Licentiates and Engineering Technicians apply proven techniques and procedures to the solution of practical engineering problems. They are required to apply safe systems of work and are able to demonstrate:

- Evidence of their contribution to either the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services
- Supervisory or technical responsibility
- Effective interpersonal skills in communicating technical matters
- Commitment to professional engineering values.

To become a Licentiate, you will need to demonstrate your competence, as stated in the Competence Criteria Factsheet L21. The ability to satisfy the competence requirements is the principal benchmark for membership. Professional competence integrates knowledge, understanding, experience, commitment, skills and values and goes beyond the ability to perform specific tasks.

You will be assessed across all the Competence Criteria objectives in both your written application and during your interview, if applicable. For full details please review the Competence Criteria Factsheet L21 at [www.cibse.org/licentiate](http://www.cibse.org/licentiate)
LCIBSE and Engineering Technician Registration (EngTech)

CIBSE is a licensed body of the Engineering Council and facilitates the application process for Engineering Technician (EngTech) registration. To become a registered Engineering Technician, you must demonstrate the required underpinning knowledge and understanding, and professional competence. Please see the flow chart below which demonstrates the steps required to achieve LCIBSE and EngTech. You will normally follow either the Standard or Alternative Route.

*Exemplifying qualifications for EngTech LCIBSE*
- An approved level 3 NVQ or SVQ in an engineering discipline.
- An approved qualification in engineering or construction at level 6 in the Scottish Qualifications and Credit Framework.
- The City & Guilds Higher Professional Diploma in engineering.
- An Advanced/Modern Apprenticeship or other work based learning programme approved by a licensed professional engineering institution.
- International agreement (Dublin Accord) overseas qualifications.
- Individually assessed qualifications in similar areas.

To find out if your qualifications meet the academic standard contact membership@cibse.org
Submitting your application

You are required to submit the following:

• Application form for Licentiate membership
• Relevant qualification certificates, if applicable
• Work Experience Report
• Organisation Chart
• Development Action Plan
• Appropriate Fees

Application process

Additional guidance documents to help you through the application and interview process can be found on the CIBSE website – www.cibse.org/applicanthelp

The role of the Sponsor

You will require a sponsor to sign and verify your application. They will need to have known you for a minimum of one year and be willing to endorse your application. They will be a Licentiate, Associate, Member or Fellow of CIBSE and/or registered EngTech, IEng or CEng with any Engineering Council nominated institution, or are professionally registered within the construction industry. A direct family member cannot sponsor your application.

Your sponsor is responsible for providing support and guidance throughout the application and interview process. They should check your application for accuracy and completeness, ensuring that the information provided is true, you are of sound character and that you are applying for the appropriate level of membership/registration. They should be confident that you are able to demonstrate the Competence Criteria and be able to advise and assist you in understanding and addressing any shortfall. There may be elements of your work and experience that your sponsor does not have first-hand knowledge, you are encouraged to discuss and review your application with your sponsor.

Although your sponsor may have been through the same or similar application process to gain membership and registration, please ensure that they review the current Competence Criteria Factsheet L21, available at www.cibse.org/licentiate

Qualifications

You must provide copies of your relevant qualification certificates. For certificates that are in languages other than English, an official English translation must also be provided. Your sponsor must also endorse/sign the copies of your qualification certificates, after seeing the originals.

Work Experience Report

Your Work Experience Report should clearly demonstrate how you have achieved competence at a level of responsibility suitable for the Licentiate grade, as stated in the Competence Criteria Factsheet L21 – www.cibse.org/licentiate

Include your employment details in chronological order, providing your full work experience within the field of building services engineering. This should include details of the companies you have worked for, the posts you have held, and level of responsibility.

Review your career and experience to date, selecting the strongest examples which demonstrate the criteria, giving details of what you have done, your role and responsibilities in a particular career episode and what you know about the different aspects related to it.

Samples of Work Experience Reports are available online at www.cibse.org/applicanthelp

Remember to:

• Indicate your role and responsibility referring to the 14 Competence Criteria for LCIBSE (Factsheet L21).

• Ensure your Work Experience Report is between 1500 – 2000 words.

• Include a title page for your Report, which states your word count.

• Clearly state your role and responsibilities; use the first person – I, me, my – to show the reader your personal contribution.

Please note you may not use the CIBSE logo or any other CIBSE official images in your report.
Organisation Chart

Submit an organisation chart which clearly indicates your position within your company. If you are self-employed and do not have an organisation chart, please provide a brief note outlining your level of responsibility and leadership in projects undertaken. You may also enclose a previous organisation chart as long as this is clearly indicated.

Development Action Plan

Provide a statement of how you intend to continue with your personal and professional development. It is a required that all engineers show commitment to keeping up to date with developments and with maintaining their skills and expertise. You should identify your short (1-3 years), medium (3-7 years) and long term (7-10+) goals and indicate how you propose to meet them. Samples are available online at www.cibse.org/applicanthelp

The document should be approximately one page and should not include past CPD records.

Fees

Applicants must include payment for the application fee (new applications only), interview fee (if applicable), Annual Subscription fee and EngTech registration entry fee (if applicable).

Please note: Transfer applications for existing members cannot be processed if current subscription fee is outstanding.

Full details of the current fees can be found at www.cibse.org/fees

How we can help

CIBSE are here to help you through the application process and offer the following services:

• Membership Briefing sessions, for details of dates and locations please visit www.cibse.org/briefings

• Supporting documentation including sample reports, information on the application process, and interview guidance, which can be found at www.cibse.org/applicanthelp

If you have any additional questions, contact the Membership Team on +44 (0)208 772 3650 or at membership@cibse.org

Remember: The application process is your opportunity to present your achievements as a professional building services engineer. CIBSE wants you to succeed!

Helpful Web Links

• Licentiate grade: www.cibse.org/licentiate

• CIBSE Subscription Fees: www.cibse.org/fees

• Forthcoming member briefings: www.cibse.org/briefings

• Help for applicants, which includes samples reports and presentations, interview guidance, FAQs, Factsheets, Application forms and more: www.cibse.org/applicanthelp