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| **Application form for**  **Principal Designer Registration – Non HRB to HRB** |  |

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Description automatically generatedThe Principal Designer (PD) Register is open to Chartered Architectural Technologists practising in industry who undertake the role of PD under the Building Regulations etc. (Amendment) (England) Regulations 2023**.

**To apply please confirm your eligibility:**

❑ I am a Chartered Architectural Technologist

In doing so, I agree to fulfil the **Institute’s PD Competency Framework** requirements for registration.

**Application**

Applicants are required to:

* Complete all sections of this form;
* Include a 2 page CV outlining their relevant experience working on Non-HRBs and HRBs;
* Include relevant and focused information and supporting project-based evidence demonstrating experience in line with the Institute’s PD Competency Framework; and
* Pay the £150 fee.

**Assessment**

A Panel will review and assess each application and has three options:

1. **Pass**: the candidate is accepted onto CIAT’s PD Register/s and will be listed on a publicly available Register as being competent to work on HRBs. All applications for HRB registration will require an assessment interview.
2. **Defer**: the application does not satisfy the criteria or provide sufficient information for the Panel to make an informed decision. Should the first submission be deferred, the candidate will have the opportunity to make two further submissions for the written/portfolio at no additional charge.
3. **Refer:** the application does not satisfy the criteria following three submissions or after Assessment Interview. Guidance on remedial actions and a timeframe outlining eligibility to re-apply will be provided. All subsequent submissions will require a new application and the appropriate fee.

The decision of the Panel will be communicated accordingly and is final with no right of appeal.

**Section A: Personal details**

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| Full name |  |
| Membership number |  |
| Email address |  |
| Telephone number/s |  |

**Section B: Supporting statement 1000 words (+/- 10%) per application for registration.**

The supporting statement must include:

* **Context**: Information about you and a brief overview of your experience working on HRB projects.
* **Summary of how the applicant meets the performance criteria** as outlined in PAS 8671 and The Building Regulations etc. (England) Regulations 2023 (or any subsequent amendments/updates).

**Evidence must be provided to support this summary and clearly labelled.** ***Please refer to the Institute PD Competency Framework and Candidate Guidance Notes for a full outline of the registration process and requirements.***

The application for the PD Register should be a concise, honest, and insightful written account of your current experience of working on HRBs and how you satisfy the Institute’s PD competency framework.

Acceptance onto the Register is based on the applicant successfully meeting the performance criteria as set out in PAS 8671 by providing suitable evidence of them meeting these through their own portfolio of similar project types (i.e. HRB buildings). **The purpose of providing evidence is to add value to your statement. Therefore, supporting documentation is mandatory and should be carefully considered to ensure it is relevant to the application and type of PD competence you wish to be assessed against.**

Where relevant, you can include links to websites or make reference to other documents within the written statement. **All additional documentation, references or links must be relevant, focused, and succinct.**

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| **Context**  **1 *–*** *Project/s summary demonstrating experience.*  **2-** *Supplementary/supporting evidence.*  **Competency B: Legislative and regulatory framework for compliance**  **B:4-**  **B:5-**  **Competency C: Management of design work Compliance**  **C:9-**  **C:10-**  **C:11-**  **Competency D: Technical framework for compliance**  **D:6-**  **D:7-**  **D:8-**  **D:9A-**  **D:9B-**  **Number of words (n.b. references are not to be counted and should only further support your statement and experience):** |

**Section C: Declaration of applicant**

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| I submit this form as an accurate record in support of my application for the specific purpose of assessing my eligibility to be on the publicly available PD Register of the Chartered Institute of Architectural Technologists. I am aware that falsifying information in this application may result in investigation under the [Code of Conduct](https://architecturaltechnology.com/about/code-of-conduct.html) and possible referral to the Conduct Committee.  I agree to accept the decision of the Institute regarding my eligibility for the PD Register and I am aware that the application and assessment fees are non-refundable.  If successfully on the PD Register, I will continue to abide by the rules and regulations specified in the [Code of Conduct](https://architecturaltechnology.com/about/code-of-conduct.html) and any other directive issued by CIAT.  I will keep CIAT informed of any change in my circumstances in writing which may affect my Registration.  Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  **Disclosure - Data Protection Act 2018**  All personal data will be held in accordance with the Data Protection Act 2018. If you have any queries or requests, please contact [membership@ciat.global](mailto:membership@ciat.global) or refer to the Institute’s Privacy Statement at <https://architecturaltechnology.com/privacy-policy.html>    **N.B.** You cannot elect to be excluded from CIAT related mailings (via post or email). |

The decision of the Panel will be confirmed in writing (via email) within 28 working days with a **time and date for your Professional Review Interview (PRI)**. If successful at your PRI, **you will be added onto the publicly available PD Register** to confirm your competence as a PD for non-HRB and HRB projects. You will be able to use the descriptor and logo as a registered ‘CIAT Principal Designer’, which you should use in conjunction with the protected descriptor and logo as a `Chartered Architectural Technologist’. You are encouraged to use these whenever possible and appropriate.

**Checklist for applicants:**

* All sections of the application form are complete.
* Include a 2 page CV outlining their relevant experience working on Non-HRBs and HRBs.
* Application contains relevant supporting information/documentation to corroborate your suitability as detailed in Section B.
* £150 fee paid electronically through architecturaltechnology.com.