

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?

Part A: Personal details

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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.

Your professional development start date is not necessarily when you started at your company; it is the point at which you began recording your professional development on MPDS with that employer. The IMechE must receive this form **within three 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 an Academic Professional Placement 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	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. Signature of Mentor *Signatures must be digital or handwritten. Typed signatures are not accepted. Date
Mr Mrs Miss Ms Other:	
First name	
Surname	
Date of birth	
DDMMYYYY	
Email (we need this to process the registration)	
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	
DDMMYYYY	
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 undergraduate placement year students on an accredited university scheme (APPS).

One year's registration: £0 – no payment details are currently required (except if you're at a company where you need to use Career Developer)

For undergraduate placement year students required to use Career Developer at an accredited company (PDS).

One year's registration: £50 single payment.

For undergraduate degree apprentices required to use Career Developer at an accredited company (PDS).

Annual registration: £50 charged each year
If you choose this option, you'll receive separate notifications for each annual payment.

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

Annual registration: £50 charged each year
If you choose this option, you'll receive separate notifications for each annual payment.