

Applicants Short Guide to ENGINEERING TECHNICIAN (EngTech) Registration

1. Carefully read through the EngTech Standards in the Engineering Council's [UK-SPEC document](#) which explain the competence standards required.
2. Complete the EngTech Application Form provided by the Institute of Water;
 - a. If you hold a **vocational** qualification which has been approved by a licenced professional institution (as listed on the Engineering Council's [Database of Technician Qualifications](#)) or a Water Industry Advanced Apprenticeship you may not need to complete the full application form.
 - b. If you do not hold a vocational qualification which has been approved by a licenced professional institution or a Water Industry Advanced Apprenticeship you will need to complete the full application form including the competencies section from page 4.
3. Any supplementary evidence that you wish to include; reports, letters, minutes, specifications, drawings etc must be clearly referenced within your competencies application text. The appended documents should be clearly marked with their appendix number prior to submission and submitted along with the application form.
4. Your application should be signed by your Sponsor. Your Sponsor should ideally be professionally registered by the Engineering Council at either the same level of professional registration or above and should be familiar with your work. Where this is not possible, please contact the Professional Registration Coordinator to discuss alternative Sponsors.
5. Your completed application should be returned to the Institute of Water along with the following supporting documents;
 - any relevant copy certificates which have been countersigned by your Sponsor who has seen the originals. Your Sponsor should sign the relevant section of the application form.
 - a CV that details all your relevant qualifications, training and employment
 - a CPD record covering at least the last 12 months which includes an explanation of your development goals
 - a copy of your current or latest job description / role profile
6. On receipt of your application the Institute of Water will review your application to ensure all necessary documents have been supplied and all relevant sections of the form have been completed. It will then be sent to two experienced EngTech assessors to review.
7. The recommendation of the assessors will be considered by the Institute of Water's internal Engineering Panel. The final outcome will be reported to you by post by the Professional Registration Coordinator. Successful EngTech candidates will also become Technician Members of the Institute of Water and will be entitled to use the letters EngTech, TMIWater after their name.
8. All successful EngTech applicants will be required to undertake appropriate CPD and be able to demonstrate this to others. Additionally, on average once every five years, you may be requested to submit your CPD record and failure to comply will result in losing your EngTech and Technician status.

Any questions or requests for further information should be made to Sarah Dunn, Professional Registration Coordinator via sarah@instituteofwater.org.uk or by calling 0191 4220088