IET The Institution of Engineering and Technology

10 Steps to becoming Professionally Registered with the Partnership Registration Scheme

Tick off each step as you progress

1 Attend IET seminar/webinar
An IET representative will provide a seminar/webinar explaining IET membership and how to achieve Professional Registration through our Partnership Registration Scheme. Once attended you will be offered the opportunity to enroll on the Partnership Registration Scheme. ☐

2 Join the IET
If you're not already a member of the IET, your next step is to join. This can be done online at theiet.org/join or you can contact our membership team who will personally assist you with your membership application over the phone on 01438 767648. ☐

3 Registration Account Manager
Once enrolled on the Partnership Registration Scheme, you will be assigned a Registration Account Manager who will provide personal telephone and online support throughout your journey. They will guide you through the scheme, keeping you informed regarding each stage and be on hand for any queries you may have. ☐

4 Attend a Professional Registration webinar
Your Registration Account Manager will invite you to attend a Professional Registration webinar. An IET Representative will provide a detailed explanation of how to apply for Professional Registration via the IET Career Manager system. ☐

5 Career Manager
Log into Career Manager where you will begin to write your Professional Registration application. Planning out your application is key. Think about what projects, roles and achievements you are going to write about and how they align with the UK-SPEC standard. ☐

6 Professional Registration Advisor (PRA)
Your Registration Account Manager will arrange an online meeting for you with a Professional Registration Advisor (PRA), to support and guide you through writing your application. Our PRA volunteers are trained to review your application with you as you write it, to improve your chances of success. ☐

7 Writing your application
Following the guidance notes available in Career Manager, write your application. You can download a copy of your application at any time for your PRA to review. ☐

8 Find your Supporter
As part of your application you will need a Supporter to verify the information you've provided. They will also need to provide a supporting statement for you. Full details of how to do this and who can act as your Supporter are provided in Career Manager. ☐

9 Submit your application
Once the final draft of your application has been checked over by your PRA and your Supporter details have been provided, you can submit your application and any supporting documents for assessment by uploading it via Career Manager. ☐

10 Assessment and award
The IET will begin the process of assessing your application and, if you've applied for CEng or IEng will invite you to attend an interview. Once the assessment process is complete, hopefully you will be awarded your Professional Registration! ☐

theiet.org