

MPDS REGISTRATION FORM

Institution of
**MECHANICAL
ENGINEERS**

For further help and to submit
your application:

Email: mpds@imeche.org

www.imeche.org

Application to register for the Monitored Professional Development Scheme (MPDS)

About this form

Use this form to register for the Monitored Professional Development Scheme (MPDS).

Once registered for the MPDS, you will follow a planned reporting framework monitored by a MPDS Mentor and produce quarterly reports and annual assessments as part of the documentation that supports your application for professional registration.

When you have met the appropriate competence levels, you can make your application for professional registration. You will need to be a member of the Institution throughout your developmental period or your access to the online system will be suspended.

If you were previously registered on a MPDS as an undergraduate but your new organisation does not have an accredited scheme in place, please complete a Supported Registration Scheme (SRS) registration form.

Eligibility

Registration on to MPDS is only available to those who are employed by an organisation that has either:

1. been awarded accreditation by the Institution of Mechanical Engineers,

OR

2. registered an application for accreditation and has been authorised to register candidates onto the scheme pending formal accreditation.

The application process

Once you have completed all sections of this form, please email it to the address at the top of the page. We will be in touch once we have processed your application.

This form has three sections

You must complete all sections before you submit your application:

1. About you and your organisation
2. Mentor
3. Registration type and payment details

Support text is shown alongside questions at the point of need.

Application checklist

Have you confirmed your registration type and payment method?

If you are a member of another professional engineering institution, have you sent proof, such as copy of your last subscription letter/email or copy of your ID Card?

Section 1: About you and your organisation

Part A: Personal details

To be completed by the applicant.

Title Mr Mrs Miss Ms Other:	Home phone	Mobile phone
First name	IMEchE Membership number (if applicable)	
Surname	Professional Engineering Institution (If you wish to use Career Developer and are from another Professional Engineering Institution, you must attach proof of your membership, eg: subscriptions receipt or confirmation letter from IET, RAeS etc, or a copy of your ID card.)	
Date of birth D D M M Y Y Y Y	If you are not an Associate member of the IMechE, please state your highest qualification below e.g. BEng(H):	
Address	Preferred route to registration CEng IEng	
Country		
Postcode		
Email		

Part B: Your declaration

You will be suspended on MPDS if your membership of your Professional Institution is allowed to lapse during your MPDS development, or for non-payment of MPDS fees. Career Developer is your mandatory reporting tool for MPDS.

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation. For more information visit <https://www.imeche.org/privacy-policy/imeche-privacy-policy>.

I, the undersigned, agree to maintain membership of my Professional Engineering Institution, pay the MPDS fees and to familiarise myself with Career Developer.

Signature

Date

*Signatures must be digital or handwritten.
Typed signatures are not accepted.

Part C: Organisation details

To be completed by the MPDS scheme administrator. New candidates cannot be registered if the MPDS scheme has expired or if the person signing this form is not registered as a scheme administrator with the IMechE – please contact us if this is the case.

About the organisation

Organisation name

Organisation address

Country

Postcode

PDS number (must be either registered or accredited with the IMechE)

Start date of professional development at organisation.

D | D | M | M | Y | Y | Y | Y

Your professional development start date is not necessarily when you started at your company; it is when you began your professional development at that company. The IMechE must receive this form **within five months** of this date. MPDS quarterly reporting dates will be affected if submission is delayed.

About the Scheme Administrator

Name of Scheme Administrator

Email

Telephone number

I, the undersigned, agree to check the data held against my organisation on a regular basis and advise the IMechE of any changes.

Signature of Scheme Administrator

*Signatures must be digital or handwritten. Typed signatures are not accepted.

Date

Part D: Previous experience

Graduates: Previous experience should not be confused with a change of employer. If you are already registered and wish to transfer your MPDS to another organisation, you should complete a Transfer Form. Previous experience must be claimed to the nearest number of quarters; 1 Quarter is the equivalent of 13 weeks. New MPDS registrants may claim a maximum of 4 Quarters (52 weeks) if applying for IEng status, or 6 Quarters (78 weeks) if applying for CEng status. Once registered, you can then upload evidence of previous experience to the evidence section of your MPDS account. **Please note that we do not accept previous experience claims if they are requested after you have registered.**

Undergraduates: Undergraduates cannot make previous experience claims. Registrants on a PTU scheme can only remain on MPDS for up to 18 months from their registration date, after which they will then be suspended.

Yes, I am claiming previous experience:

- 1 Quarter (13 weeks)
- 2 Quarters (26 weeks)
- 3 Quarters (39 weeks)
- 4 Quarters (52 weeks)
- 5 Quarters (65 weeks)
- 6 Quarters (78 weeks)


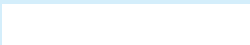
No, I am not claiming previous experience.

SECTION 2: Mentor(s)

This section should be completed by the applicant's Mentor(s).

All MPDS mentors must be either IEng or CEng and registered with the Engineering Council.

MPDS Mentor's details

Title Mr Mrs Miss Ms Other:	I confirm that the registrant commenced formal training at the organisation in Part C from the date stated, and approve the claim for previous experience in Part D (if applicable). I agree to maintain my Engineering Council registration whilst acting as a Mentor.
First name	
Surname	Signature of Mentor 
Date of birth D D M M Y Y Y Y	*Signatures must be digital or handwritten. Typed signatures are not accepted.
Email (we need this to process the registration)	Date 
Telephone number	
IMechE Membership number	
Engineering Council registration number	

Delegate Mentor details (if applicable)

Title Mr Mrs Miss Ms Other:
First name
Surname
Date of birth D D M M Y Y Y Y
Email (we need this to process the registration)
Telephone number
IMechE Membership number (if applicable)

SECTION 3: Registration type and payment details

Please select one registration type.

Registration type

For undergraduates on an accredited university scheme.

Rolling registration until graduation and start of full-time employment (except if you're at a company where you need to use Career Developer):

£0 – no payment details are currently required.

For undergraduates required to use Career Developer at an accredited company.

One year's registration: £35 single payment.

For graduates aiming for Chartered Engineer (CEng) or Incorporated Engineer (IEng).

Annual registration: £35 charged each year

If you choose this option, you'll receive separate notifications for each annual payment.

The fee for your first year is charged on a pro-rata basis, dependent on the date you're registering for MPDS. Please tick one:

Between 1 January – 30 June: £35.00

Between 1 July – 30 September: £17.50

Between 1 October – 31 December: £0.00