



The Institution of  
Engineering and Technology

# Career Manager

## Quick Guide

# Preparing a Professional Registration Application

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Last Updated: May 2017

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## How to prepare a professional registration application in Career Manager

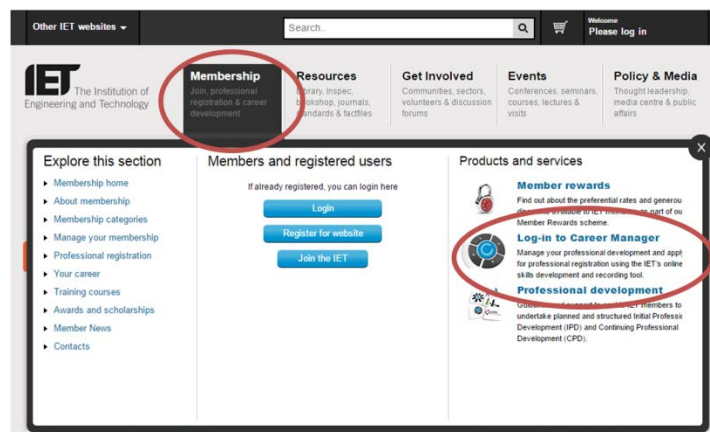
This guide has been designed for members who have achieved a number of years' experience and believe they are ready to apply for professional registration.

If you are unsure of your readiness to apply, submit your 'Intent to Register' for advice from our experienced team.

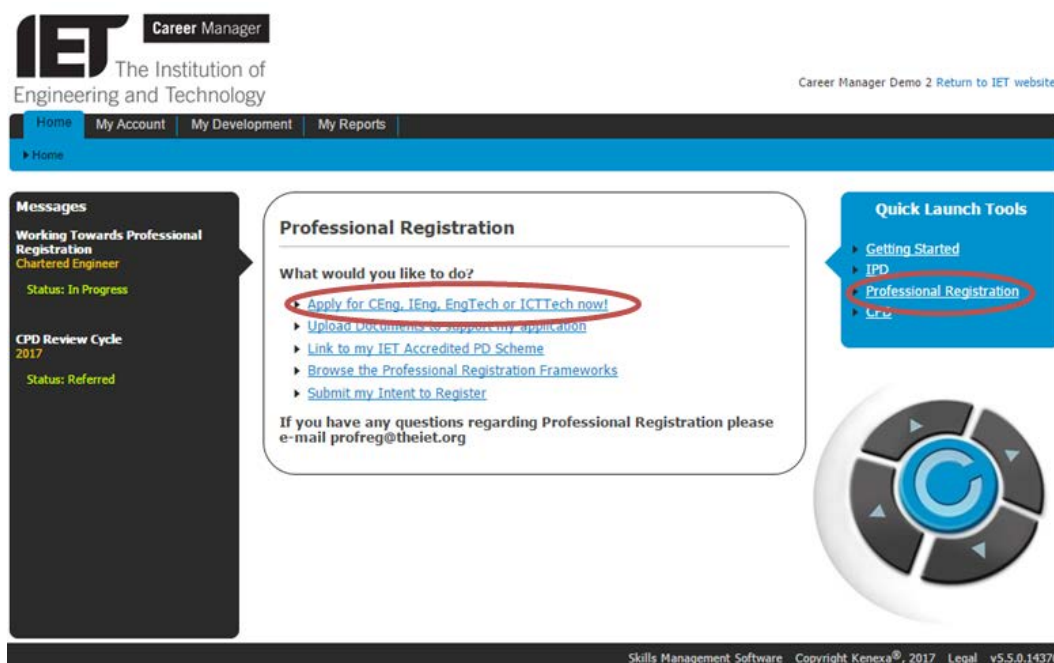
A *Quick Guide for Submitting your Intent to Register* is available from [www.theiet.org/cmquickguides](http://www.theiet.org/cmquickguides)

Before starting an application, all candidates are strongly advised to read the *Career Manager Registration Guidance* which can be accessed via a link from the Professional Registration Checklist in Career Manager, or by going to [www.theiet.org/cmguidance](http://www.theiet.org/cmguidance)

1. All IET members have access to Career Manager, our online professional development planning and recording tool. Simply visit and log-in to our website [www.theiet.org/career-manager](http://www.theiet.org/career-manager) to enable the 'Access IET Career Manager' button.



