



Guidance on the Recognition of EEA / Swiss Professional Qualifications

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Introduction

Your right to the recognition of your EEA / Swiss professional qualifications by the Institution of Civil Engineers and the Engineering Council is determined by UK legislation on the recognition of professional qualifications¹. This guide will help you find out if you have a right to recognition, what you need to do, and how the application process works.

The key eligibility criteria are that:

- You must have an appropriate **professional qualification** from a European Economic Area (EEA) country or from Switzerland.
- You must also have the necessary **academic base** for the level of registration you are seeking, normally demonstrated through formal academic qualifications.
- You must demonstrate that you are **fit to practice** as a civil engineer, which we assess as part of your application.
- You must be able to **communicate effectively in English** to use this route. All application documents and assessments must be completed in English, and the ability to communicate well with others at all levels in English is a key competence required for Engineering Council registration.

Even if you are eligible to apply via the EEA / Swiss recognition route, you may wish to consider other options available to you:

- You can choose to qualify via an ICE Professional Review instead. This may be of particular interest if you are planning to work outside the UK now or in the future. This is because agreements to facilitate registration with other institutions usually require members to have qualified directly and not on the basis of recognition.
- If you qualified directly with Engineers Ireland, there is a dedicated [mutual recognition route available](#) to you as part of the Common Travel Area².
- If you have Swiss professional qualifications, please contact us for advice before submitting an application. You may be able to apply under the previous 'EU recognition route' up to 1 January 2025, and we can discuss the best option for you.

In addition, you should be aware that registration with ICE and the Engineering Council is voluntary and is not required by law in order to pursue the profession of civil engineer in the UK.

¹ The Recognition of Professional Qualifications (Amendment etc.) (EU Exit) Regulations 2019 and the Professional Qualifications and Services (Amendments and Miscellaneous Provisions) (EU Exit) Regulations 2020).

² The Common Travel Area (CTA) is a long-standing arrangement between the UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland that pre-dates both British and Irish membership of the EU.

There are [very few activities reserved](#) to holders of our protected titles. You may therefore use your existing professional title (in its original language) whilst working in the UK and there is in general no restriction on the right to practise as an engineer in the UK. However you cannot use the [protected titles](#) of CEng MICE, IEng MICE or EngTech MICE without ICE membership and Engineering Council registration.

What is the application and assessment process?

You can submit an application at any time. We aim to process your application within a month and confirm if your application is complete and ready for assessment. If there is any missing information we will tell you and will not proceed with the assessment until it has been received.

The assessment itself typically takes up to four months. During this time [your name](#) will be published on [the ICE website in accordance with Admission Procedure 3](#) for 28 days, to notify others of your application for membership.

All applications for recognition are assessed by ICE's Exemption & Recognition Panel, who are qualified members and experienced ICE Reviewers. They will look at all your documentary evidence and we will arrange a mutually convenient time for them to interview you.

Once your application has been assessed, you will receive a decision letter by email from the Panel. If your application is successful you will be approved for membership and admitted following payment of your subscription fees. If your application is not successful, we will explain why, and give you the opportunity to discuss your options with our membership support team.

Making an application

Before you start, you will need an ICE membership number. If you don't already have one, please create a non-member account by registering with [MyICE](#). This will enable you to make payments online and access information on our website tailored to your particular interests. You will find your membership number within "My Profile" in your [MyICE](#) account. Once you are registered, please take the time to complete the diversity section in "My Profile".

You are then ready to prepare and submit your application, which includes the following.

- **A completed [application form](#)** for recognition of EU professional qualifications. This should be submitted by email to erp@ice.org.uk, with all supporting documents in one single PDF no larger than 5mb.

- **Declaration of any unspent conviction** – You will be asked to confirm in your application form that you have informed ICE if you have an unspent conviction relating to a serious criminal offence (please refer to the application form for details). You will also need to provide evidence from your home member state that you are not suspended or prohibited from practising your profession. This is explained in the section below on Evidence of formal qualifications.
- **Payment of the application fee.** Please [pay online](#) before submitting your application. You will be asked to log into your [MyICE](#) account before being redirected to the secure payment system. If you are unable to pay online, please contact our Membership Services team for alternative ways to pay³.
- **Diversity data.** ICE is fully committed to valuing and representing the diversity of our members and applicants. As part of your application, you will be asked a few questions about your background to help us achieve this. We recommend that you submit this data directly online within “My Profile” of your [MyICE](#) account. The information you provide will only be used in an aggregated form and you will never be individually identifiable. You can opt to decline to answer each or any of the questions if you wish. [Find out more about ICE’s equality and diversity policy.](#)
- **Certified copies⁴ of your academic qualifications/diplomas and certified translations.** In some cases (usually when your qualifications are not accredited at the level you are applying for) we may also ask you to provide copies and translations of your course transcripts/mark sheets and a brief summary of your final year project/dissertation.
- **Evidence of professional qualifications.** Your evidence should be dated within 3 months prior to submitting your application and included with your submission or emailed directly to erp@ice.org.uk by the relevant competent authority. Please note that the EUR ING title is not a formal qualification or regulated professional title for the purposes of recognition. If you have any questions about the type of evidence required, we will be happy to assist you. Please email any questions to erp@ice.org.uk.
- **Three independent statements** from senior professional engineers in support of your application. They should describe in their statements how they believe you have demonstrated the required level for each attribute. At least one should be a qualified Member of ICE. The others may be qualified with another Engineering Council-licensed institution, European or International professional engineering body, and can be a current or previous colleague or client. The Panel welcome completion of the [Recognition sponsor questionnaire](#) in lieu of a statement if your supporter would prefer to use this, please make sure these are included with the rest of the documents when

³ For payment queries contact our membership services team on +44 (0)207 665 2227 or email subs@ice.org.uk

⁴ Please refer to appendix A.

making your application and not sent separately (as it states on the sponsor questionnaire).

- **Evidence of your current professional competence in the field of civil engineering.** If you are applying for CEng MICE or IEng MICE, please use the [Attribute achievement form](#) to provide this evidence. For EngTech MICE, please use the [Technician Standards achievement form](#). Your form should be read and signed by at least one of your supporters to verify the evidence you are providing. All evidence submitted must be your own work. Please refer to the guidance on plagiarism and collusion in the relevant form and in [ICE's code of professional conduct](#).
 - The information you provide about your professional experience is very important because it tells us how you have achieved competence in each of the member attributes. Attributes are the standards that all ICE applicants must demonstrate to achieve their chosen grade of membership. The panel will be looking for practical examples of how you have achieved the required level of competence for each attribute.
 - Please include all your evidence within the form itself. You should provide no more than 3 pages of evidence per attribute, which can include embedded diagrams or images if they help to demonstrate your competence. With effect from 1 January 2020 no additional appendices should be submitted. If you go over the maximum 3 pages your application may not proceed to assessment.
 - If you have an active training agreement or mentor-supported training with ICE, or if you have previously applied for an ICE career appraisal, we recommend you complete your training first. Please contact erp@ice.org.uk for further advice if this applies to you.
- **CPD records.** You must include a record of your [continuing professional development](#) (CPD) with your application. Your CPD record includes a development action plan (DAP), outlining your training objectives for the next 12 months, and a professional development record (PDR) for the last three years. Please download our [CPD guidance](#), which includes templates for your DAP and PDR and, advice on how best you can plan and record your CPD.



For further guidance on completing the attributes please watch our
[Demonstration of attributes \(recognition routes\) webinar](#)
For further guidance on completing your CPD Records please watch our
[CPD webinar](#)

The professional interview

This is a face-to-face interview with two experienced ICE Members. It gives you the opportunity to show that you have the required knowledge, experience and competence and confirm your fitness to practice. It will be arranged at a mutually convenient date and location.

The interview will last up to 75 minutes and will focus on the attribute statements submitted with your application. You may begin with a presentation (of no more than 15 minutes), to help to demonstrate that you do possess the attributes.

The results

Once your application has been assessed, you will receive a decision letter by email from the Panel. If your application is successful you will be approved for membership and admitted following payment of your subscription fees. If your application is not successful, we will explain why, and give you the opportunity to discuss your options with our membership support team.

Gaining your protected title

If you have been approved for membership, you must pay your fees within three months of admission or your ICE membership will be cancelled, and you will not be registered with the Engineering Council.

Your annual ICE subscription fee will be pro-rated depending on when you join. Your first Engineering Council fee will be an entry fee which includes your first year's registration. Payments for both fees are made to ICE. Please check our [subscription fees webpage](#) for the current costs.

You'll be sent your membership and registration certificates separately by ICE and the Engineering Council. Providing you select relevant the tick-box on the application form, if you are successful your name will be published as a newly qualified member on the [ICE website](#) and subsequently on the [New Civil Engineer website](#).

Once you are a member, you are required to abide by ICE's By Laws and [code of professional conduct](#). This includes maintaining your [continuing professional development](#) records which are subject to annual monitoring and review.

If you don't keep up payments of your annual subscription for ICE membership and Engineering Council registration, your membership will lapse and you will no longer have the right to use the title of CEng MICE, IEng MICE or EngTech MICE.

If you do lapse your ICE membership then want to reinstate it at a later date, you will have to follow the same [reinstatement process](#) as a qualified UK national member.

