planning, design, construction and/or maintenance
- Transport related structural engineering
- Academic research, teaching, or training
- Research and development in highways and transportation
- Intelligent transport systems

You will be asked to indicate your specialism/s when making your application. At least one of your reviewers will share the specialism which you declare, so it is important that you choose carefully.

If you are applying for **CEng** or **IEng**, please refer to the CIHT [CEng Specialisms](#) or the [IEng Specialisms](#) so that you can check your engineering competence against the criteria for your specialism(s) and ensure that you have made an appropriate declaration. As with the examples of evidence laid out in UK-SPEC, you should be able to demonstrate an understanding of, and familiarity with, the key aspects of competence in all areas as a minimum requirement while demonstrating higher levels of competence in those areas which are critical to your role. If you are applying for **EngTech**, you should refer to the [EngTech Supplementary Guidance](#) document which contains examples of evidence to help you complete your application.

Experience and evidence trackers are available to download from our website to help you prepare and collate your evidence.

If your specialism is '*Academic research, teaching, or training*,' you should refer to the '[Supplementary Guidance for Academics](#)' document for further support.

### 4. Requirements for professional registration

#### Knowledge

CIHT is part of the Joint Board of Moderators and a list of accredited courses is available on the [JBM website](#). The Engineering Council also maintains a [Recognised Course Search](#) database. You can use this database to check whether your qualifications are accredited. CIHT will confirm this when you submit your online initial assessment. (see *Section 5 below*).

The Engineering Council is the UK signatory to three international Accords; the Washington Accord (for CEng), the Sydney Accord (for IEng), and the Dublin Accord (for EngTech), which recognise professional engineering education programmes accredited by signatories in different countries. These recognition agreements are considered by CIHT when carrying out initial assessments.

The underpinning knowledge and understanding benchmarks are set by the Engineering Council for each level of professional registration:

- CEng – E.g. an accredited integrated Masters degree, a combination of accredited Bachelors and Masters degrees. Accredited Bachelors (pre-1999), Washington Accord accredited degree (pre-2015), FEANI/EUR-ACE second cycle integrated Masters.
- IEng – E.g. an accredited Bachelors degree. Approved HND/HNC (pre-1999), Sydney Accord accredited degree, FEANI/EUR-ACE degree.
- EngTech – E.g. approved Level 3 qualification, approved level 6 SQCF qualification, Dublin Accord approved qualification.

If you do not have accredited qualifications, you can demonstrate your underpinning knowledge through the individual route, and this will be confirmed in your initial assessment outcome (see section 5 below). Please see the individual route guidance for more information.

Once you have demonstrated that you have the required underpinning knowledge and understanding, you may proceed to the Professional Review stage.

## Experience

CIHT applicants must be able to demonstrate practical experience in a highways and transportation context. This experience is assessed against the Standards listed in *pages 19–45* of UK-SPEC 4th edition. There is no prescribed time period or minimum age requirement for the development of competence and commitment. The length of time it takes to achieve the required level of competency depends on current and prior experience, as well as personal circumstances such as career breaks or part time working.

## Professional Commitment

Under UK-SPEC competence E Applicants are required to demonstrate a personal and professional commitment to society, to the environment and to their profession. As part of demonstrating overall competence, it is mandatory to show that you have adopted a set of values and conduct that maintains and enhances the reputation of the profession. This includes:

- Maintaining public and employee safety
- Undertaking work in a way that protects the environment and contributes to sustainable development.
- Complying with codes of conduct, codes of practice and the legal and regulatory framework
- Managing, applying and improving safe systems of work
- Carrying out the CPD necessary to maintain and enhance competence in relation to duties and responsibilities.
- Exercising responsibilities in an ethical manner
- Recognising inclusivity and diversity
- Adopting a security-minded approach
- Actively participating within the profession

CIHT members are required to demonstrate an awareness of [CIHT's Code of Professional Conduct](#), which reflects the values and professional principles listed above.

## Risk / Health and Safety

Risk is inherent in the activities undertaken by engineering professionals, meaning that members of the profession have a significant role to play in managing and mitigating it. The [Engineering Council's guidance on risk](#) describes the role of professional engineers and technicians in dealing with risk, and their responsibilities to society.

It is essential that you review the importance of risk and health and safety and consider how this applies to your role. If you are not working in the UK you are not required to demonstrate competence of these areas in a UK environment, and you may draw upon any relevant international experience. However, you will need to clearly demonstrate how your international experience is equivalent to health and safety standards within the UK and should demonstrate a sufficient awareness of relevant UK based legislation (e.g. Health and Safety at Work Act 1974) and Regulations (e.g. Construction Design and Management Regulations 2015).

## Security

You should consider whether the evidence in your application needs to be adapted for security or commercial sensitivity reasons. If this is the case, you may wish to:

- Make your report non-site specific – for example do not state that the facility was on a particular site or that the asset serves a critical function to the site or country.