2. Select **Professional Registration** from the Quick Launch Tool on the right of the homepage. Select **Apply for CEng, IEng, EngTech or ICTTech now!**



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- Now you need to '**Select Registration Category**'.  
You should select the registration category that you wish to apply for.

Status

Intent to Register

**Professional Registration**

Supporting Documents

1. Overview

## Professional Registration Application

If you wish to make an application for professional registration, we will need you to have entered the necessary personal information into this system – the checklist under the "Professional Registration Checklist" tab will guide you to doing this.

If you cannot see the Professional Registration Checklist, you must first select the Registration Category that you wish to apply for, below.

**Current Professional Registration Details:**

You currently have no Professional Registration Category selected.

Select Registration Category

Close

### Select Professional Registration Category

**Registration Categories**

If you wish to apply for professional registration, now or in the future, please select the appropriate category from the list below. This will automatically populate your Professional Registration competence profile with the correct framework, allow you to register your intent and, when you are ready, make an application.

If you wish to change to another category you may do so at any stage. However, you can only work towards one qualification at a time, and the system will therefore archive your previous category, saving any data already entered.

If Registration is not required, Career Manager can be used just to record your CPD activities.

**Standard Professional Registration Routes**

Registration Category	
Chartered Engineer	Select
Incorporated Engineer	Select
Engineering Technician	Select
Engineering Technician (Approved Apprenticeship)	Select
ICT Technician	Select
ICT Technician (Approved Apprenticeship)	Select

**Streamline Professional Registration**

If you are to enroll on a Streamline Professional Registration, you should be given a Streamline Name by your Company Coordinator. Please select search here and enter the Streamline Name to start an application. If you are unsure, please speak to your company coordinator.

Search

- Most members should select their desired category from the Standard Professional Registration Routes.

If you have been advised you are on a streamlined route (*for example applying under an approved apprenticeship scheme*) you should select

**Streamline Professional Registration.**

For more information and codes for streamline routes please contact us on 01438 767356.

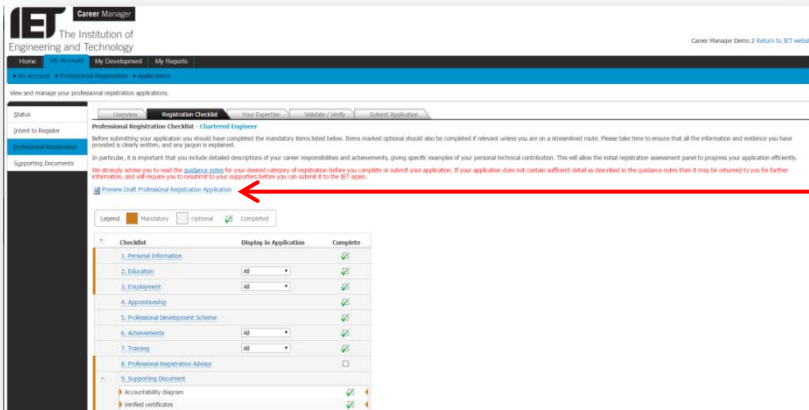
- You can change your desired registration category at any time prior to submitting your application from the '**Status**' option from the left hand menu. Once you archive your current application

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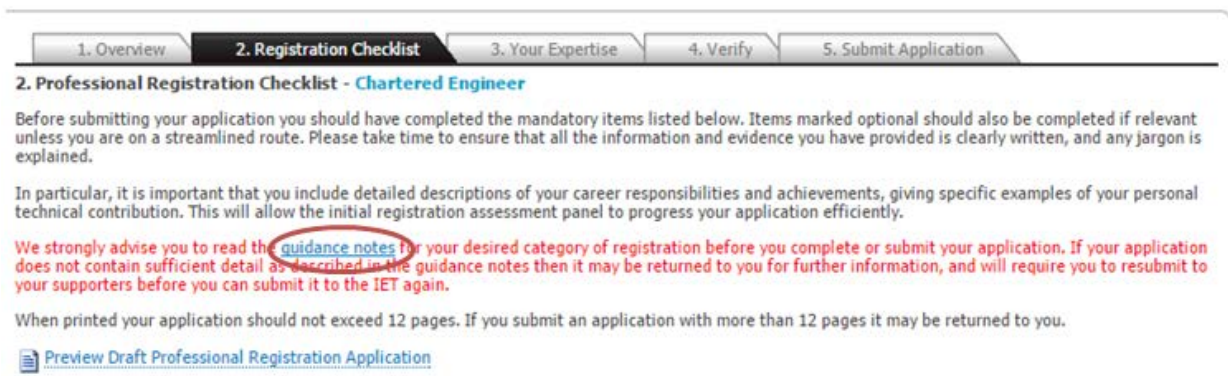
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- Once you have selected your professional registration category you will have access to the **Registration Checklist**. This lists all of the mandatory (marked in amber) areas of information you will need to complete. There are also a number of other areas which you should complete if relevant (for example if you have completed a professional development scheme).



