

Guidance Notes for Your Two Supporters

You are required to have your application validated by two supporters who are Chartered Engineers with Engineers Ireland or another professional body with which we have an agreement. Please check with the Membership Team if you are unsure.

In exceptional circumstances, Engineers Ireland will consider alternative arrangements, where, because of the nature of your employment, you cannot provide two Chartered Engineers as supporters. If this applies to you, you must contact the membership team to discuss this option at least two months before you submit your application.

They should be familiar with all or part of your career as a professional engineer, and your engineering experience and ability.

Each Chartered Engineer should be familiar with all or part of your formation as an engineer and may be a supervising academic or engineer within your current or past employment.

You should note that Engineers Ireland may contact your supporters to discuss any aspect of your application.

Family members may not support your application.

Once you decide to apply for the title, you should contact your two prospective supporters to ask them if they would be willing to validate your application. Don't leave it until the deadline is impending.

You should encourage your supporters to take an active role in mentoring/guiding you through the process of compiling your application.

You should ensure that you forward your draft application to both supporters at least one month prior to the deadline date. This will allow adequate time for your supporters to give you feedback on your application.

Let your supporters know when the deadline is.

You should ask both of your supporters to read your draft application thoroughly.

You should encourage them to give you constructive feedback on the following:

- Have you adequately expressed your own roles and responsibilities?
- Have you thoroughly demonstrated each of the competences?
- Are grammar, syntax and spelling of the standard expected of a professional report?
- Do your essays reflect your own opinions, arguments, analysis and conclusions?
- Are your supporters satisfied that you broadly meet the standard for Chartered Engineer?



Once you receive the feedback from both of your supporters on your draft application, you should then be able to begin uploading the final version of your application to our website.

Your supporters, as part of the online application process, will receive an email alert and they will be able to then formally validate your submission.

Let your supporters know that this email alert is imminent.

You will not be able to continue with the process until both supporters have formally validated your submission through the online application process.

Once you have received our email notification that both supporters have validated your application, you will be able to upload your application to our website and pay the fee.