# ATR

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| **Application form for**  **Architectural Technologists’ Register** |  |

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

Sufficient relevant evidence will be determined by an Assessment Board , which will review and assess your application. The Assessment Board is trained and monitored to ensure consistency.

You are required to:

* complete all sections of this application form;
* read a copy of the Register’s *Code of Conduct*;
* provide copies of academic and professional qualification/s;
* submit supporting evidence to corroborate your application and
* submit the appropriate payment (€195).

Before completing the application form, please ensure that you have read the *ATR Professional* *Standards Framework* and the *Candidate Guidance* notes against the core functions; designing, managing, practising and developing (self). These can be downloaded from [www.architecturaltechnologistsregister.ie](http://www.architecturaltechnologistsregister.ie)

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 Register’s *Code of Conduct* before any assessments can be undertaken. Once your application has been successfully assessed, competent applicants will be added to the Shadow Register for Architectural Technologists.

**Section A1: Personal details**

|  |  |
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| Surname |  |
| Forenames |  |
| