

## Form PRI (AM)

# Application for the Associate-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.

### 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 Personal details *(Please complete in block letters)*

Surname/family name:

Title: Mr/Dr/Mrs/Miss/Ms/other:

Forenames/other names:

Date of birth:

Membership number (where applicable):

Email (preferred/main):

Email (alternative):

### 2 Initial Professional Development (IPD)

All applicants seeking approval to enter the Associate-Membership Professional Review Interview must have satisfied all the requirements of the 13 core objectives as specified in the Institution's IPD regulations.

IPD Route: Please indicate which route you have followed to satisfy the IPD requirements.

Individually Managed

Accredited Training Scheme

Retrospectively Collated

### 3 Professional Review Interview location

We aim to hold your interview in your Regional Group, but this is not always possible in the UK due to high demand.

If you are in the UK, please select up to two alternative 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.

## 4 Supporting documentation

Form EOI (AM) (if not already submitted)

A two-page experience report

IPD Final Report Forms for each of the 13 core objectives

Interview fee (refer to: [www.istructe.org](http://www.istructe.org))

You will also need to prepare two copies of a comprehensive portfolio of work. This will be requested by your interviewers; please do not send it to Institution HQ. Refer to the portfolio checklist within our IPD guidance: [www.istructe.org/training-and-development/ipd/](http://www.istructe.org/training-and-development/ipd/)

Your form and associated documents can be emailed to [PRI@istructe.org](mailto:PRI@istructe.org)

## 8 Disability declaration

I wish to inform the Institution of a disability:

Disability:

Signature:

Date:

The membership team will be in touch to discuss reasonable adjustments with you

## 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. The Institution undertakes random sampling of CPD records, so on occasion you will be asked to submit an annual CPD return. 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 executive 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 organisation. There is no further matter that may affect consideration of my application.

Signature:

Date:

## 7 Payment

If you are emailing your application to the Institution please **do not** include your card details.

I would like to pay online. (We will provide instructions once your application has been processed)

I would like to pay over the phone. (We will contact you once your application has been processed. Alternatively you can contact us on +44 (0)20 7235 4535)

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