- Omit building numbers or names – e.g. it is sufficient to say, ‘nuclear facility’ or ‘nuclear store’.
- Remove site and building names from drawings or snapshots of models.
- Exclude photographs or other images which reveal the location of buildings and facilities.
- Avoid stating, or showing in drawings or extracts from models, technical details (such as wall thickness) which may reveal security-sensitive information. If you work on a security-sensitive project, we recommend that your organisation’s information security manager (and also the asset owner’s/client’s) reads your application and approves the content before submission.
- Familiarise yourself with the [Engineering Council guidance note](#) on security.
- Inform CIHT if you believe your reviewers will need security clearance.

## Continuing Professional Development (CPD)

Maintaining a CPD record helps you track, document then reflect on the skills, knowledge and experience that you have gained from both formal and informal learning. CPD is essential for maintaining and enhancing the required competence and commitment for professional registration, as well as for developing new competences. Please refer to the [CPD page of our website](#) for further guidance and information.

CIHT applicants for CEng and IEng professional registration are required to submit a CPD record which demonstrates a minimum of 25 hours of CPD for each of the two previous calendar years. EngTech applicants are required to demonstrate a minimum of 25 hours for the previous 12 months.

CPD has several purposes, as outlined in UK-SPEC:

- To assure continuing competence in a current job.
- To prepare for a different role.
- To follow a longer-term career development plan.
- To enhance professionalism in a wider context than a specific job role.

We recommend that you use [CIHT Learn](#) to plan record your CPD activities. You can download your CPD record as an Excel document from CIHTLearn which you will need to convert to a portrait PDF document for inclusion in your Portfolio of Evidence.

CIHT Learn has a range of modules to support you in your CPD as you work towards professional registration:

[CIHT Learn for CEng](#)  
[CIHT Learn for IEng](#)  
[CIHT Learn for EngTech](#)

CIHT do not prescribe the types of activity that count towards your CPD hours because you are the best person to choose the right CPD activity for you; however, you should refer to the [CIHT CPD guidance](#)

## 5. Initial Assessment

Submitting an [online initial assessment](#) is the first stage of the CIHT application process for CEng, IEng or EngTech registration. An initial assessment can be submitted at any time.

You will be asked to submit your:

- CV
- Details related to the qualifications you hold (level, subject, name of institution, start/end dates)
- Copies of academic certificates

The initial assessment is free of charge. Applicants for CEng and IEng professional registration must be CIHT members at Member grade (MCIHT) before making their application and at Associate grade (AMCIHT) for EngTech. Find out more about becoming a CIHT Member [here](#).

CIHT has agreements with the Institute of Asphalt Technology (IAT) and the Institute of Quarrying (IQ) to assess their members for professional registration with the Engineering Council. If you are an

IAT or IQ member, please complete an online initial assessment and contact your membership body to register your interest.

Your initial assessment outcome will confirm whether you have achieved the underpinning knowledge benchmark to satisfy the Engineering Council requirements for the level of professional registration being sought.

Applicants who hold a qualification/s which satisfy the underpinning knowledge benchmark can proceed directly to the Professional Review via what is known as the Standard Route.

Applicants whose qualifications do not satisfy the underpinning knowledge benchmark can demonstrate their knowledge through other options which are explained in the initial assessment outcome e-mail. Progression via this option is known as the Individual Route. **Please refer to the Individual Route guidance document for further information.**

## 6. Professional Review

The Professional Review consists of

- The submission of a Portfolio of Evidence
- A pre-interview assessment to determine your eligibility to proceed to a Professional Review interview.
- Attendance at a Professional Review interview, if eligible.

Your Portfolio of Evidence is assessed in conjunction with your interview performance to determine whether you meet the required level of competence for professional registration.

### Portfolio of Evidence

All Professional Review applications should be submitted through the CIHT website by the submission deadline. The links to the relevant online application pages can be found below.

[Chartered Engineer](#)  
[Incorporated Engineer](#)  
[Engineering Technician](#)

We highly recommend watching our '[Submitting for Engineering Professional Review](#)' webinar which runs through the process of submitting your Portfolio of Evidence through the CIHT online application portal. It also includes top tips for uploading your evidence and making sure that it complies with the system requirements.

Our online application portal, accessed via our website, allows you to track your progress and build up your Portfolio of Evidence before you are finally ready to submit. You must upload evidence of your eligibility to apply for Professional Review to unlock the full online application form e.g. initial assessment outcome e-mail/Technical Report outcome letter. Guidance is provided on each page of the application form to help you complete the relevant sections. You do not have to complete your Portfolio of Evidence in a single session which allows you to save your progress and return to it at any time.

Once you have completed all sections of the online application form, you will be able to preview a Word copy of your submission. It is important that you check the contents of your submission carefully and make any adjustments via the online application itself. You can preview your submission as many times as you wish to share it with your mentor and to ensure that you are satisfied with its presentation before submitting. You should ensure that all appendices and other uploaded documents have a clear resolution before submitting. **You must also show a draft copy of your submission to both of your sponsors before submitting.**

When you are ready to submit your Portfolio of Evidence, you will be able to pay the Professional Review assessment fee online and download a PDF copy of your submission.

