



THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

IFE REGISTRANTS GROUP

Engineering Technician Application Form (FIA) Part 1

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)					
INSTITUTION OF FIRE ENGINEERS MEMBERSHIP	ARE YOU A CURRENT MEMBER OF THE IFE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, PLEASE COMPLETE THE FOLLOWING: MEMBERSHIP NUMBER _____ GRADE _____				
ENGINEERING COUNCIL REGISTRATION	IF YOU ARE REGISTERED WITH THE ENGINEERING COUNCIL, PLEASE COMPLETE THE FOLLOWING: REGISTRATION NUMBER _____ YEAR OF REGISTRATION _____ SECTION OF REGISTER _____ NAME OF LICENSED INSTITUTION _____				

HOME ADDRESS			
TOWN / CITY		HOME TELEPHONE	
POSTCODE		MOBILE TELEPHONE	
COUNTRY		HOME E-MAIL	

JOB TITLE			
EMPLOYER'S NAME AND ADDRESS			
TOWN / CITY		WORK TELEPHONE	
POSTCODE		WORK MOBILE	
COUNTRY		WORK E-MAIL	

<p>CORRESPONDENCE ADDRESS Address to which correspondence is to be sent <i>(please mark one box)</i></p> <p>Business <input type="checkbox"/> Home <input type="checkbox"/></p>
--

SELECT WHICH ROUTE YOU ARE APPLYING FOR. Refer to file ref 12-15 – FIA Application Guidance for EngTech registration.

- STANDARD ROUTE – COMPLETE PARTS 1, 2 AND 3 OF APPLICATION FORM
- INDIVIDUAL ROUTE – COMPLETE PARTS 1 AND 3 ONLY – DO NOT COMPLETE PART 2

EXAMINATIONS / QUALIFICATIONS / APPRENTICESHIPS (Please continue on a separate sheet if necessary)

Copies of your certificates must be attached and signed by your referees as 'certified copy'

NAME OF QUALIFICATION	AWARDED BY	YEAR OBTAINED	INITIALS OF REFEREES	

TRAINING RECORD / COURSES ATTENDED (Please continue on a separate sheet if necessary)

Copies of your certificates must be attached and signed by your referees as 'certified copy'

NAME OF COURSE	DELIVERED BY	YEAR	INITIALS OF REFEREES	

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	

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) If none, mark 'NONE'			
RESPONSIBILITIES (Please provide details of your work, particularly those relating to fire engineering. If you have held this post for less than one year, please provide similar details of your previous post on a separate sheet and attach it to this application form)			

PREVIOUS EMPLOYMENT (Please give details of all positions of previous professional employment in chronological order, with most recent date first, and continue on a separate sheet if necessary)

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

Engineering Technician Application Form (FIA) Part 2

PLEASE CLICK GREY AREA, KEY IN INFORMATION, PRINT AND SIGN
ALTERNATIVELY, PRINT OFF THE FORM, WRITE IN BLOCK CAPITALS AND SIGN

INITIAL PROFESSIONAL DEVELOPMENT (IPD) INFORMATION Please refer to IFE file reference 12-4 *IPD Objectives for Engineering Technicians* plus IFE file reference 12-17 *FIA EngTech PRR examples*. In response to each of the statements below, tell us about your past career and current employment.

A – USE ENGINEERING KNOWLEDGE AND UNDERSTANDING TO APPLY TECHNICAL AND PRACTICAL SKILLS

A1 – Review and select appropriate techniques, procedures and methods to undertake tasks.

A2 – Use appropriate scientific, technical or fire engineering principles.

B – CONTRIBUTE TO THE DESIGN, DEVELOPMENT, MANUFACTURE, CONSTRUCTION, COMMISSIONING, OPERATION OR MAINTENANCE OF PRODUCTS, EQUIPMENT, PROCESSES, SYSTEMS AND SERVICES

B1 – Identify problems and apply diagnostic methods to identify causes and achieve satisfactory solutions.

B2 – Identify, organise and use resources effectively to complete tasks, with consideration to cost quality, safety and environmental impact.

C – ACCEPT AND EXERCISE PERSONAL RESPONSIBILITY

C1 – Work reliably and effectively without close supervision, to the appropriate codes of practice.

C2 – Accept responsibility for work of self and others.

C3 – Accept, allocate and supervise technical and other tasks.

D – USE EFFECTIVE COMMUNICATION AND INTERPERSONAL SKILLS

D1 – Use oral, written and electronic methods for communication of technical and other information.

D2 – Work effectively with colleagues, clients, suppliers and the public.

E – MAKE A PERSONAL COMMITMENT TO AN APPROPRIATE CODE OF PROFESSIONAL CONDUCT, RECOGNISING OBLIGATIONS TO SOCIETY, THE PROFESSION AND THE ENVIRONMENT

E1 – Comply with the Institution of Fire Engineers Code of Conduct.

E2 – Manage and apply safe systems of work.

E3 – Undertake engineering work in a way that contributes to sustainable development.

E4 – Carry out Continuing Professional Development, including opportunities for this offered by the IFE, to ensure competence in areas and at the level of future intended practice.

Engineering Technician Application Form (FIA) Part 3

PLEASE CLICK GREY AREA, KEY IN INFORMATION, PRINT AND SIGN
ALTERNATIVELY, PRINT OFF THE FORM, WRITE IN BLOCK CAPITALS AND SIGN

EXAMPLES List and attach details of 4 system designs / fault diagnosis / installations / installation commissioning or projects relating to your job which you have personally been involved with.

CV Please attach a full curriculum vitae with this application together with a current organisation chart.

REFEREES

Referees must be suitably qualified senior individuals, who have knowledge of your 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	

MAILINGS

I wish / do not wish (*please delete as required*) to receive mailings / emails from the IFE. Should you opt to receive mailings / emails, address to which correspondence / emails are to be sent (*please mark one box*)

Business Home

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	
------------------------	--	------	--

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, continuation sheet(s) and copy certificate(s) and that you have signed the application form.
3. Ensure that you have attached a validation statement to your Professional Review Report (Standard Route only).
4. Attached any continuation sheets (initialled by one of your referees) to the application form.
5. Attached a copy of your CV.
6. Enclosed the appropriate application fee, if you are not sponsored by your employer.
7. 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 (the long number on the front of your card):												
Signature:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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>									
	<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>									

Please post the application form, 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



THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918 • INCORPORATED 1924

IFE REGISTRANTS GROUP

Engineering Technician Application Form (FIA) Part 1

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)					
INSTITUTION OF FIRE ENGINEERS MEMBERSHIP	ARE YOU A CURRENT MEMBER OF THE IFE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, PLEASE COMPLETE THE FOLLOWING: MEMBERSHIP NUMBER _____ GRADE _____				
ENGINEERING COUNCIL REGISTRATION	IF YOU ARE REGISTERED WITH THE ENGINEERING COUNCIL, PLEASE COMPLETE THE FOLLOWING: REGISTRATION NUMBER _____ YEAR OF REGISTRATION _____ SECTION OF REGISTER _____ NAME OF LICENSED INSTITUTION _____				

HOME ADDRESS			
TOWN / CITY		HOME TELEPHONE	
POSTCODE		MOBILE TELEPHONE	
COUNTRY		HOME E-MAIL	

JOB TITLE			
EMPLOYER'S NAME AND ADDRESS			
TOWN / CITY		WORK TELEPHONE	
POSTCODE		WORK MOBILE	
COUNTRY		WORK E-MAIL	

<p>CORRESPONDENCE ADDRESS Address to which correspondence is to be sent <i>(please mark one box)</i></p> <p>Business <input type="checkbox"/> Home <input type="checkbox"/></p>
--

SELECT WHICH ROUTE YOU ARE APPLYING FOR. Refer to file ref 12-15 – FIA Application Guidance for EngTech registration.

- STANDARD ROUTE – COMPLETE PARTS 1, 2 AND 3 OF APPLICATION FORM
 INDIVIDUAL ROUTE – COMPLETE PARTS 1 AND 3 ONLY – DO NOT COMPLETE PART 2

EXAMINATIONS / QUALIFICATIONS / APPRENTICESHIPS (Please continue on a separate sheet if necessary)

Copies of your certificates must be attached and signed by your referees as 'certified copy'

NAME OF QUALIFICATION	AWARDED BY	YEAR OBTAINED	INITIALS OF REFEREES	

TRAINING RECORD / COURSES ATTENDED (Please continue on a separate sheet if necessary)

