

Form PRI (CM): Application for the Chartered Membership Professional Review Interview

Regulations for Membership: Applicants must have read the [regulations](#) governing admission or transfer to membership prior to completing this application form.

You **MUST** have already submitted an [Expression of Interest Form \(EOI \(CM\)\)](#) prior to submitting this form (please see Section 4).

Disclaimer: The information you provide on this form is required to enable The Institution of Structural Engineers and its Regional Groups to communicate relevant information/services to its members. Once you have been elected, you have the facility to amend your contact details and preferences via the 'my account' section on the website.

| 1 Candidate's personal details (to be completed in block letters) | |
|---|---------------------------------|
| Surname/family name: | Title: Mr/Dr/Mrs/Miss/Ms/other: |
| Forenames/other names: | Date of birth: |
| Membership number (where applicable): | |
| E-mail (preferred/main email address): | E-mail (alternative): |

| 2 Initial Professional Development (IPD) |
|---|
| All applicants seeking approval to enter the Chartered Membership Professional Review Interview must have satisfied all the requirements of the 13 core objectives as specified in the IPD regulations of the Institution. |
| <p>2.1 IPD Route</p> <p>Please tick the appropriate box below, indicating which route you have followed in satisfying the IPD requirements.</p> <p>The documentation listed MUST NOT be sent to the Institution with the application form or the rest of your submission paperwork. Please await further instructions from your Regional Group which will inform you, in writing, of the address you need to send the documentation to.</p> <p><input type="checkbox"/> Individually Managed</p> <ul style="list-style-type: none"> • Completed IPD Quarterly Report Forms • Completed Progress Summary Record • Personal development record in the form of a diary (optional) • Two copies of a comprehensive portfolio of work (not exceeding a standard A4 folder, 40 mm (single-sided) or 25 mm (double-sided)). <p><input type="checkbox"/> Accredited Training Scheme</p> <ul style="list-style-type: none"> • A full record of your training agreement. • Two copies of a comprehensive portfolio of work (not exceeding a standard A4 folder, 40 mm (single-sided) or 25 mm (double-sided)). <p><input type="checkbox"/> Retrospectively Collated Route</p> <ul style="list-style-type: none"> • Two copies of a comprehensive portfolio of work (not exceeding a standard A4 folder, 40 mm (single-sided) or 25 mm (double-sided)). |

3 Professional Review Interview location

We will aim to hold your interview in your Regional Group, but this is not always possible in the UK.
If you are in the UK, please select up to **three** locations where you would be willing to be interviewed in order of preference.
If you are based outside the UK, **you do not** need to complete this section.

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4 Supporting Documentation

- [Form EOI \(CM\)](#) (if not already submitted)
- A two-page experience report
- IPD Final Report Forms for each of the 13 core objectives
- Interview fee (refer to our website: www.istructe.org). See section 7 on how to make payment.

5 Disability declaration

I wish to inform the Institution of a disability:

Disability:

Signature:

Date:

6 Candidate's declaration and undertaking

This form of undertaking is to be completed by any candidate for admission or transfer to any class of membership of the Institution other than Honorary Fellow in accordance with the provisions of bye-law 1.13.1

CPD - The Institution's Code of Conduct requires members to "Maintain and broaden their competence, and assist other to do so." All members elected to a professional grade (Technician, Associate-Member, Associate, Chartered Member, Fellow) must comply with the Institution's mandatory reporting of CPD policy. Payment of your subscription confirms that you have satisfied your CPD obligation – normally 90 hours over a three year period.

For information on the policy, activities that the Institution recognises as CPD and other organisations whose CPD is recognised by the Institution, please visit the CPD section on the website.

I have read the charter, the bye-laws and the code of conduct. Whilst I am a member I undertake to be governed by the laws of the Institution for the time being in force, and to accept as final and binding decisions of the Board and the Institution on all matters in which they have jurisdiction. I also undertake to promote the objects of the Institution; to attend Institution meetings as often as I conveniently can, and to endeavour to present to the Institution an original communication relating to structural engineering. I further undertake that, upon the cessation of my membership, I will cease to describe myself in any way as a member of The Institution of Structural Engineers. I have no criminal conviction unspent within the relevant jurisdiction. I am not subject to a bankruptcy order, restriction or undertaking. I have not been subject to an adverse finding by another organization. There is no further matter that may affect consideration of my application. I agree to the Institution processing data relating to my membership and (where necessary) transferring such data outside the United Kingdom.

Signature:

Date:

7 Payment

If you are emailing your application to the Institution, please **do not** include your debit/credit card details. If sending your application via post, you can include debit/credit details on the downloadable authorisation form. The most secure and quickest method is to pay online.

- I would like to pay online. (Instructions will be provided when your form has been processed)
- I would like to pay over the phone. (We will phone you when your form has been processed or alternatively you can contact the Membership Department on +44 (0)20 7235 4535)

Cheque/bankers draft: this must be in pounds sterling, payable to 'The Institution of Structural Engineer's and drawn on a UK bank.