The Education Team will conduct an administrative check to ensure that the application is complete and will inform you if any additional information is required.

## Pre-Interview Assessment

Following the administrative check, your submission will be sent to two reviewers (at least one of your reviewers will share your declared specialism/s) who will carry out a pre-interview assessment to ensure that your submission is of a satisfactory quality to proceed to an interview. If you are not eligible to proceed to an interview, you will be provided with feedback to explain the reasons for this and refunded the cost of your assessment fee, minus an administrative fee. The Education Team will arrange a provisional interview date with you whilst the pre-interview assessment is in progress.

## Professional Review Interview

Most interviews are held remotely via Microsoft Teams and you must ensure that you have access to a suitable location with a stable Internet connection. However, you may request a face-to-face interview by contacting the Education Team who will seek to facilitate this, if possible.

Interviews for **CEng** and **IEng** last approximately 75 minutes and start with a 15-minute presentation based on the 'Presentation Outline' contained within your Portfolio of Evidence. A copy of your presentation slides must be sent to the Education Team one week in advance of the interview.

Interviews for **EngTech** last approximately 45 minutes and start with a 5 to 10-minute presentation about your career to date.

Your interview will be conducted by two CIHT members who are professionally qualified practitioners, one of whom will usually share the specialism(s) declared on your application form. Your reviewers will structure the interview discussion to establish whether you have met the UK-SPEC requirements for the level being sought.

### 7. Plagiarism and uses of outside sources of information

Plagiarism is taken seriously by CIHT, and you should ensure that you are not presenting the work of others as your own.

Whilst you may refer to your Portfolio of Evidence during your Professional Review interview you should not be using outside sources of information (e.g. search engines, other people) to help you answer questions during your interview. If your reviewers have concerns that you may be accessing outside sources of information, they will raise this with you and report it back to the CIHT.

### 8. Submission Deadlines and Interview Dates

Submission deadlines and interview dates can be found on the CIHT website

### 9. Assessment Fees

Please refer to the CIHT website for further information regarding fees. Payment for Professional Review applications will be made as part of your online submission through the MyCIHT website. All other fees can be paid online via your MyCIHT account or by telephone.

### 10. Results

Following each round of Professional Review interviews, CIHT's Engineering Professional Standards Panel meets to consider the reviewer recommendations and confirm results. Results are issued by e-mail approximately 6 weeks after the interview and are sent to the e-mail address provided in your application form. Please remember to contact the Education Team at [education@ciht.org.uk](mailto:education@ciht.org.uk) if you need to update your contact details.

If you are successful in your review, you will be requested to pay an initial Engineering Council registration fee and CIHT will send your registration details across to the Engineering Council for inclusion on the Register. Further feedback from your review will be available upon request. Your certificate and welcome pack will then be sent to you directly by the Engineering Council. CIHT will publish your name and employer on our website and share them with your CIHT region. You will have an opportunity to opt out of this should you wish to do so.



If you are unsuccessful in your review, you will receive feedback to help you address the shortfalls identified by the reviewers. A copy of the unsuccessful outcome letter is also sent to your sponsors for their information.

#### **11. Re-sits**

If you are unsuccessful in your application, you will be required to update your Portfolio of Evidence and follow the standard application process, including payment of the appropriate assessment fee.

#### **12. Appeals**

Applicants have the right to appeal their result if they feel there was an error in the administration process. Appeals must be received in writing within four weeks of receiving the result and should be sent via e-mail to [education@ciht.org.uk](mailto:education@ciht.org.uk).

#### **13. Maintenance of registration**

To maintain your CEng, IEng or EngTech registration, you will need to remain a CIHT member and pay an annual registration fee to the Engineering Council through CIHT. The initial registration and annual registration fees can be found on the [Engineering Council's website](#). You will also be expected to continue undertaking and recording your CPD as this will be periodically audited.

#### **14. Reasonable adjustments**

In line with the Equality Act 2010, the Institution will be proactive in making “reasonable adjustments” for applicants who inform us that they require them. Please note that it is your responsibility to advise us if there are any specific requirements or issues to be considered prior to your interview. Please contact [education@ciht.org.uk](mailto:education@ciht.org.uk) to discuss your requirements.

#### **15. Mentoring**

We strongly recommend that you work alongside a mentor to help you prepare for professional review. You may have a mentor within your organisation, but if you would like any assistance in finding a mentor, you can [request a mentor online](#) via the CIHT website. CIHT also has resources available to help your mentor to support you including a [mentoring guide](#)

#### **16. Further information**

If you have any queries about applying for engineering professional registration through CIHT, please contact the Education team ([education@ciht.org.uk](mailto:education@ciht.org.uk))