

# MPDS REGISTRATION IN SIX SIMPLE STEPS

Institution of  
**MECHANICAL  
ENGINEERS**

## QUESTIONS?

**Telephone:** 0845 226 9191 (membership enquiries)  
0845 226 0211 (MPDS enquiries)

**Email:** [mpds@imeche.org](mailto:mpds@imeche.org)

**Web:** [www.imeche.org/mpds](http://www.imeche.org/mpds)

YOU

US

### STEP 1

Become an Associate Member

You can apply online [here](#).

If you are a member of another PEI, simply send us your proof of membership.

Make sure you send all the required documentation to our membership department.

This will take between 15–20 working days.

### STEP 2

Complete the MPDS registration form

You can download the form [here](#).

Make sure this is signed by your Scheme Administrator.

Please ensure that your Scheme Administrator completes this in a timely manner.

### STEP 3

Meet with your Mentor

Your mentor needs to sign off any previous experience you may be claiming.

Please ensure that this is done within three months of the start date of your professional development at your organisation.

### STEP 4

Submit your MPDS registration form

You are responsible for ensuring that all the information is correct and that you, your mentor and your Scheme Administrator have signed the form.

### STEP 5

We process your MPDS registration form

This usually takes around 48 hours.

If there are any problems we will contact you.

### STEP 6

We confirm your online access

We'll send you an email confirming your online access within 3-5 days of your application being processed.

If you can't log in, please contact [mpds@imeche.org](mailto:mpds@imeche.org)