**Tip:** You can export a copy of your application at any time by selecting the 'Preview Draft Professional Registration Application' above the checklist.

- It is particularly important that you read the registration [guidance notes](#) to ensure that you complete the relevant sections in the right way. This guidance is also linked from the top of the Registration Checklist.



- Professional Registration Advisor** - If you wish to send a copy of your application to a Professional Registration Advisor (PRA) to gain feedback on your readiness to apply, you can export a copy of the 'draft application' as explained on page two. If you do not wish to work with a PRA, when completing the question: *Have you spoken to a PRA?* Select "No" which will enable mandatory completed box to be ticked.

Should you speak to a PRA, you can then revise and complete the other necessary details for this section. For more information on the role of a PRA and how to contact one, please visit [www.theiet.org/advice](http://www.theiet.org/advice)

9. **Supporting Documents** - you are now required to upload Supporting Documents. The documents required to support your professional registration application are identified on the Registration Checklist as mandatory by a small amber triangle.

Home My Account My Development My Reports

My Account Professional Registration Applications

View and manage your professional registration applications.

**Supporting Documents**

Please upload your documents (less than 0.5 MB) in one of the following file extensions:  
.doc .pdf .docx .png .jpeg .jpg .gif

You may only upload one document for each file type requested e.g. If you have more than one certificate to upload, these need to be scanned together and saved in a single document. Multiple documents uploaded separately will not be included in your application.

For further information on the requirements for all the supporting document types detailed below, please read the [Supporting Documents guidance](#) webpage.

**File to upload:**

1. Accountability diagram
2. Verified further or higher education certificate(s) - see guidance (above)
3. Development action plan
4. Endorsement form (only for AF streamlined route)
5. JNCO (only for JNCO route)
6. Verified Assessment Summary

Upload File

This report has not returned any data.

**TIP:** It is important to read the [Supporting Documents guidance](#) to ensure your supporting documents contain the correct information and are in the right format. You also need to tick the document as “current” for it to be included in your application.

10. Once you have completed all of the mandatory items in the Registration Checklist and uploaded your supporting documents, you will be able to add your area of **Expertise and Specialisms**.

Home My Account My Development My Reports

My Account Professional Registration Applications

View and manage your professional registration applications.

1. Overview 2. Registration Checklist 3. Your Expertise 4. Verify 5. Submit Application

**3. Your Expertise & Preferred Interview Location**

In order for us to select appropriate assessors to review your application, please select the area of expertise which most accurately reflects your work, and select up to three specialisms that are most relevant to your experience and skills.

Please indicate your preferred location for interview. Our main interview locations are listed, if your location is not displayed please choose 'Other' and we will contact you to discuss the most convenient location.

Interview location is not required for EngTech or ICTTech applications, please select 'Not Applicable'.

