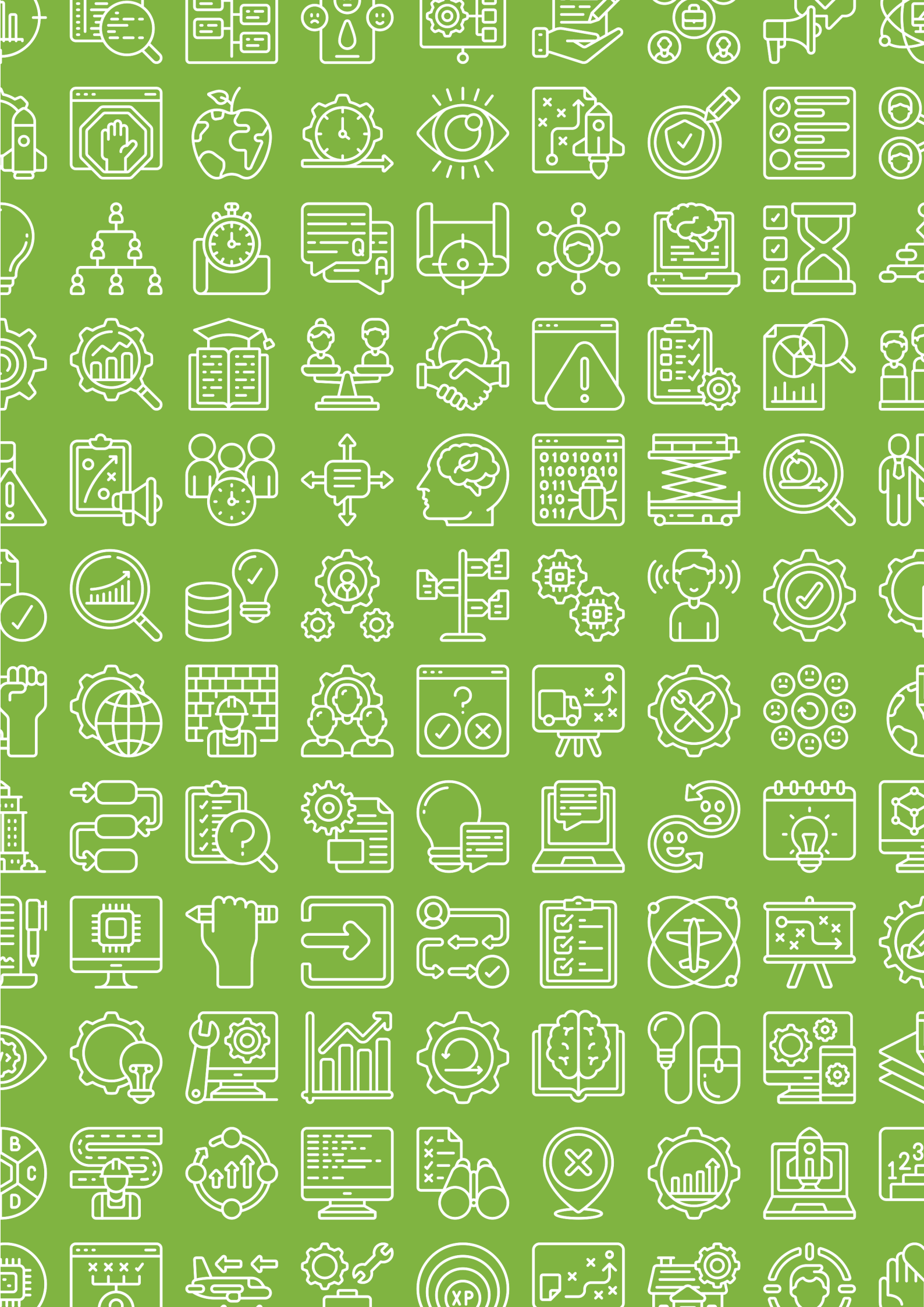
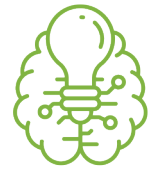




# Chartered Engineer Application Guidelines



- 04 Application Guidelines
- 05 Eligibility Requirements
- 06 How do I apply?
- 07 Eligibility Criteria
- 10 Professional Review Report
- 11 The Chartered Engineer Standard
- 12 Knowledge and understanding
- 14 Design, development and solving engineering problems
- 16 Responsibility, management and leadership
- 18 Communication and interpersonal skills
- 20 Personal and professional commitment
- 22 The Chartered Engineer standards report: five most common mistakes
- 24 Choosing your supporters
- 25 The interview process
- 26 How is my application assessed?
- 26 How long will my application take to process?
- 27 Document Checklist



Knowledge and understanding



Design, development and solving engineering problems



Responsibility, management and leadership



Communication and interpersonal skills



Personal and professional commitment

# Application Guidelines

Professional registration is a peer-reviewed and internationally recognised confirmation of your achievements. Professional registration demonstrates that you have reached a set standard of knowledge, understanding and competence that can be relied upon by employers and the wider community. It is recognition of your achievements and enhances your status.

By becoming professionally registered with the Institute of Physics (IOP), you agree to its Code of Conduct that reflects good practice. The Code requires that members not only show a high level of professionalism, but also advance their competence through continuing professional development.

The IOP awards its own professional registration of Chartered Physicist (CPhys). The IOP is also licensed by the Engineering Council to award Engineering Technician (EngTech), Incorporated Engineer (IEng) and Chartered Engineer (CEng), and by the Science Council to award Registered Science Technician (RSciTech), Registered Scientist (RSci) and Chartered Scientist (CSci).

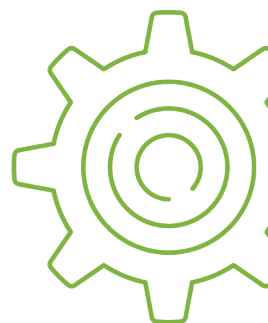
To be eligible to apply for CEng through us you will need to be a Member (MInstP) or Fellow (FInstP) of the IOP. If you are uncertain about your eligibility to apply for CEng, please contact us at [registration@iop.org](mailto:registration@iop.org).

If you are not a member of the IOP, you will need to be elected to an appropriate grade of membership before your application for professional registration will be considered. For more information and to apply for membership please visit <https://membership.iop.org/become-a-member>

This guidance document has been designed to guide you through the requirements and application processes for CEng.

The application process is anonymous, therefore we request that when documents are uploaded personal identifiable information is not included. Supporting documents such as a CV, organisational chart, the equivalence report or supporting statements or letters should not include the following information: name, contact details, address, date of birth, age, marital status, social media links, etc. Degree certificates should not be anonymised as these are verified by IOP staff.

When completing your application, please avoid using your name or gender pronouns. References to publications, where relevant, should have all names removed but your level of involvement should be described.



# Eligibility Requirements

Chartered Engineers are characterised by their ability to develop solutions to complex engineering problems, using new or existing technologies, and through innovation, creativity and technical analysis.

As engineering is a career path for many physicists, the IOP offers CEng to suitably qualified and experienced members.

To be eligible to apply for CEng you will:

1. Have a good breadth and depth of engineering knowledge. You will demonstrate this through possessing a recognised qualification or showing equivalent knowledge and understanding through the individual route to registration.

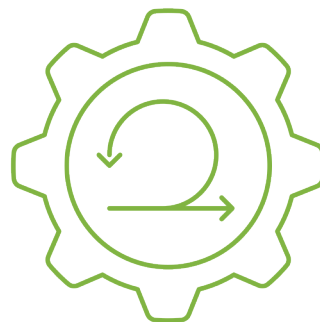
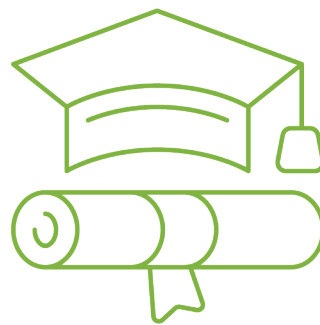
2. Have sufficient work experience to enable you to demonstrate the CEng competencies and provide examples of sustained experience at a responsible level. You will demonstrate this by completing the Professional Review Report.

3. Nominate supporters who can vouch for you. For all grades of professional registration, the IOP requires a minimum of two supporters and a maximum of three. Supporters verify the content of your application and should be someone who knows your work.

## In this pack

### 1. Chartered Engineer application process:

- How do I apply?
- Eligibility criteria:
  - Engineering knowledge and understanding
  - Professional Review Report
  - Choosing your supporters
- The interview process
- How is my application assessed?
- How long will my application take to process?



# How do I apply?

To apply for CEng, you will need to complete the online application form, which can be found at [applications.iop.org](http://applications.iop.org).

Please note that depending upon your qualifications and experience, you may not need to complete every section of the form. Please see the table below for details.

**Non-UK qualifications:** If you have a qualification from outside the UK or Ireland you can request the IOP to compare it to a UK qualification using an international database, found at [enic.org.uk](http://enic.org.uk). The IOP uses this database to judge the level of your qualification. Depending upon how your qualification compares to the requirements for CEng, you may be asked to complete additional paperwork, but we will be in touch if this is the case.

If you have a qualification from outside the UK or Ireland, please contact us at [registration@iop.org](mailto:registration@iop.org) prior to applying and we will check your qualifications and help you identify the right route.

Most applicants through the IOP do not have qualifications accredited for engineering registration, however, we are experienced in guiding people with non-standard qualifications or experience. If this applies to you, please contact us at [registration@iop.org](mailto:registration@iop.org) prior to applying, supplying a copy of your CV, and we will help you identify the most appropriate individual route option.

	<b>I hold an Engineering Council accredited recognised qualification</b>	<b>I do not hold an Engineering Council accredited recognised qualification</b>
Main application form	Yes	Yes
Your current CV	Yes	Yes
<b>Engineering Knowledge</b>		
Your degree certificate	Yes	Yes
Demonstration of equivalence	No	Yes
<b>Professional Review Report</b>		
An organisational chart or statement of accountability	Yes	Yes
A written professional review report – Competences	Yes	Yes
A written professional review report – CPD	Yes	Yes
The application fee	Yes	Yes
<b>Interview process</b>		
Technical Review Interview	No	Yes
Professional Review Interview	Yes	Yes

If you have any questions, please contact us on **+44 (0)20 7470 4800** or email [registration@iop.org](mailto:registration@iop.org).

# Eligibility Criteria

## Engineering Knowledge

All applicants are required to demonstrate that they have the breadth and depth of engineering knowledge and understanding that is required for CEng.

There are two ways that you can show this:

### Standard route: Recognised qualification

If you hold a qualification which is accredited or approved for CEng, then you are able to follow the standard route. To find out if your qualification is accredited by the Engineering Council, please visit its website at [engc.org.uk](http://engc.org.uk).

You will need to demonstrate how you have met the requirements for CEng through the submission of a Professional Review Report and Interview. You will find more information later in this guide.

### Individual route

If you do not hold a recognised qualification for CEng, you must demonstrate that you have gained the equivalent required knowledge and understanding as those who do hold a recognised qualification.

This can be achieved in one of two ways:

- 1. Technical Report Option:** This involves the completion of a Technical Report accompanied by a Technical Review Interview, followed by a Professional Review Interview. The Technical Review Interview will assess your technical knowledge and understanding, and the Professional Review Interview will assess your professional capabilities against the competences.
- 2. Experiential Learning Option:** This involves submitting evidence against a set of learning outcomes accompanied by a Technical Review Interview, followed by a Professional Review Interview. The Technical Review Interview will assess your knowledge and understanding, and the Professional Review Interview will assess your professional capabilities against the competences.

The following sections look at the different written aspects for the Standard and Individual routes. You will notice that we have provided guidance on the word limits for the minimum and maximum number of words available to you per section. It is important that you are concise when writing your answers. If you do not need to use the maximum limit as you have demonstrated your answer clearly and succinctly in fewer words, then you do not need to increase the word count in order to meet the guidelines.

## Individual route – Technical Report Option

If you do not have a recognised qualification, and you have chosen to undertake the Technical Report option, you are required to demonstrate equivalent underpinning engineering knowledge and understanding through other means. This may include other qualifications and workplace learning. You will need to demonstrate that you have met this requirement through submission of a Technical Report.

Your Technical Report should describe how you gained your engineering knowledge through experience in a technical aspect or aspects of engineering practice. It is very important that you emphasise how you have used your knowledge and understanding of engineering to resolve technical problems and demonstrate use of appropriate scientific, technical or engineering principles to the appropriate academic level. These levels are categorised as learning outcomes, as outlined below. You need to make sure your Technical Report addresses each of these learning outcomes, as this is how you will be able to demonstrate equivalence to the recognised qualifications for CEng.

You need to make sure the examples you give are appropriate for that of a CEng. Your report can focus on a range of activities or one project in particular.

Ensure the learning outcomes are addressed regardless of how many projects you decide to write about. The examples you give should be different from, and predate, the examples you use in the professional review report. This is so you can demonstrate how you developed your underpinning knowledge and understanding and then built upon this throughout your career.

Reviewers will be looking for knowledge and application of general and specialist engineering knowledge. Your report must be technical in nature, your own work and, whilst it is appreciated that many engineers work in teams, it is essential that you emphasise your personal experience, contributions, responsibility and lessons learned. You can include material previously written for employment purposes providing that you clearly identify the learning outcomes within it. You need to make sure the report is long enough, so that you can write in detail how you have met the learning outcomes, however, you also need to make sure the report is concise. We recommend a report length in the range of 2,500 to 4,000 words.

#### **Report structure:**

- Project aim – Describe what the project was designed to achieve.
- Outcome – Explain what you did, the results of the project and how they relate to the original aims.
- Development – Outline how you developed your skills and knowledge to meet the needs of the project.
- Evaluation – Review the project, consider future improvements and provide a summary of the skills and knowledge you gained.

## **Individual route – Experiential Learning Option**

If you choose to undertake the Experiential Learning Option, you will need to demonstrate your knowledge and understanding by making a reflective statement against a set of learning outcomes.

Your reflective statement should focus on your technical ability and the skills you have acquired throughout your early career and demonstrate how you obtained the relevant knowledge and understanding. It is very important that you emphasise how you have used your knowledge and understanding of engineering to resolve technical problems and demonstrate use of appropriate scientific, technical or engineering principles to the appropriate academic level.

The examples given must cover work of a professional standards appropriate to the level expected of a CEng. The same example can be used under different learning outcomes, if appropriate. The evidence used in the reflective statement should predate the information supplied in the professional review. The reflective statement against each learning outcome should be of sufficient length to demonstrate the requirement outcomes but should be as concise as possible. Statements between 500 and 800 words would be appropriate.

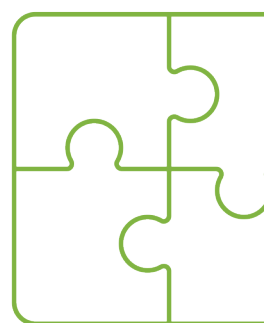
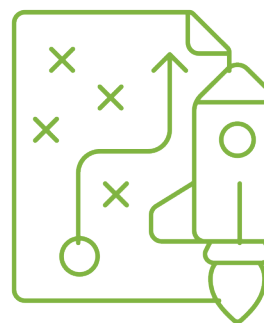


## Learning Outcomes

The learning outcomes have been divided into five sections, each with a competency-based aspect. These are different to the professional review competences. Through either your Technical Report or reflective statement, you should clearly demonstrate how you have achieved the underpinning knowledge and understanding outlined below. The learning outcomes are:

- **Science and Mathematics:** Demonstrate a comprehensive knowledge of mathematics, statistics, natural science and engineering principles and the ability to apply them to the solution of complex problems.
- **Engineering Analysis:** Demonstrate the application of methods for analysing and solving complex problems, to include the evaluation of data, working with information that may be incomplete, the selection and application of appropriate analytical techniques and the critical evaluation of technical literature and other sources of information.
- **Design and Innovation:** Demonstrate knowledge and comprehensive understanding of design processes and the ability to design innovative solutions for complex problems showing consideration for applicable health and safety, diversity and inclusion, cultural, societal, environmental and commercial matters.
- **The Engineer and Society:** Demonstrate the acquisition of the knowledge and skills required to operate in a responsible and ethical manner, recognise the importance of diversity and inclusion, and to evaluate the environmental and societal impact of a project or activity, in order to mitigate adverse impacts.
- **Engineering Practice:** Demonstrate the acquisition of knowledge and skills to enable effective project management and the communication of complex engineering matters to both technical and nontechnical audiences.

Applicants who apply through either the individual route or the standard route will have to submit a professional review report as outlined below.



# Professional Review Report

All applicants are required to demonstrate that they have sufficient professional experience in an engineering-related role.

To enable a sufficient assessment of your professional experience, all applicants are required to submit a Professional Review Report. This report summarises and links your experiences to the competences and commitments for CEng, which are detailed in UK-SPEC, fourth edition, which is maintained and published by the Engineering Council.

**Career length:** There is no specific time-served requirement, but you will need to have been working for long enough to allow you to demonstrate that you have reached an appropriate standard in all of the competences and commitments. You will need to provide evidence of sustained work at the required level. Whilst you will be expected to demonstrate you have met the standard in all of the competences, it is appreciated that the depth and extent of your experience will vary depending on your career history.

The online application form comprises the following sections:

**Introduction** – A brief outline of your current role and its engineering content, around 200 to 500 words in length.

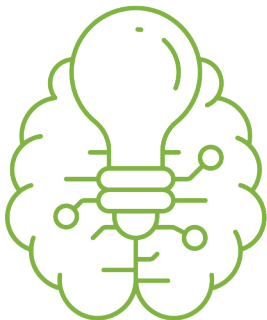
**Organisational chart** – An organisational chart or statement of accountability must be attached to your report. The chart or statement should detail

your position within your organisation and display or describe any hierarchy, or matrix system, linking you to those you are responsible to and for. It should indicate your level of seniority within the organisation. If you work by yourself, for instance, as a consultant, you must provide a supporting statement.

**Competence and Commitment** – You will need to supply evidence against each competence and commitment requirement in UK-SPEC, where you demonstrate how your experience meets each competence or commitment standard. Each answer should be approximately 250 to 500 words in length. Within your answers try to provide several different examples of how you are using and applying your knowledge at a professional level. You should choose examples where you played a role that allows you to demonstrate how you have learned to apply your knowledge, your level of responsibility and how you have applied your professional judgment. We recommend that you provide at least two examples for each standard, one describing how you developed the competence or commitment and one describing your current level of experience and responsibility.

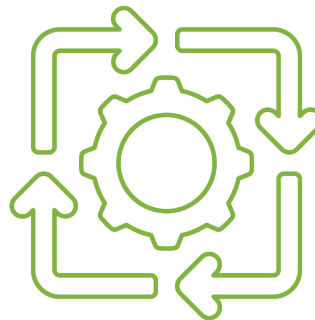
**Continuing professional development (CPD)** – Outline your training and development for the last few years, as well as your plans for the next five years. This section should explain how you intend to maintain your competence once you are registered as a CEng. This should be around 250 to 500 words in length.

# A



**Knowledge and understanding**

# B



**Design, development and solving engineering problems**

# C



**Responsibility, management and leadership**

# The Chartered Engineer Standard

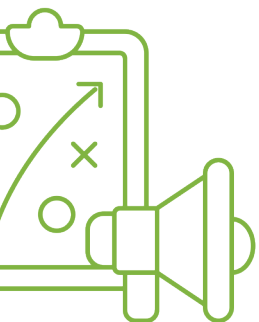
The competence and commitment required of applicants for registration in all sections of the register is detailed within UK-SPEC, fourth edition, and all applicants are expected to familiarise themselves with this document prior to applying. You will demonstrate how you meet the requirements in your Professional Review Report and interview.

The competences will largely be met during employment. For some applicants, initial professional development will be through participation in an IOP Accredited Company Training Scheme (ACTS), which will be structured in to provide relevant experience and include the recording of evidence towards registration. However, it is recognised that many physics graduates become engineers gradually over several years without undertaking formal training or participating in a professional development scheme and this is no barrier to attaining professional registration.

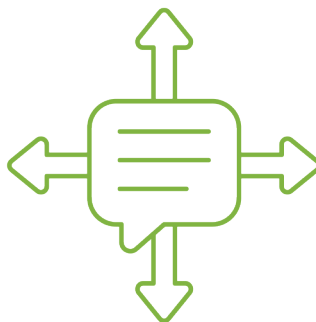
UK-SPEC defines competence as the ability to carry out a task to an effective standard. To achieve competence requires the right level of knowledge, understanding and skill, and a professional attitude. Competence is developed by a combination of formal and informal learning, and training and experience. However, these elements are not necessarily separate or sequential and they may not always be formally structured.

Here are some tips you should bear in mind when compiling your application:

- For each competence statement, you will need to give clear examples of the role that you play or the contribution that you make to a particular task or activity.
- To provide your examples with sufficient depth, it might be useful to explain what you did, how you went about it and why you did it.
- You may use the same task or activity more than once, but you should ensure you are clear on how it applies to the specific competence you are addressing.
- Most of the examples you provide should be fairly recent (in the last three years), but you can also draw on relevant experience further back in your career.



## D



**Communication  
and interpersonal  
skills**

## E



**Personal and  
professional  
commitment**

**Chartered Engineers shall use a combination of general and specialist engineering knowledge and understanding to optimise the application of advanced and complex systems.**

This competence is about the ability to understand underpinning technical principles relevant to your area of practice and applying them to develop technical solutions. This could involve technical solutions for novel problems or dealing with significant technical complexity. This may involve the integration of a range of technologies and consideration of other factors. This competence requires that you are maintaining and developing your knowledge in your field of practice and not just that required for specific tasks.

# A



# A: Knowledge and understanding

The applicant shall demonstrate that they:

**A1: Have maintained and extended a sound theoretical approach to enable them to develop their particular role**

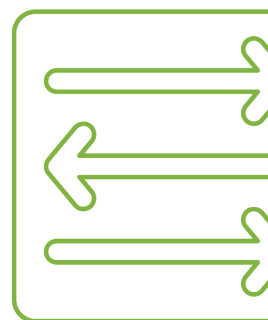
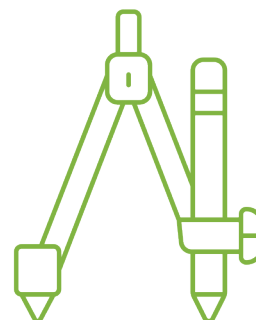
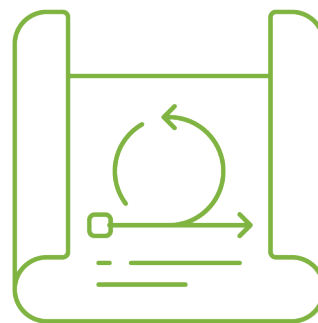
Examples of evidence:

- Formal training related to your role
- Learning and developing new engineering knowledge in a different industry or role
- Understanding the current and emerging technology and technical best practice in your area of expertise
- Developing a broader and deeper knowledge base through research and experimentation
- Learning and developing new engineering theories and techniques in the workplace

**A2: Are developing technological solutions to unusual or challenging problems, using their knowledge and understanding and/or dealing with complex technical issues or situations with significant levels of risk**

Examples of evidence:

- Carrying out technical research and development
- Developing new designs, processes or systems based on new or evolving technology
- Carrying out complex and/or non-standard technical analyses
- Developing solutions involving complex or multi-disciplinary technology
- Developing and evaluating continuous improvement systems
- Developing solutions in safety-critical industries or applications
- Learning and developing new engineering theories and techniques in the workplace



**Chartered Engineers shall apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.**

This competence is about the ability to apply engineering knowledge effectively and efficiently to the individual tasks which need to be undertaken in your role.

