Application form for MCIAT Professional Assessment

To apply for Chartered Membership you must meet one of the following criteria. Please specify:

- ❑ CIAT Accredited Honours or Masters degree and sufficient relevant evidence
- × Related honours degree or equivalent and sufficient relevant evidence
- ❑ Other relevant academic qualifications or professional qualifications (e.g. Chartered Membership or equivalent of a related professional Institute) and/or sufficient relevant evidence

However, each application will be considered on an individual basis. Please contact membership@ciat.org.uk for further guidance in relation to your circumstances.

Sufficient relevant evidence is defined as: professional experience to demonstrate ability to function in your field of expertise, using the Professional Standards Framework and related skills stated in the Candidate Guidance notes against the core functions; designing, managing, practising and developing (self).

Sufficient relevant evidence will be determined by a CIAT Member Panel, which will review and assess your application. The CIAT Member Panel is moderated by appointed Moderators to ensure consistency.

You are required to:

- complete all sections of this application form;
- read a copy of the Institute's Code of Conduct;
- provide copies of academic and professional qualification/s attained;
- submit supporting evidence to corroborate your application and
- submit the appropriate payment (£325)

Before completing the application form, please ensure that you have read the Professional Standards Framework and the Candidate Guidance notes for Professional Assessment, which include the related skills statements. Failure to complete all sections of the form and/or to provide sufficient supporting information will result in a delay in the processing of your application. All applicants must comply with the Institute's Code of Conduct before any assessments can be undertaken. Once successfully assessed, the Institute will contact you in relation to the scheduling of your Professional Assessment Interview.

Section A: Personal details

Surname	XXX
Forenames	XXX
Date of birth	
Membership grade and number	ACIAT
Home address	Republic of Ireland
Email address	XXX
Telephone number/s including mobile	XXX

Section B: Progression mechanism

It is important that you select your **primary** area of practice/experience:			
❑/	Design	❑	Specialist
❑	Academic	❑	Research
❑	Other (please detail)		

Section C: Current employment/practice status

Job title	Senior Architectural Technologist-Design Co-ordinator
Description of current role, responsibilities and functions	Project design and information co-ordinator for a large commercial development.
Employer/practice name	XXX
Employer/practice address	XXX
Work telephone number	XXX
Work email address	XXX

Section D: Previous professional experience

Please provide details of **relevant** roles, responsibilities and functions performed in previous employment	**From**	**To**
XXX Associates- Office junior	June 1984	May 1986
XXX- Junior Architectural Technician	May 1986	Jan1990
XXX- Senior Architectural Technician	Jan 1990	March 2001
XXX- Project lead (under project Architect) and on site for 3 months	Jan 1990 to	December 1991
XXX – XXX Car Park- Project lead multi use development. Design draftsman to planning and project lead (under project Architect) including client liaison to completion	March 1995	Dec 1998
XXX Associates- XXX Project lead (under project Architect) for Commercial portion of Shopping centre and 150 apartments.	Jan 2001	December 2005
XXX Architects- Associate Director – Implementation Associate director leading a team of 5 delivering commercial and residential developments	January 2006	February 2007
XXX Associates- Project Manger – XXX Car Park- Construction lead for a fast track- high standard car park refurbishment for XX Park.	Feb 2007	December 2007
XXX Associates- Project Manger – XXX Development- 5 storey city centre development- tender development and construction of enabling works – 16m deep 3 storey basement,	December 2007	May 2009
XXX Associates- Project Manger – Miscellaneous small and medium size works.	May 2009	December 2011
XXX Associates- Archive and close out- Part Time	December 2011	June 2013
XXX Architects- XXX School London	June 2013	May 2014

Senior Architectural Technician - Construction Detailing- See appendix		
XXX Architects- XXX- See appendix D Senior Architectural Technician- Employers representative, managing Design Certifier role, client liaison – Refurbishment of previous XXX Regional Hospital- Conservation building by XXX- GCCC Contract	January 2014	March 2016
XXX Architects- Beaumont Development -Senior Architectural Technician- Employers representative, managing Design Certifier role, client liaison – Refurbishment of a hospital ward and construction of a Laboratory	January 2015	November 2015
XXX Architects- Senior Architectural Technician-Managing Dublin office	June 2013	September 2015
XXX Architects- Senior Architectural Technician- Lad Lane- Conversion of Former RIC Barracks to Residential- Conservation	October 2015	October 2016
XXX Architects- Senior Architectural Technician- Rathgar Road- High end Residential refurbishment/ extension.	January 2016	October 2016
XXX Architects- Hillingdon Secondary School- Assigned certifier (Acting for Belfast Director)- See Appendix E	March 2014	September 2016
XXX Architects- Design Co-ordinator- Capital Dock 3 No 8 storey Commercial blocks (250,000 sq ft) over 2 levels of basement. Design co-ordination and building regulation compliance	November 2016	Present

Section E: Qualifications

Academic qualification/s and levels, professional qualification/s or memberships and Continuing Professional Development (CPD) certification. Your evidence of CPD should relate to section G	Year of qualification
Construction technology Diploma (see appendix A)	1984
CIOB Final Part 1 (see appendix A)	1986
RIAI Membership Exam (see appendix A)	1996
MSc Environmental Retrofit of Buildings (see appendix A)	2015
Revit/ BIM Level 2	2016

Section F: - Stage 1 - Educational Standards

The educational experience and underpinning knowledge is based upon CIAT Accredited Honours and Masters Degrees and as such holders of these awards are exempt from this section as having achieved the necessary standard through study. However, those applicants who do not possess an Accredited award must demonstrate how their educational awards and/or experience satisfy the *Educational Standards (Stage 1) listed* ***within the Professional Standards Framework.***

The summary should specifically relate to the discipline of Architectural Technology and must consist of at least 3000 words but no more than 5000 words in total and provide references to any relevant supporting evidence that demonstrates your knowledge.

If you have a CIAT Accredited Honours or CIAT Masters degree you are exempt from this section.
Education can be defined as "The act or process of imparting or acquiring particular knowledge or skill, as for a profession".

My educational development as an Architectural Technologist has not strictly followed the path prescribed by the relevant professional bodies, but instead has developed through continual education, re-education, skills development, experience and information gained from my peers and other design, construction and regulatory professionals that I have had the pleasure of working with during the last 36 years since commencing my third level education. Therefore I document below how this education, in the broader sense might meet the requirements of the Educational Standards (Stage 1) listed within the Professional Standards Framework.

My initial qualification, a Diploma (equivalent of a Higher National Diploma, studied over three years of full time education) in Construction Technology focused on technical/ practical topics informed by the requisite skills to deliver building excellence within the broader construction Industry rather than the role of an Architectural Technologist. Specifically modules included the topics of Construction Technology/ detailing, services provision and co-ordination, building structures, quantity surveying and cost control, land surveying, materials technology, management and law.

Upon completion of this diploma I started to work in a large Architectural practice in Dublin (XXX Associate), there I found that most of the key knowledge and skills acquired during my education were transferable to an Architectural environment. During the following twelve years I continued to develop upon these key skills through reference to architectural publications, completion of CIOB Final Part 1 exams (Quantity Surveying and Management) and my working role evolving from an office junior to a junior Architectural Technician. In 1996, backed by my earlier qualification, further education and my extensive experience on a number of projects (Refer to my CV Appendix G) I undertook a self directed course of studies and series of exams which resulted in my election to Architectural Technician membership of the RIAI (Refer to appendix A-02) .

Following my election to the RIAI I continued to advance my career and increase my knowledge through greater involvement and more senior roles working on larger and more complex projects, including a period as an Associate Director within XXX Architects (**refer to my CV Appendix G**.).

In 2012, during the economic downturn I recognized that I needed to undertake extensive re-education to remain relevant within a rapidly evolving Architectural profession and identified a MSc level opportunity delivered by DIT Bolton Street (where I studied my initial Diploma in Construction Technology). This MSc was studied part time while continuing to work in Architectural practices (1 day per week plus 20 to 30 hours self-directed studies/ project work) for the following 3 years finally receiving my Masters Degree award in October 2015. Following this, and building on a module within my Masters studies I completed a twelve module course in Revit/ BIM Level 2.

My formalised educational has been continually supplemented by regular, formal CPD sessions, research through reference to regulatory documents, Technical Guidance documents, British and Irish standards, contract documentation, architectural publications, and interactions with my peers, superiors, juniors, and professionals within related professional construction disciplines.

My education has systematically evolved through the realization of my shortcomings in my personal knowledge and skills relating to topics that are of critical importance to the Architectural and construction industries. This is particularly demonstrated by my educational record since 2012, when I recognised that my awareness of environmental/ sustainability issues was not sufficient in light of the requirements that would be imposed, through the global response to Global warming and particularly the commitments made by the EU in relation to the reduction in carbon emissions by 2020 and further aims towards 2050.

This education has been augmented and reinforced by the experience gained in the practices where I have worked and the variety of projects that I have completed during my career to date.

A systematic understanding and critical awareness of topics informed by the subject of Architectural Technology:
As stated by CIAT "Architectural Technologist professionals are responsible for ensuring that their designs result in buildings and structures that are functional, constructed economically and perform efficiently and effectively within the context of user needs, environmental sustainability, regulatory and budgetary requirements".

In order to discharge this responsibility an Architectural Technologist needs a broad range of knowledge and skills including those beyond his own skills such as specialist professional that are relied upon to ensure a robust development is realised. Obviously my long career acting as an Technologist has made me critically aware of the breath of topics which inform my profession. However these area built on my earlier educational experiences particularly my studies for the RIAI Architectural Technologist Exam (**syllabus Appendix**). These directed studies moulded and focused my previous education and experience into a set of key skills and abilities vital for my professional career.

A critical awareness of the history and context, and the political, economic, environmental, social and technological aspects that inform and influence the practice of Architectural Technology nationally and internationally;
While I have not had and specific modules related to the history, social or political context of Architectural Technology my education relating to these topics have been through periodical reviews from RIAI conferences, members newsletters, peer discussions, international publications such as the Architects Journal, CIAT publications and general news articles.

Through regular reference to the above reviews, conferences etc. I have developed an in depth knowledge of the pertinent issues relating to historical, social, economic, environmental and technological aspects of Architectural Technology.

I have also visited a number of European cities to review both modern and historic buildings in their local context and observe the relationship between the built environment and society affected by them. Observing buildings in their context and observing their impact I feel is particularly illuminating, from observing the impact poorly designed, laid out and constructed housing, in association with poverty can exacerbate social exclusion and despair among residents. Conversely the impact of enlivening development can give rise to social optimism locally and nationally (e.g. Barcelona), however conversely excellent developments can be viewed negatively if the local population feel exclude or burdened by them (e.g. The Expo development in Seville).

Further my environmental/ sustainability MSc studies/ education highlighted to very real threat of energy poverty, where energy costs are highly taxed to reduce carbon emissions but poorer strands of society are

not empowered to undertake improvements to their accommodation as it may be rented, or they may not have the disposable income to carry out such works.

Allied to this is the international effect of global warming, as the result of excessive carbon emissions, particular in third world countries. Finally there can be no more stark reminder of the duty of care endowed upon our profession than the disastrous fare at Grenfell tower in London.

An ability to problem solve and to identify appropriate methodologies to deal with complex problems and realise design into built form through the generation of detailed design solutions that respond to familiar, unfamiliar and unpredictable situations;
Problem solving I feel is the key skill which a competent Technologist must posses, however this must develop through a deep and broad knowledge of the many and varied factors which combine to produce a successful development. Each possible solution must be examined from a number of often conflicting viewpoints, such as cost, durability, health and safety during construction, health and safety of occupants during use, aesthetics and adaptability to mansion just a few.

Therefore a broad education and wide ranging experience is vital to inform to conflicts and challenges that face technologists during their daily work. As you will see from my educational profile and Curriculum Vitae I have a wide range of knowledge from a constructional background, a technological background and an environmental background.

My educational achievements are augmented and enhanced by my long and varied technological career. Allied with this educational and practical background I have a lifetime of experience of dealing with challenges and conflicts and have developed methodologies to optimise the design solutions, part of this is the realisation that solutions do not happen individually but are dependant on co-operative development of a wide range of skilled professionals from every part of the supply chain and the best solutions can often derive from collaborative input.

An ability to successfully complete substantial sustainable and inclusive design and research projects, systematic review or systematic case study informed by wider current understandings in the subject.
The core of the MSc in Environmental Retrofit Technology sought to develop sustainable methodologies to Retrofit the existing building stock, typically in Ireland but would be equally applicable to and temperate European climate.

During the 3 years of the course we examined a range of measuring/ validation simulation methodologies, including DEAP (Excel based compliance tools) to IESVE (a sophisticated high-end simulation engine) and many others to direct and inform our research/ design development towards NZEB (nearly zero energy buildings) in accordance with Directive 31/2010/EU.

Our lecturers focused on not only the mote energy efficient solution, but a combination of Low carbon emissions, low carbon footprint for the re-development, life cycle costing (including carbon credits) thermal comfort reducing both minimum and maximum temperatures within the selected environment. These studies took the form of real life buildings, the first an existing block of social housing flats (XXX Court in Dublin), then a typical Office Block, then a small primary school and finally a large scale office building (the XXX Building at Dublin Airport, which has now been retrofitted to Bream Excellent Standards).

The final year of my MSc studies took the form of a Research dissertation examining the effectiveness of the natural ventilation approach adopted by the Department of Education in Ireland, particularly when standards of insulation and airtightness are increased to NZEB standards. This involved extensive research regarding ventilation requirements within classrooms and some difficulties observed in new low energy schools, this formed the backbone of the Literature review that informed the research proposal.

The research involved modelling two schools, one new and one existing to current DES standards (A3 rating) and to NZEB standards using IESVE, then examining the effect of the ventilation within classrooms, modulating window usage and occupancy factors to examine the robustness of the use of operable windows.

The research concluded that theoretically windows can provide a health classroom environment within a low energy school, human factors may mitigate against this producing poor air quality. (**Refer to Appendix G).**

An awareness of building elements, components, systems, and methods used for different building typologies

My earlier education identified with more traditional construction methodologies (being viewed from a construction as opposed to design pint of view), while also examining the more unusual varieties of solutions which might be used, examining the possible advantages and pitfalls presented.

Upon re-entering education, particularly from an environmental perspective, I found myself exposed to a new approach to design solutions, using a variety of sustainable products/ methodologies. This approach although must be tempered with great caution if we are to avoid the mistakes of the past.

Therefore the scientific approach to building examining, through simulation (thermal, hydrothermal. linear thermal bridge analysis, heat gains from glass etc.) the probable reaction of components in combination and how risks might be mitigated through complete design solutions. This approach puts a greater burden on design professional than ever before.

Combined with my dualistic education background is my experience with most building types from post tensioned slabs, prefabricated pods, traditional/ conservation construction, prefabricated concrete wall framing and lightweight steel frame construction for existing roofs.

An awareness of current topics and practices which inform the discipline of Architectural Technology including new and emerging technologies

The MSc in Environmental Retrofit Technology by necessity examined the cutting edge of technology, with many approaches involving innovative combinations of energy saving technologies and construction methodologies, combined and examined, through simulation to examine their viability, e.g the use of twin skin vented flues to ventilate an office building in a noisy airport environment.

My current project, The Capital Dock development utilises many new/ emerging technologies such as Unitised façade glazing fabricated in Limerick, pod bathrooms for bathrooms, anhydrous insulated screeds to enhance drying times, prefabricated concrete/ brick/ glazed façade panels (techcrete).

From an information production and design/ construction validation perspective our industry had advance rapidly in recent years, particularly with the advent of BCAR requirements. The use of Building Information Management systems (Revit) online collaboration sites (4 Projects) and BCAR Management/ inspection systems (Plan Grid and Cert Central) (**Refer to Appendix C**) have all combined to transform the way our daily tasks are carried out, creating far greater collaboration.

An awareness of project and design management, project procurement and process, construction and contract management.

During my early education (Construction Technology , CIOB Final Part 1 and my RIAI Technologist exam studies) the topics of design management, project procurement, construction and contract management were well covered (within management modules within both Construction technology and CIOB Exams, Contracts during my RIAI studies, procurement within Quantity surveying in both Construction technology and CIOB Exams and my subsequent CPD and reading professional publications (RIAI and CIAT).

This educational background has been supplemented through experience administering a large range of construction projects, run under a number of delivery methodologies (from Design and Build, RIAI contracts with and without quantities, GCCC Contracts and Management contracts). (Refer to Appendix D for a demonstration of contract administration under a GCCC contract).

An ability to identify hazards and risks and develop and maintain safe systems of work and legal and relevant legislation and regulatory frameworks.
The legal and regulatory frameworks within Construction are more varied and onerous than ever before, therefore it is incumbent on professional to keep abreast of current developments/ regulatory changes etc. This in my case is achieved through regular CPD attendance (**Refer to Appendix**) review of professional publications and collaborative work with my peers.

Health and safety is the responsibility of all members of the development delivery team from the Designer, through design risk assessments, the PSDP in managing risks during the design stage, and PSCS managing risk during the consecution process.

Compliance with Building Regulations and design standards are vital and can only be achieved through diligent review, reference to standards (widely available on line) and collaboration within design teams.

An ability to develop critical discussion and analysis of complex concepts and to work independently with some originality and as a member of a team identifying personal development needs and to plan to meet these needs through relevant and appropriate methods.
During my period at XXX Architects from August 2013 to September 2015 I worked largely autonomously, running the Dublin Office for XXX Architects running a number of projects independently (**refer to Appendix G**). However much of the rest of my career I have worked in a team environment both as a team member and as management. As discussed above my broad educational background and experience have allowed me to develop critical discussion and analysis skills to assist in the development of bespoke design solutions.

I currently manage the design/ documentation output for our 5 person team working on the Capital Dock project (**Refer to Appendix C-04 for team structure**).

I refer to Appendix I which demonstrates some of my more creative independent work (Produced in Revit) and Appendix C for more team based work.

Section G – Stage 2: Practice Standards - Practice Assessment
The Practice Assessment process assesses the performance of practitioners that work across a range of functions and allows candidates applying for Chartered Membership to use their experience in their chosen field/s to demonstrate their capabilities.
Applicants must demonstrate their practice experience and directly correlate this to the four core areas listed in the Practice Standards (Stage 2) ***within the Professional Standards Framework.***

Please provide a summary of your practice experience, past or present, which specifically relates to the discipline of Architectural Technology and should consist of at least 1000 words but no more than 2000 words in total.

For each core four area you must describe how your experience demonstrates a comprehensive application of each area within your sphere/s of practice in Architectural Technology. The evidence must corroborate the information provided in this application and **demonstrate your professional experience. This evidence will be assessed prior to your Professional Assessment Interview by a Member Panel.**

Designing	Design and design development has been a central feature of my professional career, typically if have been tasked with the development of complex designs based upon conceptual sketches provided by design architects who I have worked with. These have varied from large scale mixed use developments (**Manor Mills Maynooth- Refer to Appendix J**) to more modest developments (E.g. **Hillingdon Primary School – Appendix F**). Occasionally I have been given more creative responsibility and have developed and presented designs independent of superior input (e.g **Wheatfield- Cloverhill Prison – Refer to Appendix I**). Whatever the scope of my initial input, I have been very fortunate to have run the majority of my developments to completion with all the Developments listed within my CV (**refer to Appendix G**) completed . I have been involved at every stage of design development, having taken projects from initial sketch deign through to completion and client handover, Manor Mills Maynooth was one such project, I produced the initial design sketches for the design Architect and was involved through every stage through to the final inspection with the Local Authority Fire officer upon completion. Also as I have demonstrated within my CV (**Appendix G**) I have delivered buildings within most typologies ranging from Commercial, Retail, Residential, Medical, Multi use and conservation.
Managing	Client expectations, staff, resources, deadlines, fees, training, projects, expenditure, risks, health and safety, design team input, design output, During my early career I was typically responsible for managing my own sphere of influence i.e. my own output within the parameters dictated by my superiors. However as I progressed and my levels of responsibility grew I become more conscious of my overall role within the development team. As outlined within my CV (**Appendix G**) I have largely worked within a team structure (at most levels) advancing to a level where I have managed the Construction phases of most of my developments where required e.g. The Scott Development (**Appendix D**) and the Beaumont Development where I managed the Construction Process acting as Employers representative and Design certifier, and dealing with all client correspondence and discussions. In Appendix D-04 I have documented an area of client/ design team conflict which was managed, through thorough discussion/ communications to a solution which was accepted by all. During my period at XXX Architects I acted as an Associate Director with full responsibility for delivery of a number of large projects with the assistance of a team of five Architects/ Technologists. This involved meeting client expectations in order to realise developments within time and budget constraints and managing client disappointments/ disputes to the best of my abilities.
Practising	Within my MSc in Environmental Retrofit Technology studies I examined the cutting edge of technology, with many approaches involving innovative combinations of energy saving technologies and construction methodologies, combined and examined, through simulation to examine their viability, e.g the use of twin skin vented flues to ventilate an office building in a noisy airport environment. My current project, The Capital Dock development utilises many new/ emerging technologies such as Unitised façade glazing fabricated in Limerick, pod bathrooms for bathrooms, anhydrous insulated screeds to enhance drying times, prefabricated concrete/ brick/ glazed façade panels (techcrete). Project implementation has become more complex due to ever increasing technical

