

Quick Guide & Checklist for the Engineering Practice Report

Chartered Engineer

The applicant is required to submit 4 bound copies of their Engineering Practice Report, one master copy containing all original signatures on the Application Form by the applicant and their 2 supporters and 3 photocopies of their Engineering Practice Report.

1. Application Form

- a. Please ensure to include all the below pages of the Application Form titled:
 - i. Application Form for the title of Chartered engineer
 - ii. Supporters of this Application
 - iii. Information to accompany Application Form
- b. The Information to Accompany Application Form assists the Membership Team in matching applicants to assessors and interviewers in similar fields of engineering. Please ensure the Subject Area of Experience, Engineering Discipline and Areas of Activity selected are accurate.

2. Supporters of a Registered Title Application

- a. Applicants are required to have their report validated by two supporters who are Chartered engineers and are familiar with all or part of their experience as described in the Initial Professional Development Report (IPD).
- b. The Supporters are required to initial specific paragraphs throughout the IPD Report where they are satisfied to verify the applicant's description of experience.

3. Title Page to be inserted after the Application Form stating:

- a. Applicants Name
- b. Title being sought
- c. Date report submitted

4. Table of Contents with page numbers

5. Tabular Summary of Career Details

- a. The Summary of Career details gives the applicant the opportunity to describe their experience from graduation to present.
- b. Please note the Summary of Career details is not restricted by a word count.

6. Tabular format of Training Courses undertaken (CPD)

- a. It is recommended that applicants for a Registered Title record a minimum of 5 days formal CPD per annum.
- b. Please refer to our website <http://www.engineersireland.ie/cpd/cpd-employer/what-counts/> for more information on what counts as CPD.

7. Description of the Initial Professional Development (IPD)

- a. This is a description of the applicants training & experience linked to the competences of a Chartered engineer, see Regulations for Chartered Engineer.
- b. The report should be between 3500 to 4000 words; those who exceed the word count run the risk of their report being returned.
- c. The report should be written in first person singular and the applicant is required to discuss their significant experience, where they took a high level of responsibility while demonstrating how they meet all five competences of a Chartered engineer.

8. Two Topic Essays

- a. The purpose of the two topic essays is to provide the applicant with an opportunity to articulate their professional opinions on important topics relevant to the professional practice of engineering.
- b. There are 8 topics for the applicant to choose from and the applicant must choose an appropriate title for their essay. Please refer to the Regulations for Chartered engineer for the topic options.
- c. The essays should be between 500 to 600 words each; those who exceed the word count run the risk of their report being returned.

9. Statement of Authenticity

- a. The Engineering Practice Report must end with the following Statement of Authenticity:
"I hereby certify that the Engineering Practice Report and Essays have been prepared in their entirety by me and that all statements and claims therein are true and accurate".
- b. An original copy with an original signature of the Statement of Authenticity should be included in the master copy of the bound Engineering Practice Report.

10. Appendices

- a. All applicants must include a Glossary of Terms.
- b. Any diagrams, charts or photographs must be contained in the Appendix, not throughout the IPD Report.

11. Annual Subscription Fees

- a. Current members of Engineers Ireland must ensure their annual subscription fees are fully paid; applications with outstanding Annual Subscription Fees will not be processed.
- b. New members must include the relevant Annual Subscription Fee upon application.

12. Professional Interview Fee of €250

- a. The Professional Interview Fee of €250 must be included upon submission of application.