

**Knowledge and understanding are important components of professional competence. Formal education is the usual, though not the only, way of demonstrating the necessary knowledge and understanding.**

The first step is to check whether your qualifications are fully accredited. The Engineering Council website provides a searchable database of accredited programmes. Please check the Engineering Council website: [www.engc.org.uk](http://www.engc.org.uk)

Alternatively if you hold European or overseas qualifications the respective websites can be found here:

European Qualifications: [http://www.feani.org/site/index.php?id=138&no\\_cache=1](http://www.feani.org/site/index.php?id=138&no_cache=1)

Overseas Qualifications should be accredited by one of the signatories of the Washington accord: <http://www.ieagreements.org/Washington-Accord/signatories.cfm>

Applicants who do not have exemplifying qualifications (fully accredited) are required to undergo an academic assessment by CIWEM's Qualifications Panel. This is known as an Individual Case Procedure assessment and is only available to applicants who are either in, or applying for CIWEM membership. Please note that this process does make the application time a little longer than normal, and requires additional supporting material to enable a full assessment to be made by CIWEM's Qualifications Panel:

- CIWEM membership application form
- Career Overview Report
- Certified copies of all academic qualifications
- A course transcript for each qualification
- Title and 1 page synopsis of final year project (for completed bachelors degree/higher certificate or diploma)
- Title and 1 page synopsis of dissertation (if completed a higher level education course)

If your educational achievements are deemed to match those of the exemplifying qualification, you may be given full exemption from further study and follow the CIWEM standard application route (see Membership Guidance Step 1)

However, if CIWEM's Qualifications Panel identify a shortfall, they will recommend the most appropriate route to registration. This may include:

- Taking further qualifications, in whole or in part
- Completing appropriate work-based learning\*

If, after consideration, you decide you no longer wish to pursue registration with the EC but still wish to progress your CIWEM membership alone, please also advise CIWEM in writing. Once accepted into membership you will not be able to retrospectively register without completing the ICP route outlined above and completing a further Professional Review Interview.

\*The Work Based Learning Route is suitable for very experienced Engineers. The Qualifications Panel is only likely to offer this route to those who have worked in an engineering role on significant engineering tasks/projects requiring independent thought or deliberation, and responsibility. Applicants must also have already met at least one part of the exemplified academic base requirement for the appropriate level of registration, for example, a Bachelors degree for Chartered level registration, or an HND for Incorporated.

For further details and clarification please contact [laura@ciwem.org](mailto:laura@ciwem.org)