

IChemE

Chartered Member (MIChemE)

An overview of the three stage application process for Chartered membership and Chartered Chemical Engineer status



Document control

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V3.0	January 2024	Logo changed
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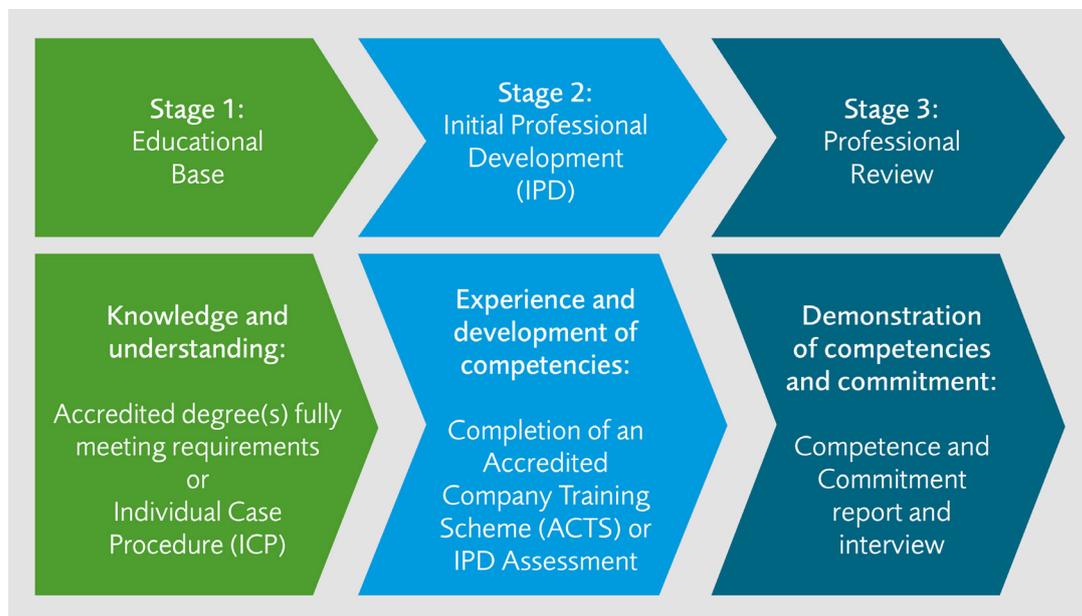
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Introduction

Applicants for IChemE Chartered membership have to satisfy three professional qualification stages. These are:

- Stage 1.** Demonstrating the required underpinning knowledge and understanding. This is known as the Educational Base.
- Stage 2.** Demonstrating the development of the required understanding, skill and professional attitude. This is known as Initial Professional Development (IPD).
- Stage 3.** Demonstrating the required competence and commitment at a Professional Review.



Stages 1 and 2 are commonly undertaken sequentially. However, there is no reason why you cannot undertake these in parallel (as with an apprenticeship) or in stages over the course of your career. You must, though, have completed and satisfied the requirements for Stages 1 and 2 before applying for Stage 3.

Stage 1 – Educational Base

Formal education is one way of demonstrating the necessary underpinning knowledge and understanding but is not the only way. There are three ways in which you can satisfy the educational base for Chartered membership:

1. An IChemE accredited M-Standard degree

Qualifications accredited at M-Standard meet the full academic requirements for Chartered Member (MIChemE) and Chartered Engineer (CEng). M-Standard recognises integrated degrees that provide both the solid academic foundation (in chemical engineering) of a first cycle (or B-Standard) plus the advanced chemical engineering knowledge and skills of a second-cycle degree (F-Standard). Although most programmes accredited to M-Standard are the equivalent of a UK MEng degree, due to differing countries' education systems and awards, it is possible for a bachelor's degree to be accredited to M-Standard.

2. A B-Standard degree plus an F-Standard degree

First cycle degrees accredited at B-Standard meet the full academic requirement for Incorporated Engineer (IEng). Second cycle degrees (eg an MSc) accredited at F-Standard meet the Engineering Council's Further Learning requirements for Chartered Engineer (CEng). An accredited qualification at B-Standard may be supplemented by an IChemE accredited qualification at F-Standard to meet the academic requirements for Chartered Member (MIChemE) and Chartered Engineer (CEng).

3. An assessment of your qualifications

Other qualifications and/or experiential learning which have been assessed via IChemE's Individual Case Procedure (ICP) as meeting the requirements.

From the above you will note that if you do not have the combination of IChemE accredited qualifications that meet the requirements you can still apply to have your academic qualifications and experiential learning gained in the workplace assessed for equivalence.

In the first instance you can check to see if your course(s) is/are accredited via the Engineering Council's [online search](#). If you are unsure whether you have the right qualifications for Chartered membership contact us via applications@icheme.org with your degree details (including start and end dates) and we will happily advise.

Individual Case Procedure (ICP)

If you do not have one of the sets of exemplifying qualifications outlined above you will be required to have your qualifications and experiential learning assessed via ICP. Your application submission will be assessed by a team of experts against the same learning outcomes we use to accredit academic programmes. This procedure can be a two-phase process depending on the outcome of the initial submission assessment. If the overall assessment indicates that you do not have the required educational base you will be advised of what you can do to acquire it. If the panel assesses that you do have the required educational base then you will have satisfied the requirements of Stage 1.

Whilst you may encounter and complete an ICP assessment at the point you are looking to apply for Chartered membership, you can apply for this at any earlier point in your career. Once the Stage 1 requirements have been satisfied this will be recorded on your membership record and you will not have to revisit at a future point.

Question:

Do you hold a qualification(s) that meet the IChemE accredited M-Standard? If yes, make sure you are an IChemE **Associate Member** to formally record this, then proceed to Stage 2.

If no, find out more and apply for IChemE's Individual Case Procedure at www.icheme.org/icp.

Stage 2 – Initial Professional Development (IPD)

Initial Professional Development (IPD) is the period in your career when you develop the knowledge, understanding and skill, and professional attitude for qualifying as a Chartered Member. It can take place through structured graduate training schemes or it may be self managed.

IChemE accredits employer training schemes that meet the IPD requirements for Chartered membership. If you have successfully completed an IChemE Accredited Company Training Scheme (ACTS) you will automatically satisfy the IPD requirement and can proceed directly to the Professional Review stage (providing you also meet Stage 1). You will only have to submit an ACTS IPD Completion Form which has to be signed off by your scheme mentor and the ACTS manager.

If you have not been through an IChemE ACTS you will be required to undergo an assessment of your IPD. The IPD assessment not only satisfies the UK's Engineering Council requirements for Chartered Engineer (CEng) registration, but identifies any gaps in your experience so that these can be rectified before applying for Stage 3 - Professional Review. Feedback from an IPD assessment can be invaluable in helping you prepare for your Professional Review.

Achieving your IPD can be challenging whichever path you follow. But we have recognised that this can be more challenging for someone who has not been able to complete an ACTS, so we have developed recording tools that will help you plan and track your IPD. We also encourage you to find a mentor. You will need to record evidence against the attributes and get this evidence reviewed by your mentor or line manager before you submit it for assessment by IChemE. You can use the same tools to take a retrospective review of your IPD. Either way, if you have not completed an ACTS you will need to make an IPD Submission to determine if you have met the IPD requirements.

Question:

Have you completed an IChemE Accredited Company Training Scheme? If yes, you have satisfied the requirements for Stage 2 and can proceed to Stage 3 (Professional Review) after uploading an ACTS Completion Form for your IPD assessment.

If you have not completed an ACTS, you will need to map your work experience and activities against the required IChemE competencies on an IPD Submission for an IPD assessment.

For more information about the IPD assessment visit www.icheme.org/chartered-stage2.

Once you have satisfied the Educational Base (Stage 1) and your IPD (Stage 2) you are clear to apply for Stage 3 - Professional Review.

Stage 3 – Professional Review

The Professional Review is the third and final stage in becoming professionally qualified. At Professional Review you demonstrate your competence and commitment to the profession.

The Professional Review comprises two components:

1. a review of documentary evidence;
2. an interview.

The documentary evidence is submitted via a Competence and Commitment (C&C) Report that you will complete. This C&C report also contains your evidence of Continuing Professional Development (CPD). Both elements of the Professional Review (review of documentary evidence and interview) are conducted by two suitably qualified and trained professional reviewers.

Please download our [Stage 3 - Professional Review guidance for applicants](#) document for more information on the Professional Review and how to apply.

General information about applications

Applications for all grades of IChemE membership are made via the Application Portal at www.icheme.org/chartered.