Expertise  \*

Specialism 1  Select Specialism ... Clear \*

Specialism 2  Select Specialism ... Clear

Specialism 3  Select Specialism ... Clear

Preferred Interview Location  \*

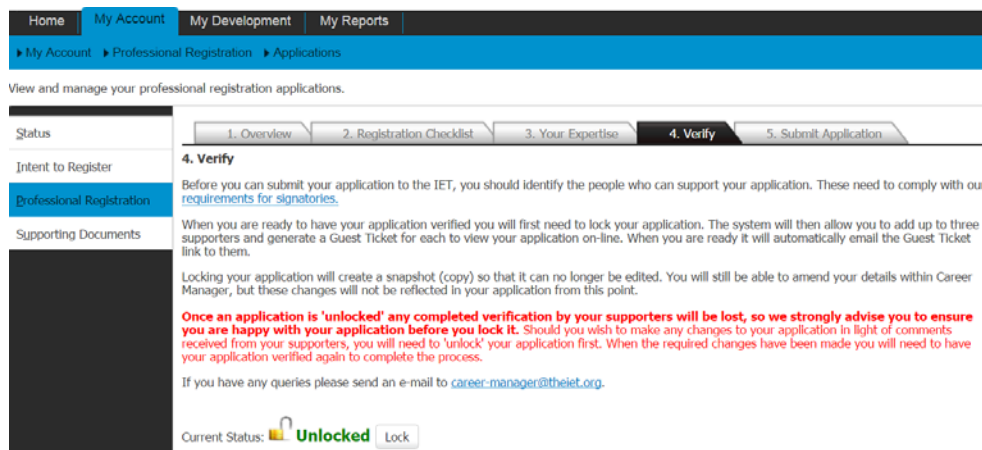
▶ Please select an area of expertise  
▶ Please select minimum 2 and maximum 3 different specialisms  
▶ Please select a preferred interview location

Save

\*You need to choose the closest relevant Sector and Specialisms to ensure that your application goes to the relevant assessor group.

**Interview location** is required for CEng and IEng applications but EngTech or ICTTech candidates should select “Not Applicable”

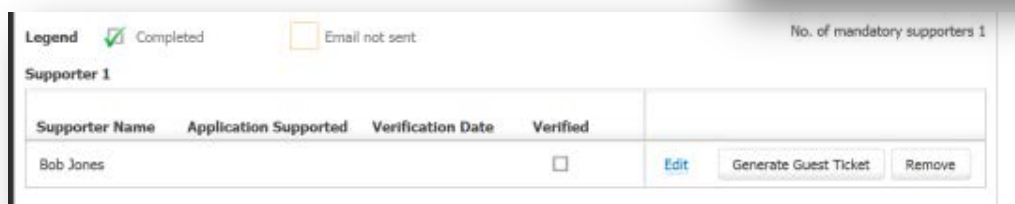
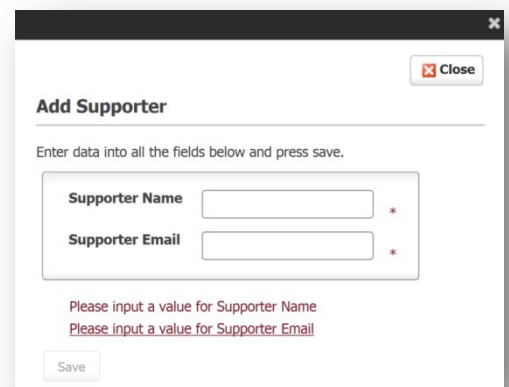
- Verify** - When you are ready to have your application verified you will first need to lock your application. The system will then allow you to add up to three supporters and generate a Guest Ticket for each to view your application on-line. When you are ready it will automatically email the Guest Ticket link to them. Locking your application will create a snapshot (copy) so that it can no longer be edited. You will still be able to amend your details within Career Manager, but these changes will not be reflected in your application from this point.



Once an application is '**unlocked**' any completed verification by your supporters will be lost, so we strongly advise you to ensure you are happy with your application before you lock it. Should you wish to make any changes to your application in light of comments received from your supporters, you will need to 'unlock' your application first. When the required changes have been made you will need to have your application verified again to complete the process.

**Tip:** It is important to remember that any feedback received from your supporters that requires you to make changes to your application will result in you having to unlock your application first. Unlocking your application will erase your supporter’s validations. We strongly recommend that you review a preview of your application with your supporters beforehand, so that when the time comes for them to verify it, this will be a straightforward task.

- You will need to generate and email a guest ticket to your supporter. This will give them access to view and verify your application. Once this has been completed you will be notified via email and a tick will appear in the verified box



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13. Once your application has been verified by your Supporters you will then be able to **'Submit Application'**.

Your application, including supporter verification and supporting documents will be submitted to the IET, and you will be redirected to a page which details the next steps of the process including how to pay for your application. Please note that you need to be a member of the IET and have paid for your application before we will process your application further.



If you would like more information about working toward professional registration or how we, the professional development team, can help, please contact [profdev@theiet.org](mailto:profdev@theiet.org) or read [how others achieved professional registration](#) and share your own experiences.

For Career Manager Guidance; email [careermanager@theiet.org](mailto:careermanager@theiet.org) or call 01438 767356 to talk to our registration team regarding the registration process call 01438 767333