Individual Case Procedure (ICP)
Technical Biography application form

IChemE ADVANCING CHEMICAL ENGINEERING WORLDWIDE

Full name	
IChemE membership number	
Details of other professional membership/s	
ICP number (office use only)	

I have read and understood the data protection statement and the IChemE Privacy Policy (please tick to confirm)

The information you provide on this form will help reviewers determine whether you meet the educational base (knowledge and understanding) requirements. If further evidence/details are required, you will asked to complete relevant sections of the Technical Report Questionnaire.

Verification of your work experience will be required for each section completed. Download the verification form at www.icheme.org/tb-verification and send a copy to each of your verifiers along with a copy of your Technical Biography. The verifiers will need to send their completed forms directly to icp@icheme.org. Please note that your application will not be processed until all verification forms have been received. This is a live document that the IChemE office will need to add to, so please do not scan or save in a different format before uploading to the application portal.

Course details

Fill in the relevant sections below and attach the certificate and any official course transcripts for each qualification. Make sure they include the title of the degree, dates taken, your name and the subjects taken, to verify the information given on this form. Any documentation that summarises the learning outcomes from the course (if available) is extremely helpful.

For PhD: Attach the thesis abstract/summary.
For EngD: Attach the thesis summary plus course module list and learning outcomes.

Check the accreditation status of your course/s at www.engc.org.uk/courses. (We've put together a useful video on how to use the course search tool here).

Technical experience

Please add a summary of examples (do not exceed an overall total of 1000 words in this section) of technical experience gained in the workplace to cover gaps from academic background/areas not covered by your degree. If two or more examples of experience occurred during employment at the same company, please list each example in a separate box.
Use the notes section at the end of this form if you need to provide any further information. Make sure to include the example number that the information relates to.

To avoid unconscious bias by the reviewers, we have limited the personal information required on this form.

Course details

Degree type (eg BSc, MEng, PhD)	Title of programme	University	Start and end dates	Certificate attached	Transcript attached	IChemE accreditation (if applicable)	Details of other accreditation	Office use only
				Yes No	Yes No			
				Yes No	Yes No			
				Yes No	Yes No			
				Yes No	Yes No			
				Yes No	Yes No			

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Technical experience

To complete the cross-referencing in the table below you will need to refer to the Technical Biography Guidance document
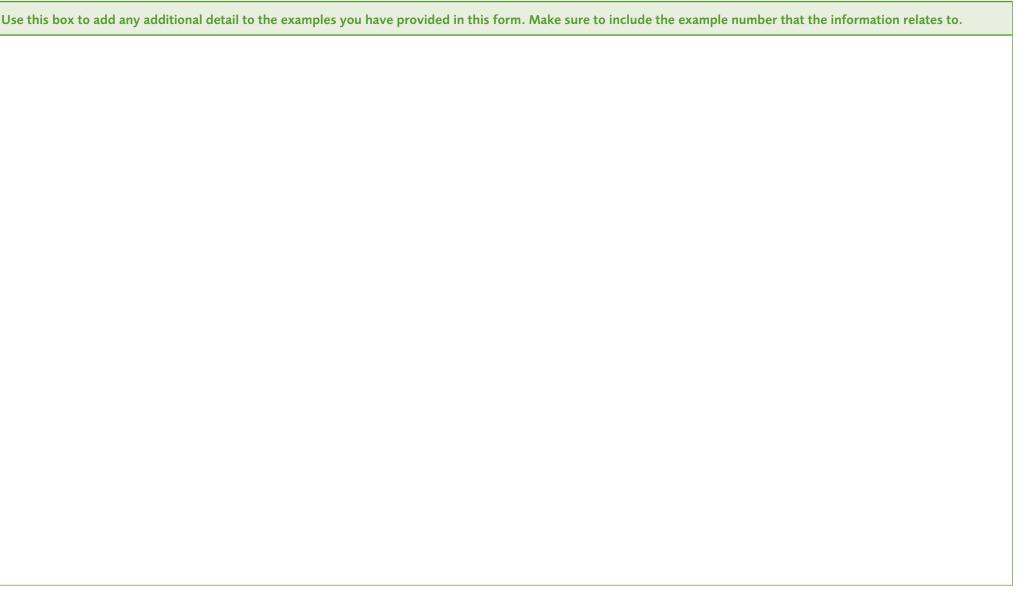
Example	Employer and Job Title	Dates of experience (start-finish)	Examples of **technical experience** gained in the workplace Please add a **brief** summary (could use bullet points) of examples of technical experience gained in the workplace to cover gaps from academic background/areas not covered by your degree. Use the notes section at the end of this form if you need to add any relevant details.	Cross-reference Technical Biography guidance numbers with experience covered (eg Part O, A1, A2, A3 or B)	Office use: verified?
1.					
2.					
3.					

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4.					
5.					
6.					

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7.					
8.					
9.					

ICP number:

V2.0

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10.					
11.					
12.					

ICP number: V2.0

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Notes

ICP number:

V2.0