Glossary of terms used across IChemE membership applications

Term	Definition
Accredited Company Training Scheme (ACTS)	Graduate training schemes accredited by IChemE. Visit www.icheme.org/acts for further information.
Appeals Panel	Members of the Appeals Panel consider each appeal received. The Appeals Panel is drawn from experienced professional reviewers with detailed knowledge and experience of the membership and qualification process.
Chartered Chemical Engineer	Professional title available to individuals who meet the required standard.
Chartered Engineer (CEng)	Professional registration of the Engineering Council. See www.engc.org.uk/ceng for further details.
Chartered Environmentalist (CEnv)	Professional registration of the Society of the Environment. See https://socenv.org.uk/Page/CEnv for further details.
Competence and Commitment (C&C) Report	The report you must submit with your application to provide evidence of your competence and commitment.
Chartered Scientist (CSci)	Professional registration of the Science Council. See www.sciencecouncil.org/csci for further details.
Code of Professional Conduct	IChemE's Code of Professional Conduct is designed to cover both the professional competence of members of the Institution when practising their engineering expertise anywhere in the world, and their professional relationships with the Institution, its members and its staff, and their professional colleagues. See www.icheme.org/codeofconduct
Continuing Professional Development (CPD)	Continuing Professional Development (CPD) is the systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence. This is evidenced via section E of the C&C report. There is an ongoing requirement for Chartered Chemical Engineers to continue CPD activity whilst they remain professionally active.
Individual Case Procedure (ICP)	See Stage 1 – the process to assess the education base of applicants that do not have a full set of accredited qualifications.
Initial Professional Development (IPD)	See Stage 2 - Initial Professional Development is where someone learns to apply their knowledge and understanding, develop the required competencies, and attain the experience to help them become professionally qualified. It can be covered via an ACTS scheme or it can be self managed.
Member groups	Regional communities of IChemE members. See www.icheme.org/member-groups for further details.

Term	Definition
Mentor	It's beneficial to gain perspective and experience from a chemical engineer who has already gone through the Chartered application process. See www.icheme.org/mentoring for more information.
mycareerpath	An online tool designed by the Engineering Council to help you plan and record your CPD. See www.icheme.org/mycareerpath for more information.
Professional Review	The final step in the journey to professional registration; it comprises a review of documentary evidence and a professional review interview. The entire process and requirements are the subject of this guidance document.
Professional Review Interview	The interview element of the professional review.
Professional reviewer	Peer reviewers, who are members of IChemE, who will carry out the assessment of the application (documentary evidence and interview). They work in pairs and will hold at least the level of membership/registration that is being assessed.
Referee	Two referees are needed to provide a reference in support of an application to Chartered Member in accordance with By-law 33.
Registered Professional Engineer of Queensland (RPEQ)	Registration required for all engineers carrying out professional engineering services in, or for, Queensland, Australia. See www.bpeq.qld.gov.au
Registration Subcommittee	This subcommittee, comprised of members of IChemE, operate all IChemE membership election processes, including assessments relating to professional formation for all grades of professional qualification. During the meeting of the Virtual Election Panels, they consider the recommendation and evidence provided by the professional reviewers and make the final decision on whether to elect applicants.
Special interest groups	Communities of IChemE members from around the world sharing common interests and expertise. See www.icheme.org/sigs for further details.
Stage 1	The first step in the journey to professional registration. It is achieved either via the necessary accredited qualifications or the successful completion of the Individual Case Procedure (ICP).
Stage 2	The second step in the journey to professional registration. It is satisfied either via completion of an ACTS or IPD Submission assessment.
Stage 3	The Professional Review; the final step in the journey to professional registration.
Standards Panel	This panel comprises members of IChemE, and its mission is to ensure that the institution applies and maintains demonstrably consistent standards in admitting, transferring and reinstating candidates.

Term	Definition
Technical Biography (TB)	A component of the Individual Case Procedure (ICP)
Technical Report Questionnaire (TRQ)	A component of the Individual Case Procedure (ICP)
Verification	As part of the application and assessment process, the experience cited in your C&C report must be verified as a true account by another individual(s) in an appropriate position to you.
Virtual Election Panel	The Virtual Election Panel is a function of the Registration Subcommittee. During their meetings, members consider the recommendation and evidence provided by the professional reviewers and make the final decision on whether to elect applicants.

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