

# APPLICATION FOR MEMBERSHIP IENG/CENG ROUTE



Please complete all sections of this application form and ensure that a copy of your Engineering Council certificate, your CV, Competence Statement, Organisational Chart, Development Action Plan are attached and the required payment is included. **DO NOT BIND OR STAPLE DOCUMENTS**

This route is open to those who are already registered IEng or CEng with another Engineering Institution and who wish to join CIBSE at the Associate, Member or Fellow grade. Applicants must demonstrate their competence at IEng/CEng level in the building services engineering field.

You must already be a Fellow with another Institution to gain the Fellow grade with CIBSE through this route.

## APPLICATION FOR ASSOCIATE/MEMBER/FELLOW

Applying for:

Associate IEng  Member CEng  Fellow CEng

Please indicate whether:

New (not previously a member of CIBSE)

Transfer/Previous member

Membership Number  Grade

Please provide your CEng registration number and the Institution through which you are registered:

Proof attached (countersigned by sponsor)

## 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

## PERSONAL DETAILS continued

Telephone No

Email

Preferred mailing address  Home  Work

Preferred email address  Home  Work

## EMPLOYMENT DETAILS

Please submit your curriculum vitae, in chronological order, providing full details of your work experience within the field of building services engineering; providing full details of the companies you have worked for, the posts you have held, and level of responsibility.

## COMPETENCE STATEMENT

Please submit a **Competence Statement** of approximately 2000 words. Your Report should be based on the Competence Criteria for ACIBSE/MCIBSE/FCIBSE (fact sheet A21/M21/F21). It should include a brief introduction and be countersigned by your Sponsor. Competence Statement samples are available at [www.cibse.org/applicanthelp](http://www.cibse.org/applicanthelp)

## ORGANISATIONAL CHART

Please submit an organisational chart indicating your position in the organisation.

## DEVELOPMENT ACTION PLAN

All those wishing to join CIBSE are required to show commitment to maintaining their professional capabilities and knowledge. Please submit your Development Action Plan stating your short, medium and long term goals and your intended actions to attain those goals. See fact sheet A20/M20/F20.

## MAIN ENGINEERING DISCIPLINE

Please indicate from the list below your main area of expertise in building services engineering. This information will assist CIBSE in allocating an appropriate assessor to appraise your application.

- |   |  |
|---|--|
| <input type="checkbox"/> Academia               | <input type="checkbox"/> Electrical    |
| <input type="checkbox"/> Energy Management      | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Facilities Management  | <input type="checkbox"/> M & E         |
| <input type="checkbox"/> Mechanical             | <input type="checkbox"/> Public Health |
| <input type="checkbox"/> Other (please specify) | <input type="text"/>                   |

## SPONSOR'S DECLARATION

Please provide one sponsor who holds CIBSE membership or professional registration, at the same level or higher as the grade being applied for or, professionally registered within the construction industry. **NB.** Sponsors may be contacted by CIBSE for confirmation of their support of the applicant.

I confirm that I have known the applicant for a minimum of one year. To the best of my knowledge, all the information contained in this application and supporting documents is correct. I confirm that I have seen the original qualification certificates referred to in the application and have initialled photocopies of them. I confirm my support for this application at the grade applied for.

I confirm that I am:

- CIBSE member (ACIBSE/MCIBSE/FCIBSE)  
 IEng/CEng registrant  
 Professionally registered within the construction industry\*

Name of sponsor

Home address

Country  Post code

Telephone No

Email

Date of Birth  DD / MM / YY

Signature  Date  DD / MM / YY

### Sponsor's Institution Membership (if applicable):

Name of Institution:

CIBSE membership No (if applicable)

EngC registration grade/registration number

\*If you are professionally registered with a non-Engineering Council nominated institution, please send a copy of your registration certificate with this application.

## 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.

## DATA PROTECTION

The information you provide in this application form will be used by CIBSE and its regions or administrative agents for administrative and membership purposes or as required by law. We will use your information to keep you up to date with news and developments in the industry, via email and post.

We do not sell lists of our members, but may pass your details on to CIBSE regions acting on CIBSE's behalf as well as third parties who work with CIBSE closely. If you do not wish to receive mailings or emails from CIBSE please opt out below:

- I do not wish to receive mailings from CIBSE  
 I do not wish to receive emails from CIBSE  
 I do not wish to receive mailings (including emails) from third parties approved by CIBSE relating to products and services that are relevant to my membership.

CIBSE seeks to provide the best possible support to candidates. From time to time, we use applicants' material to illustrate best practice. All material is anonymised. If you do not wish your application to be used for this purpose, please tick here

## FEES

Please visit [www.cibse.org/fees](http://www.cibse.org/fees) for details of all subscription, application, interview and Engineering Council fees.

All applicants must include payment for the following:

- Application fee (if not already a CIBSE member)
- Annual subscription fee for ACIBSE/MCIBSE/FCIBSE

All subscription fees run on an annual basis from 1st January to 31st December each year. If you have already paid the annual subscription for another grade, the difference between this rate and the new grade rate is payable here. Fees are not dependent on date of joining and therefore not prorated. All application fees are non refundable.

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

### CREDIT CARD PAYERS

- Your application fee will be debited on receipt of your application.
- Your subscription fee will be debited when your application has been approved.

Please tick:

Mastercard  Visa  Visa/Delta  Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from   /   Expiry Date   /

Issue Number (For Maestro only)   Security Code

Address details card is registered to

Country

Post code

Please debit card to the amount of  £

Signature of Cardholder

Date

/   /

## SUBMITTING YOUR APPLICATION:

Please submit ONE copy of your application and supporting documents via email and ONE hard copy 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

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

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

DO NOT BIND OR STAPLE DOCUMENTS

Registered Charity No. 278104

## CIBSE HQ USE ONLY: