1. The application is received by ICorr and an initial check is made to ensure that the applicant is a fully paid up Professional Member of the Institute and then is forwarded to the EC Registration Co-ordinator.
2. The EC Registration Co-ordinator checks to see that the applicant has provided all the necessary documentation along with the application. If there is any shortfall, the EC Registration Co-ordinator requests any other documentation to be submitted with the application.
3. When the full documentation has been received, the EC Registration co-ordinator then submits the application to the SOE Academic Panel for the Application to be assessed.
4. For those applicants whose academic base does not satisfy the requirements for the Recognised Qualification Route to Registration, an appraisal of the applicant’s career and further learning is undertaken. Following assessment of the applicant’s detailed CV/Experience report, the SOE may advise the applicant to apply for registration with Engineering Council through an Individual Assessment Route. This may follow one or a combination of a number of alternative routes to Registration.

These alternatives include:

* formal academic programmes
* in-employment training
* experiential learning
* self-directed learning

Applicants may be also asked to write a technical report and/or attend a technical interview.

1. Summaries of the routes to registration are provided in flowchart QPD-04-04 - Routes to Registration.
2. As with other routes, a hierarchy of criteria will be used to assess applicants for registration
3. The basic educational requirement is for an accredited package that gives an MEng equivalent for CEng and a BEng equivalent for IEng education through a combination of:
* Additional education to cover any shortfall in the engineering content
* Additional education (as appropriate) to bring the qualification up to an appropriate equivalent level
* Educational attainment demonstrated by examination, dissertation and other auditable means
1. Upon receipt of an application, the SOE Academic Panel Assessors examine the Engineering Council lists, Washington Accord signatory country listings and FEANI lists of accredited courses as appropriate. If the qualification appears on these lists then the application proceeds normally through Recognised Qualification Route procedures.
2. In cases where the applicant’s course does not appear as accredited, the following measures will be put in place.
3. The Academic Panel shall assess the package of qualifications to determine if there is a prima facie case for registration at the CEng or IEng section of the register. The following information will be needed to assess the application:
* Title of qualification
* Nature of Course (full-time; part-time; evening)
* Course syllabus
* Transcripts of course
* Length of Course
* College/University/Examining Body
* Date of Award
* Industrial Training & Experience Report (covering placements for learning in industry, whether for “sandwich” students or in support of project work).
1. The Academic Panel will examine the detailed syllabus after it is submitted. The outcome will be a decision that the course or modules did or did not cover sufficient of the engineering disciplines in appropriate depth needed for the educational base.

*NOTE 1: It is the responsibility of the applicant, in such cases to provide a detailed transcript and syllabus of the courses or modules undertaken. The level of detail supplied will be important for evaluation against accredited courses. For example, it would not be adequate for the applicant simple to say that the course included thermodynamics, strength of materials and fluid mechanics. It would be necessary to break each of these into sub-topics (viz entropy, laws of thermodynamics, Bernoulii equation etc)*

1. When all the necessary documentation has been received the SOE Academic Panel shall then submit the documents to two Assessors for them to assess the application.

*NOTE 2. The Assessors will normally comprise two CEng assessors for CEng applicants or 2 CEng or IEng assessors for IEng applicants.*

1. Individual Assessment cases are assessed by the Academic Panel who will receive full details of the applicant’s application. It is the task of each panel member to review the documentation and to make a recommendation as to whether the requirements for registration have been met.

*NOTE 3. Notwithstanding such an analysis, and even if the applicant had undertaken a course on the accredited lists, it may not be clear that the applicant has the required level of understanding and skill needed to qualify for registration. The Academic Panel will need to take into account any supporting information that indicates the applicant’s current position and those aspects of the applicant’s career that are felt to substantiate the request for the acceptance of academic qualifications as meeting the requirements for registration as Chartered Engineer or Incorporated Engineer as appropriate.*

1. If the Academic Panel accepts that the applicant's qualifications meet the requirements for Registration, the application shall be submitted to the SOE Membership and Professional Standards Committee (MPSC) for ratification of the required route to registration.
2. If the application is confirmed as acceptable , the SOE shall advise the applicant of the decision and the route to follow detailing any additional information required, e.g. the Technical Report Option route or the Experiential Route.
3. On receipt of all the additional required documentation, the Academic Panel shall assess the application and provide technical input to the SOE MPSC to formally ratify accepted applications
4. If approved, the SOE MPSC shall set a date for a Technical Report Review Interview if required followed by a Professional Review Interview and arrange an Interview Panel. SOE will notify the interview arrangements to the applicant.
5. If the applicant is successful at the Technical Report Interview he/she will progress to the Professional Review interview. As notified on the Interview Report Form the score sheets and assessors recommendations are circulated to MPSC for ratification. Once it has been ratified by MPSC the SOE informs the applicant and invoices ICorr to collect the fees due. When the fees have been received, SOE completes the Engineering Council Final Stage Registration Form and submits to Engineering Council and informs the applicant/ICorr. The ICorr admin updates the Membership database once Engineering Council have registered the applicant. EC will send registration pack to ICorr for forwarding direct to successful applicant.