	and regulatory requirements that must be balanced against fee incomes and staff wages etc. Added to this is the issue of risk mitigation and client service, all of which must be carefully evaluated, weighted and managed to produce the optimum result from both the Architects and clients perspective. Careful client negotiations and signed client agreement are vital to protect both parties in the event of a dispute, it is noted that financial pressures have increased significantly since the economic downturn in 2008. Developing a robust Health and safety design review process I important in order to discharge our professional duties under the Health and Safety regulations and additionally the decision whether to act as PSDP must be carefully considered weighing projected income against resource allocation and risk. Likewise the management of risk with regard to the Amended Building regulations and the appointment of an Assigned Certifier must be likewise be assessed. From an information production and design/ construction validation perspective our industry had advance rapidly in recent years, particularly with the advent of BCAR requirements. The use of Building Information Management systems (Revit) online collaboration sites (4 Projects) and BCAR Management/ inspection systems (Plan Grid and Cert Central) (**Refer to Appendix C**) have all combined to transform the way our daily tasks are carried out, creating far greater collaboration.
Developing (self)	Self development should be a natural process within Architecture, with candidates advancing knowledge through formal and informal sources, however such is the breadth of knowledge required to practice in our current ever changing environment planning and management is required. This starts with identifying educational, skills or knowledge shortcomings and then developing methodologies to address these. In my case I feel that my educational and CPD records (**Appendices A and B**) demonstrate my continual commitment to self development and advancement. Since the advent of the Amended Building Regulations in 2012, I have continually sought to improve my skills in this area (**refer to my CPD record** {**Appendix B**} and **section 3 of the Capital Dock Appendix (C**). I also see this application for Chartered recognition as a vital part of this development process and I hope you consider me a worthy candidate for appointment to full Chartered Membership.

SECTION H: Declaration of applicant

I submit this form and additional documentation as an accurate record in support of my application for election or re-election to Chartered Membership of the Chartered Institute of Architectural Technologists. I fully understand the requirements for membership as set out in the Code of Conduct. I agree to accept the decision of the Institute regarding my eligibility for election.

Any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. It could also result in your file being passed to the Chief Executive and Honorary Secretary for further investigation under the Institute's Code of Conduct.

If elected to Chartered Membership, I will continue to abide by the rules and regulations specified in the Institute's Charter, Byelaws, Regulations* and Code of Conduct, and any other directive issued by CIAT. If you do not have a copy of these, please contact the Membership Department.

I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership.

Prior to attending the interview any applicant in private practice as sole practitioner, partner, principal, director or LLP member, this includes advice/services to friends or family, paid or unpaid, full or part time,

must obtain formal registration with the Institute by completing the Practice Profile Form for profile candidates, obtaining approval of their business stationery and providing evidence of current professional indemnity insurance showing expiry date.

☒ In compliance with the Institute's Code of Conduct I confirm that I am not offering architectural services.

*Available from CIAT on request or from http://www.ciat.org.uk/en/the_institute/about-ciat/ciats-charter/

Signature of applicant: Date: ___21_/___07_/__2017

Disclosure — Data Protection Act 1998
In compliance with the Data Protection Act, we must point out that the information on this form will be kept on a database. NB You cannot elect to be excluded from CIAT related mailings (via mail or email).

Section I: Declaration of Referee

I am a current Chartered, Corporate or full member of CIAT or a construction related Institute and am willing to act as referee in support of this applicant, as I consider him/her to be suitable for election or re-election to Chartered Membership. The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant.

Signature of referee: Date: 24 / 07 / 2017

Name of referee:

Job title of referee:

Professional qualification/s of referee:

Email of referee:

Address of referee:

Checklist for applicants:

- ❑ all sections of the application form are complete
- ❑ enclosed copies of academic qualification(s) and/or professional qualification(s)
- ❑ x2 supporting evidence on a CD or USB memory stick
- ❑ enclosed the appropriate £325 fee (cheques can be made payable to CIAT)

Please return this form to:
Membership Department
Chartered Institute of Architectural Technologists
397 City Road
London
EC1V 1NH, UK

For any queries please contact the Membership Department
T. +44 (0)20 7278 2206 F. +44 (0)20 7837 3194 E. membership@ciat.org.uk W. www.ciat.org.uk

For internal use only

CIAT Representative	Decision	Date	Name and signature
Central Office	Checked and approved		
Member Panel	Refer/Defer/Pass		