Copies of your certificates must be attached and signed by your referees as 'certified copy'

NAME OF COURSE	DELIVERED BY	YEAR	INITIALS OF REFEREES	

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	

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) If none, mark 'NONE'			
RESPONSIBILITIES (Please provide details of your work, particularly those relating to fire engineering. If you have held this post for less than one year, please provide similar details of your previous post on a separate sheet and attach it to this application form)			

PREVIOUS EMPLOYMENT (Please give details of all positions of previous professional employment in chronological order, with most recent date first, and continue on a separate sheet if necessary)

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

Engineering Technician Application Form (FIA) Part 2

PLEASE CLICK GREY AREA, KEY IN INFORMATION, PRINT AND SIGN
ALTERNATIVELY, PRINT OFF THE FORM, WRITE IN BLOCK CAPITALS AND SIGN

INITIAL PROFESSIONAL DEVELOPMENT (IPD) INFORMATION Please refer to IFE file reference 12-4 *IPD Objectives for Engineering Technicians* plus IFE file reference 12-17 *FIA EngTech PRR examples*. In response to each of the statements below, tell us about your past career and current employment.

A – USE ENGINEERING KNOWLEDGE AND UNDERSTANDING TO APPLY TECHNICAL AND PRACTICAL SKILLS

A1 – Review and select appropriate techniques, procedures and methods to undertake tasks.

A2 – Use appropriate scientific, technical or fire engineering principles.

B – CONTRIBUTE TO THE DESIGN, DEVELOPMENT, MANUFACTURE, CONSTRUCTION, COMMISSIONING, OPERATION OR MAINTENANCE OF PRODUCTS, EQUIPMENT, PROCESSES, SYSTEMS AND SERVICES

B1 – Identify problems and apply diagnostic methods to identify causes and achieve satisfactory solutions.

B2 – Identify, organise and use resources effectively to complete tasks, with consideration to cost quality, safety and environmental impact.

C – ACCEPT AND EXERCISE PERSONAL RESPONSIBILITY

C1 – Work reliably and effectively without close supervision, to the appropriate codes of practice.

C2 – Accept responsibility for work of self and others.

C3 – Accept, allocate and supervise technical and other tasks.

D – USE EFFECTIVE COMMUNICATION AND INTERPERSONAL SKILLS

D1 – Use oral, written and electronic methods for communication of technical and other information.

D2 – Work effectively with colleagues, clients, suppliers and the public.

E – MAKE A PERSONAL COMMITMENT TO AN APPROPRIATE CODE OF PROFESSIONAL CONDUCT, RECOGNISING OBLIGATIONS TO SOCIETY, THE PROFESSION AND THE ENVIRONMENT

E1 – Comply with the Institution of Fire Engineers Code of Conduct.

E2 – Manage and apply safe systems of work.

E3 – Undertake engineering work in a way that contributes to sustainable development.

E4 – Carry out Continuing Professional Development, including opportunities for this offered by the IFE, to ensure competence in areas and at the level of future intended practice.

Engineering Technician Application Form (FIA) Part 3

PLEASE CLICK GREY AREA, KEY IN INFORMATION, PRINT AND SIGN
ALTERNATIVELY, PRINT OFF THE FORM, WRITE IN BLOCK CAPITALS AND SIGN

EXAMPLES List and attach details of 4 system designs / fault diagnosis / installations / installation commissioning or projects relating to your job which you have personally been involved with.

CV Please attach a full curriculum vitae with this application together with a current organisation chart.

REFEREES

Referees must be suitably qualified senior individuals, who have knowledge of your 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	

MAILINGS

I wish / do not wish (*please delete as required*) to receive mailings / emails from the IFE. Should you opt to receive mailings / emails, address to which correspondence / emails are to be sent (*please mark one box*)

Business Home

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	
------------------------	--	------	--

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, continuation sheet(s) and copy certificate(s) and that you have signed the application form.
3. Ensure that you have attached a validation statement to your Professional Review Report (Standard Route only).
4. Attached any continuation sheets (initialled by one of your referees) to the application form.
5. Attached a copy of your CV.
6. Enclosed the appropriate application fee, if you are not sponsored by your employer.
7. 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 (the long number on the front of your card):											
Signature:	[16 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, 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@ifefire.org.uk www.ifefire.org.uk