# B



# B: Design, development and solving engineering problems

The applicant shall demonstrate that they:

## **B1: Take an active role in the identification and definition of project requirements, problems and opportunities**

Examples of evidence:

- Identifying projects or technical improvements to products, processes or systems
- Preparing specifications, taking account of functional and other requirements
- Establishing user requirements
- Reviewing specifications and tenders to identify technical issues and potential improvements
- Carrying out technical risk analysis and identifying mitigation measures
- Considering and implementing new and emerging technologies

## **B2: Can identify the appropriate investigations and research needed to undertake the design, development and analysis required to complete an engineering task and conduct these activities effectively**

Examples of evidence:

- Identifying and agreeing appropriate research methodologies
- Investigating a technical issue, identifying potential solutions and determining the factors needed to compare them
- Identifying and carrying out physical tests or trials and analysing and evaluating the results
- Carrying out technical simulations or analysis

- Preparing, presenting and agreeing design recommendations, with appropriate analysis of risk, and taking account of cost, quality, safety, reliability, accessibility, appearance, fitness for purpose, security (including cyber security), intellectual property constraints and opportunities, and environmental impact

## **B3: Can implement engineering tasks and evaluate the effectiveness of engineering solutions**

Examples of evidence:

- Ensuring that the application of the design results in the appropriate practical outcome
- Implementing design solutions, taking account of critical constraints, including due concern for safety, sustainability and disposal or decommissioning
- Identifying and implementing lessons learned
- Evaluating existing designs or processes and identifying faults or potential improvements including risk, safety and life cycle considerations
- Actively learning from feedback on results to improve future design solutions and build best practice

# Chartered Engineers shall demonstrate technical and commercial leadership.

This competence is about the ability to plan your own work and manage or specify the work of others effectively, efficiently, and in a way which provides leadership at an appropriate level, whether technical or commercial. Leadership is not necessarily about having a formal line management role. In matrix management and other types of organisational structure, where Chartered Engineers are working within complex and varied working relationships, they will provide leadership to achieve objectives. This competence is also about the ability to consider and identify improvements to quality.

# C





# C: Responsibility, management and leadership

The applicant shall demonstrate that they:

## C1: Plan the work and resources needed to enable effective implementation of a significant engineering task or project

Examples of evidence:

- Preparing budgets and associated work programmes for projects or tasks
- Systematically reviewing the factors affecting the project implementation including safety, sustainability and disposal or decommissioning considerations
- Carrying out a task or project risk assessment and identifying mitigation measures
- Leading on preparing and agreeing implementation plans and method statements
- Negotiating and agreeing arrangements with customers, colleagues, contractors and other stakeholders, including regulatory bodies
- Ensuring that information flow is appropriate and effective

## C2: Manage (organise, direct and control), programme or schedule, budget and resource elements of a significant engineering task or project

Examples of evidence:

- Operating or defining appropriate management systems including risk registers and contingency systems
- Managing the balance between quality, cost and time
- Monitoring progress and associated costs and cost forecasts, taking appropriate actions when required
- Establishing and maintaining appropriate quality standards within legal and statutory requirements

- Interfacing effectively with customers, contractors and other stakeholders

## C3: Lead teams or technical specialisms and assist others to meet changing technical and managerial needs

Examples of evidence:

- Agreeing objectives and work plans with teams and individuals
- Reinforcing team commitment to professional standards
- Leading and supporting team and individual development
- Assessing team and individual performance, and providing feedback
- Seeking input from other teams or specialists where needed and managing the relationship
- Providing specialist knowledge, guidance and input in your specialism to engineering teams, engineers, customers, management and relevant stakeholders
- Developing and delivering a teaching module at Masters' level, or leading a university research programme

## C4: Bring about continuous quality improvement and promote best practice

Examples of evidence:

- Promoting quality throughout the organisation, as well as its customer and supplier networks
- Developing and maintaining operations to meet quality standards, e.g. ISO 9000, EQFM
- Supporting or directing project evaluation and proposing recommendations for improvement
- Implementing and sharing the results of lessons learned

## Apply appropriate theoretical and practical methods.

This is the ability to work with others constructively, to explain ideas and proposals clearly and to discuss issues objectively and constructively.



# D: Communication and interpersonal skills

The applicant shall demonstrate that they:

## D1: Communicate effectively with others, at all levels, in English

Examples of evidence:

- Preparing reports, drawings, specifications and other documentation on complex matters
- Leading, chairing, contributing to and recording meetings and discussions
- Exchanging information and providing advice to technical and nontechnical colleagues
- Engaging or interacting with professional networks

## D2: Clearly present and discuss proposals, justifications and conclusions

Examples of evidence:

- Contributing to scientific papers or articles as an author
- Preparing and delivering presentations on strategic matters
- Preparing bids, proposals or studies
- Identifying, agreeing and leading work towards collective goals

## D3: Demonstrate personal and social skills and awareness of diversity and inclusion issues.

Examples of evidence:

- Knowing and managing own emotions, strengths and weaknesses
- Being confident and flexible in dealing with new and changing interpersonal situations
- Identifying, agreeing and working towards collective goals
- Creating, maintaining and enhancing productive working relationships, and resolving conflicts
- Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion



**Chartered Engineers shall demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.**

This competence is about ensuring that you are acting in a professional manner in your work and in your dealings with others. A CEng should set a standard and example to others with regard to professionalism.



# E: Personal and professional commitment

The applicant shall demonstrate that they:

## E1: Understand and comply with relevant codes of conduct

Examples of evidence:

- Demonstrating compliance with the IOP Code of Conduct
- Identifying aspects of the Code which are particularly relevant to your role
- Being aware of the legislative and regulatory frameworks relevant to your role and how they conform to them
- Leading work within relevant legislation and regulatory frameworks, including social and employment legislation

## E2: Understand the safety implications of their role and manage, apply and improve safe systems of work

Examples of evidence:

- Identifying and taking responsibility for your own obligations and ensuring that others assume similar responsibility for health, safety and welfare issues
- Ensuring that systems satisfy health, safety and welfare requirements
- Developing and implementing appropriate hazard identification and risk management systems and culture
- Managing, evaluating and improving the systems
- Applying a sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies

## E3: Understand the principles of sustainable development and apply them in their work

Examples of evidence:

- Operating and acting responsibly, taking account of the need to progress environmental, social

and economic outcomes simultaneously

- Providing products and services which maintain and enhance the quality of the environment and community, and meet financial objectives
- Recognising how sustainability principles, can be applied in your day-to-day work
- Understanding and securing stakeholder involvement in sustainable development
- Using resources efficiently and effectively in all activities
- Taking action to minimise environmental impact in your area of responsibility

## E4: Carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in own area of practice

Examples of evidence:

- Undertaking reviews of your own development needs
- Planning how to meet personal and organisational objectives
- Carrying out planned/unplanned CPD activities
- Keeping evidence of competence development
- Evaluating CPD outcomes against plans made
- Assisting others with their own CPD

## E5: Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.

Examples of evidence:

- Understanding the ethical issues that you may encounter in your role
- Giving an example of where you have applied ethical principles
- Giving an example of where you have applied, or upheld ethical principles as defined by your organisation or company
- Planning how to meet personal and organisational objectives

# The Chartered Engineer standards report: five most common mistakes

# 1

## **We, not I**

Now's your time to shine! We are awarding registration to you, not your team, so in all your explanations, you need to be clear on what your individual role was. If your entire answer references "us" and "we" with no "I" or "me," then you will need to reformulate what you've written.

# 2

## **Being too brief**

After you've written your response, read it back and think about whether an assessor would be able to visualise what your role was. If they can't, you have not provided enough detail.

# 3

## **Lacking depth**

It isn't just about what you did; it's about how and why you did it. You can only be awarded registration when our assessors are sure you know the impetus behind, and results from your work.



### **No outcomes**

You need to demonstrate that you understand the difference that your work makes long-term. If you have improved a procedure, what does that mean in real terms? How do your colleagues benefit? What happens to the standard of your results?



### **Not referencing the headline**

The competence report is broken into five sections, with several sub-sections. Read the section heading thoroughly before you write your response in the sub-section. You need to make sure you have fully absorbed what it is asking.



### **Personal details included**

As the application process is anonymous, make sure all personal details are removed from your supporting documents and your application.

# Choosing your supporters

Along with your written application, you are required to supply details of two supporters who can verify the information in your application and comment on your suitability for CEng. Sometimes you may find it necessary to provide the details of a third supporter in order to adequately cover the content of your application. Please note your supporters do not need to be professionally registered.

Please consider the following when choosing your supporters:

**First supporter** – This must be someone who knows, or has known you professionally, working at a senior level to you and with direct knowledge of your role and responsibilities. This could be fulfilled by your current line manager, employer, head of department or faculty, head teacher or training scheme mentor.

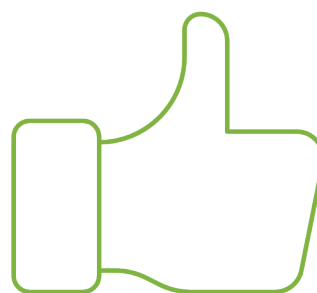
**Second supporter** – This must be someone who knows or has known you professionally at a relevant point in your career and will usually have been senior to you at the time.

**Optional third supporter** – A third supporter may be necessary if your application covers periods spent at several different organisations or if you undertake consultancy work.

Supporters should be familiar with your work, but not be a close friend or relative.

Please ensure that between them, your supporters are willing and able to verify your experience. This includes the content of your Technical Report or learning outcomes reflective statement for individual route applicants. They should be contactable by email for several months after you submit your application. Supporters will be sent links to the form they need to complete online via a generic IOP email address. Please ask your supporters to provide an email address that does not have a high firewall, as this can cause delays in your application.

In the event of inconclusive comments from your supporters, we may contact them for further information or ask you to nominate an additional supporter. The assessment process places great value on the supporter comments, so it is important that you select supporters that are willing to provide a full and detailed response.





# The Interview Process

The interview process is different depending on which route and option you are taking. All applicants will have a Professional Review interview but those applying through the individual route will also undergo a Technical Review interview.

## Professional Review Interview

- All applicants for CEng will be asked to attend a Professional Review Interview lasting approximately 60 minutes to discuss their application in greater depth. The aim of the interview will be to confirm information supplied within your application and to verify that you meet the required standards.
- You can choose to deliver a presentation, focusing on a project you have been involved in. This can be one of the projects discussed within your competences. You need to outline what the aim of the project was, your involvement and the tasks you carried out, you also need to talk about the outcome of the project. The presentation only needs to be 10 minutes long and you do not need to prepare slides. This is optional and will not affect your interview if you choose not to deliver a presentation.
- You can choose to deliver a presentation on how you have met the learning outcomes at the beginning of the Technical Review Interview. The presentation only needs to be 10 minutes long and you do not need to prepare slides. This is an opportunity for you to demonstrate your equivalence in more detail. This is optional and will not affect your interview if you choose not to deliver a presentation.
- After the interview you will be asked to leave the room and the interviewers will decide if you have demonstrated the required educational background. You will be told at this point if you are successful. If you have been, you will then have a Professional Review Interview (held on the same day). If you have not been successful, the interviewers will explain their reasons to you. Feedback will also be provided in writing and guidance given as to what might be required before you reapply.

All interviews are arranged regularly throughout the year and are usually held virtually. In-person interviews can be made available, if required, and would normally be held in London. Interviews are conducted by two members of the IOP who are professionally registered with the Engineering Council. On occasion there may be an observer present.

## Individual Route: Technical Review Interview

- Applicants following the individual route (either the Technical Report or Experiential Learning option) will have a Technical Review Interview lasting approximately 45 minutes. The aim of the interview is to find out whether you are able to demonstrate the same level of academic knowledge and understanding as those with recognised qualifications. The interviewers will ask you about your Technical Report or learning outcomes submission.

## How is my application assessed?

Each application undergoes an initial independent assessment by a panel of Chartered Engineers; The panel assesses the information in your application, and the comments of your supporters, to decide if you should progress to the Professional Review or Technical Review Interview for those that have applied via the individual route. The panel may advise at this point that you need to demonstrate further learning, training or additional experience. Once assessed, you will be notified of the decision. If you progress to a Professional Review you will be interviewed by two Chartered Engineers who will then make a recommendation to the panel that originally assessed your application.

Applications may be deferred, and this is generally due to insufficient responsible experience. Occasionally, applications are deferred to allow the applicant an opportunity to supply additional information. A deferral can be granted for up to a maximum of 12 months. Where an application is deferred or rejected, the applicant will receive a letter explaining the reason for this and suggesting a future course of action, as put forward by the assessment panel.

## How long will my application take to process?

CEng applications usually take around 12 to 16 weeks from the return of your supporter forms.

The outcome of your application will be communicated to you by the IOP following your interview and ratification by the assessment panel. This will usually occur within two weeks of your interview but can take longer depending on panel availability. You can log back onto the online application form to check the progress of your application.

Poorly prepared applications will be sent back to you for review. This will mean your application will take longer to process. It is in your best interest to ensure that the information supplied is as accurate, clear and as complete as possible.

If your application is successful, you will be invoiced for your professional registration fee before your details are registered with the Engineering Council. Current fees can be found on our website at <https://membership.iop.org/membership-fees>.

# Document Checklist

To help you prepare your application please find listed below the documents that you will need to upload:

- CV
- Organisational Chart/Statement of seniority
- Qualification Certificates/ Transcripts

Please remember that the following information should not be included in the supporting documents:

- Name
- Contact details
- Address
- Date of birth
- Age
- Marital status
- Social media links, etc.

Degree certificates should not be anonymised as these are verified by IOP staff.

The file name should not include your name.



Visit our [website](#) or contact us to discuss your application on +44 (0)20 7470 4800 or [registration@iop.org](mailto:registration@iop.org). Apply online: [applications.iop.org](https://applications.iop.org)

The Institute of Physics is a charity registered in England and Wales (no. 293851) and Scotland (no. SC040092).

**iop.org**

---

The IOP is the professional body and learned society for physics in the UK and Ireland, with an active role in promoting cooperation in physics around the world. We strive to make physics accessible to people from all backgrounds. Our 22,000 members demonstrate their professional expertise in physics in settings ranging from schools, universities and national research facilities, to businesses of all sizes, and in roles as varied as teacher, researcher, apprentice, technician, engineer and product developer.

Date created: June 2020. Date reviewed: February 2022. Date amended: March 2024.