



# QUALIFICATION ASSESSMENT FORM

Please complete all sections of this application form and ensure that copies of qualification certificates, transcript listing subjects you undertook and examination marks, and synopsis of MSc/PhD thesis (if applicable) are attached and the required payment is included.

For certificates that are in languages other than English, an official English translation must also be provided.

**QUALIFICATION ASSESSMENT FORM**

Please indicate whether:

New (not previously a member of CIBSE) OR,  
 Existing member

Membership Number  Grade

Please indicate which level of Engineering Council Registration you are interested in and would like CIBSE to assess your qualifications against:

Engineering Technician (EngTech)  
 Incorporated Engineer (IEng)  
 Chartered Engineer (CEng)

**PERSONAL DETAILS**

Title  First Name(s)

Surname

Date of Birth  DD /  MM /  YY

Home address

Post code

Country

Telephone No

Email

Mobile No

Company name

Work address

Post code

Country

Telephone No

Email

Preferred mailing address  Home  Work

Preferred email address  Home  Work

**EDUCATIONAL QUALIFICATIONS**

Please list all your post school qualifications below and indicate any exemptions granted and details of any interruptions to your course. Awards shown must be accompanied by a photocopy of the original certificate countersigned by your Sponsor as having seen the original.

University or College	Full title of qualifications gained including subject area	Date course commenced	Course duration	Date qualification obtained	Mode of Study (F/T, P/T, sandwich, etc.)	Year of entry to course (i.e entered in year 1 or 2, 3 due to exemptions)

If your qualifications are not accredited for EngTech you will be required to participate in an interview assessment.

## APPLICANT'S DECLARATION

I certify that the information in this application and supporting documents are correct. I agree that, in the event of my election to any class of membership of the Chartered Institution of Building Services Engineers, I will be governed by the provisions of the Royal Charter and By-laws as they are now formed or as they may be hereafter altered; that I agree to abide by the Code of Professional Conduct, which can be found at [www.cibse.org/code](http://www.cibse.org/code), and do all in my power to advance the objects of the Institution; providing that whenever I shall signify in writing to the Director of Membership that I wish to withdraw from the Institution, I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

Signature

Date

DD / MM / YY

**NB.** In the event of it coming to light that information supplied on this form is inaccurate, CIBSE reserve the right to withdraw membership of the Institution and discipline the applicant under the Code of Professional Conduct.

## FEES

Please visit [www.cibse.org/fees](http://www.cibse.org/fees) for details of all membership fees.

Non-members must include payment for the following:

- Qualification assessment fee

Fee only payable for non-members. If you apply for membership within 6 months of assessment, this fee will be deducted from your first subscription payment.

Payment can be made by cheque payable to CIBSE or by completing the debit/credit card details below:

Please tick:

Mastercard  Visa  Visa/Delta  Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from MM / YY

Expiry Date MM / YY

Issue Number (For Maestro only)

Security Code

Address details card is registered to

Post code

Country

Please debit card to the amount of £

Signature of Cardholder

Date

DD / MM / YY

## SUBMITTING YOUR ASSESSMENT FORM:

Please submit **ONE** copy of this form along with attachments via email or by post.

### POST ONE COPY OF YOUR APPLICATION TO:

Membership Department  
Chartered Institution of Building Services Engineers  
222 Balham High Road, London, SW12 9BS, UK

### OR EMAIL ONE COPY OF YOUR APPLICATION TO:

[membership-apps@cibse.org](mailto:membership-apps@cibse.org)

Registered Charity No. 278104

## CIBSE HQ USE ONLY: