**Application form for registration as a Chartered Scientist**

**PLEASE READ GUIDANCE NOTES FOR APPLICANTS AT THE BOTTOM OF THIS FORM**

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| **PERSONAL DETAILS** |
| Family name | Title |
| Forename/s | Date of birth |
| I am a Fellow/Member of the IST/membership pending\* If already a Fellow/Member\* my membership number is:*(\*delete as appropriate)* |

|  |  |
| --- | --- |
| Address for correspondence | Telephone |
| Mobile |
| Email |

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| **QUALIFICATIONS (**Formal training undertaken) |
| You must provide proof of qualifications. Send either a ***scanned copy*** of your certificate(s) or send an ***original*** letter from the awarding body. Please do ***not*** send original certificates. |  |

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| **APPLICANT’S UNDERTAKINGS** |
| 1. I wish to apply for registration as a Chartered Scientist and declare that the information I have given in this application is, to the best of my knowledge, accurate and true. I agree to abide by the Code of Professional Conduct issued by the Institute of Science & Technology, and accept that any breaches of the rules or the Code of Professional Conduct will be dealt with under disciplinary procedures.
2. I declare that I believe I am actively working at the correct level in my current role to meet the competencies for CSci and that I undertake CPD activities in line with what is required for CSci.
3. As part of your application for registration as CSci/RSci/RSciTech your data (including any sensitive personal data) is shared with the Science Council. The type of sensitive personal data that may be shared with and processed by the Science Council includes data about you relating to the commission or alleged commission of any offence, information about any proceedings relating to any offence committed or allegedly committed and the disposal or sentencing of any court in such proceedings. The Science Council will hold this data on a database for the purpose of maintaining an accurate, trustworthy and accessible public register of Science Council registrants and for the administration of registrant licences. To enable employers to check your status and to provide assurance to the public the following information is searchable by the public, on the Science Council website.
* First Name
* Surname
* Licenced Body
* Register
1. I consent to any information in this application including any sensitive personal data being shared with and processed by the Science Council.
2. **I agree/do not agree\* to the Science Council publishing my name and registered status on their website. *\*delete as appropriate***
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| Signature | Date |

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| **REFEREES** |
| It is not essential for us to have ALL referee details, but having at least the email address will enable us to process your application more efficiently. |
| Referee 1 | This should be your line manager | Referee 2 | This should be someone with professional standing within your field of work (e.g. a relevant academic, head of department, head of group / laboratory) |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| email |  | email |  |

**HOW TO PAY – Payment must be made within a month of application form submission***NB: the registration fee is in addition to your IST membership fee and includes a levy paid to the Science Council on your behalf. Only the Science Council registration levy element is refundable if the registration application is declined.*

 **Payment by credit/debit card:** Facilities for card and Paypal payments are available online at [istonline.org.uk](http://www.istonline.org.uk)

**Payment by Bank Transfer:** Payment can be made into
Santander Bank, Sort Code: 09-01-50, Account No: 06825257

**Payment by your employer:** Please notify office@istonline.org.uk of the contact details of the person responsible for payment of your registration fee, and provide any necessary purchase order details.

**APPLICATION CHECK LIST** So that your application may be quickly processed, please make sure that you have completed all of the following:

* Application form completed and signed
* Copies of certificates/confirmation of qualification attached
* Extended CV attached
* Competencies Report attached
* Equivalence Report (if required)
* Payment enclosed/details completed

**PLEASE SEND YOUR COMPLETED DOCUMENTS AND ANY COMMENTS/QUERIES ABOUT YOUR RENEWAL TO:**  registrations@istonline.org.uk or +44(0)114 553 1401

**Guidance Notes for Applicants for CSci Registration**

**Deadlines:**
Once we have received your application form and payment we expect you to submit the remaining documentation within 1 month and failure to do so within this time frame may mean that we will archive your application. If you wish to reapply within a year of your initial application you will have to resubmit and update all of your documentation, if you wish to reapply more than a year after your initial application you will also have to pay the application fee again.

Once all your documentation has been received, if we need you to provide additional evidence in your competency form we expect you to submit this within 1 month from the date of the request and failure to do so within this time frame may mean that we will archive your application. If you wish to reapply within a year of your initial application you will have to resubmit and update all of your documentation, if you wish to reapply more than a year after your initial application you will also have to pay the application fee again.

**Qualifications:**
You must provide proof of qualifications. Send either a ***scanned copy*** of your certificate(s) or send an ***original*** letter from the awarding body. Please do ***not*** send original certificates. A list of relevant qualifications and information about equivalent experience can be found on the IST website.

**Referees:**Once your application has been assessed successfully, wewill contact your referees to confirm that the evidence that you have supplied in support of your application is correct and all your own work.

**Applicants undertakings:**
It is a stipulated condition of registration that you adhere to the IST’s code of conduct. You must declare that you believe you are working at the correct level and are undertaking CPD/PPD activities. You must also agree to share data with the Science Council as outlined in the form above.

**CV:**The CV needs to be detailed and not only outline your roles within your career but also the achievements made and competencies reached, e.g. publication of a paper, certificate to show ability to operate a specialist piece of equipment.

**Renewing Registration**

Renewal is done on an annual basis by the submission of a completed renewal form and the submission of a PPD report form, along with payment of the registration renewal fee and the IST annual membership subscription, both of which will fall due on the anniversary of your registration date. Whilst responsibility for payment of the relevant fees and submission of your documentation rests with the registrant, IST will endeavor to send out a reminder prior to renewal.