Submitting your Intent to Register
Submitting your Intent to Register via Career Manager

If your goal is professional registration and you are just starting out or do not feel ready to submit an application just yet, you can receive IET support. If you intend to work towards professional registration, let our Initial Professional Development (IPD) team know by submitting ‘Intent to Register.’

There are two ways to submit your intent to register, select ‘Applications’ from the ‘My Account’ menu alternatively you can select IPD from the quick launch tool as shown below:

Intent to Register Checklist
The intent to register section provides you with a checklist to complete (shown below.) The mandatory sections on the checklist are shown in orange; please ensure these are completed in order to submit. This checklist is very similar to the registration checklist that you will use to complete your professional registration application when you are ready to apply. Completing the information on the intent checklist will also populate common sections of your professional registration application.

Start by populating all of your personal information and filling out your education and employment information. So that the IET can ensure we give you the most accurate assessment, please fill out in as much detail as you can, entailing projects you have worked on or any industry related work experience/placements/voluntary.
5. Professional Development Scheme
By providing information on your current or previous professional development scheme, this will allow us to tailor any advice and guidance that we provide to support your professional development.

IET Accredited Schemes – link to your accredited scheme and have your scheme attendance verified by your scheme coordinator/manager via the new scheme manager interface. Further information about scheme functionality is available in the “Quick Guide for Scheme candidates.”

8. Professional Registration Advisor
We advise candidates to always seek advice from a Professional Registration Advisor (PRA) prior to submitting an application for professional registration or to discuss areas in which they may need to develop to achieve professional registration.

This is not a mandatory requirement for you to complete when submitting your Intent to Register, however if you have sought advice from a PRA it will be useful for us to view the feedback you received. This will help us to determine what stage you are at in your career and to tailor communications to suit your development.

Submit and Feedback
When you are ready to submit your Intent to Register, you can submit any additional comments in the feedback box. We can also respond back to you with any comments, and you will receive an e-mail notification if we do.

What happens next?
Once we have received your application we will make an initial assessment of the information provided and use this to send you tailored communications until you are ready to apply. We are also on hand to answer any questions you may have about the process as you work toward professional registration. We will continue to support you with help and advice when you need it, and will contact you when we feel you may be ready to apply.

If you have any questions at any time please don’t hesitate to contact us at: Profdev@theiet.org or call 01438 765619/767356