Appeals

If you are not happy with the decision, we make about your eligibility to apply for EU recognition, please address your complaint to ICE's Head of Qualifications at membership@ice.org.uk. If your application for membership is unsuccessful and you wish to appeal, please consult the [ICE Appeals guidance](#).



Useful links

You may find it useful to view the following videos and information pages~:

- [EU recognition of professional qualifications webinar](#)
- [Attributes and CPD webinar for experienced engineers](#)
- [UK Assistance Centre \(Centre for Professional Qualifications\)](#)
- [Engineering Council information on European recognition](#)



Appendix A – Certifying qualifications

How to certify copies of documents and English translations

Copies of your qualification documents can be certified by:

- The competent authority that issued the document
- Your university lecturer
- A senior member of your employing company
- A solicitor
- A corporate ICE member (qualified MICE or FICE).

They must write the following statement in blue or black pen directly onto the copy of the document:

“I confirm this to be a true copy of this applicant's qualification”

Signature

Name (clearly printed)

Date

Employing organisation/university or college

Position

A contact telephone number or email address

ICE membership number (if applicable)

English translations of your qualification documents can be certified by:

- The competent authority that issued the document
- An official translator
- Your university lecturer
- A senior member of your employing company
- A solicitor
- A corporate ICE member (qualified MICE or FICE).

They must write the following statement in blue or black pen directly onto the translated document:

“I hereby certify that I translated this into English and that, to the best of my ability, it is a true and correct translation. I further certify that I am competent in English to render and certify such translation”

Examples of certified documents


The University Senate certifies that
Joe Wong
EXAMPLE
*has completed an approved programme of study
and fulfilled the conditions required for the award of*
*Bachelor of Science
in
Environmental Civil Engineering
with Second Class Honours
Lower Division*

I confirm this to be a true copy of this applicants qualifications

Signature: 

Name: A N O'NEIL

Date: 01/01/2018

Employing Org: Institution of Civil Engineers

Position: Director of Membership

Contact: 01224 367 8910

ICE Membership Number: 22945679

8th July 2018



PROCTOR, DIRECTOR OF MEMBERSHIP

SECRETARY TO THE SENATE





ACADEMIC TRANSCRIPT

GLASGOW CALEDONIAN UNIVERSITY

Serial Number: 123456789101112

Family Name(s): Blaggs

Given Name(s): Joe

Date Of Birth: 01/01/1988

Programme of Study: BSc (Hons) Civil Engineering

Date of Issue: 07/07/2011

Programme Code: 12345 - 123456

Student Identifier: 123456789

HESA Reference: 123456789

Level	Session	Module Code	Module Title	Mark (%)	Result	Credit Points
SHE1	05/06		BASIC ICT COMPETENCY	P	P	
	05/06		ENGINEERING PRINCIPLES A (REVISION 2005/06)		P	20.00
	05/06		ENGINEERING PRINCIPLES B (REVISION 2005/06)		P	20.00
	05/06		LAID SURVEYING		P	20.00
	05/06		CONSTRUCTION MATERIALS (REVISION 2005/06)		P	20.00
	05/06		PROFESSIONAL ORIENTATION & PRACTICE		P	20.00
	06/07		APPLIED MATHEMATICS I		P	20.00
Total						120.00
SHE2	06/07		CONSTRUCTION		P	20.00
	06/07		CONSTRUCTION TECHNOLOGY		P	20.00
	06/07		CONSTRUCTION MANAGEMENT		P	20.00
	06/07		CONSTRUCTION PROCESSES MANAGEMENT I		P	20.00
	06/07		CONSTRUCTION AND PROPERTY CONTRACTS		P	20.00
	07/08		HYDRAULICS		P	20.00
Total						120.00
SHE3	07/08		WATER ENGINEERING		P	20.00
	07/08		STRUCTURAL ENGINEERING (REVISION 2006/07)		P	20.00
	07/08		PROFESSIONAL PLACEMENT LEARNING		P	60.00
	07/08		RESEARCH METHODOLOGY, METHODS AND TECHNIQUES		P	20.00
	08/10		GROUND ENGINEERING		P	20.00
Total						130.00
SHE4	08/09		ENVIRONMENTAL PROTECTION	40	P	20.00
	08/09		WASTE MANAGEMENT	51	P	20.00
	08/09		WATER QUALITY AND TREATMENT	48	P	20.00
	08/09		CIVIL ENGINEERING DESIGN (REVISION 07/08)	53	P	20.00
	08/09		Dissertation	58	P	40.00
Total						

Total Credits:

Award/Classification: Lower Second Class Honours

I confirm this to be a true copy of this applicants qualifications

Signature:

Name: A N OTHER

Date: 01/01/2011

Employing Org: Institution of Civil Engineers

Position: Director of Membership

Contact: 01204 567 8910

ICE Membership Number: 12345678



Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement.

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