

Improving the world through engineering

### Monitored Professional Development Scheme (MPDS) Checklist

Make sure **all** documents are included prior to submitting your application

Have You ...	Copies	Yes
Signed and completed an application form?	1	
Had Section 2 of the application form signed by <u>both</u> Sponsors? (original signature required)	1	
Included an Application Fee?	1	
Had your Sponsor Form completed? (a Sponsor who is also your MPDS Mentor does not need to complete this)	3	
Included a Final Personal Report and Development Action Plan?	3	
Included Quarterly Reports for final two years? (doubled sided copies preferred)	3	
Included your Final year MPDS Annual Assessment? (double sided copies preferred)	3	
Included degree evidence? (not applicable if currently an Associate member)	1	

Have you ticked **YES** to **all** the items listed above?

If you have not ticked **YES** to all the boxes,  
**DO NOT** submit your application

Incomplete applications will delay the application process  
and may result in your application being withdrawn