

Instructions to complete your Professional Review Application

Step 1 – You will need to be Applicant (or ICIOB/ACIOB. Please check qualifications before applying) membership before you submit your PR application.

Please contact Customer Service for information about this step if you are not already a member.

<https://www.ciob.org/customer-services>

Step 2 - You will need 3 documents

Personal Details Form.

Your personal details and the Employer/Professional Member Declaration. This is for CIOB purposes only

Professional Review Guidance Notes

Please ensure you have these to hand, they contain all the information you need to complete your application form

PR Application Form (the report template)

Summary of your Career – This is a brief description of your career so far. Include milestones and achievements.

Job Description - Briefly describe your current role and responsibilities. There are 2 other boxes, who do you report to and who reports to you. In this box it is simply subcontractors or team of 6, it can be very brief. If you consultant or work alone then please leave these boxes blank. This part is not assessed, it provides the assessor with an understanding of your job role.

Project List – You only need to include the projects that are mentioned in your report. Remember any projects mentioned must have been worked on within the last 3 years. To describe the project, keep it simple and brief i.e. office refurb, Blossom High School – New Build, Town hall maintenance. And finally, your role while you worked on the project.

Your report – This where you demonstrate your competence in all areas. Remember to use your Guidance Notes to ensure you cover all the criteria for each section.

1 year forward plan – This is about a CPD action plan for the coming year. What you like to do to improve your knowledge and skills?

Step 3 – Submit your application with an organisation chart and, if you have been a member for more than a year then CPD records are required.

Submit your application to Pr.application@ciob.org.uk

The PR Team will then explain how to pay the PR fee.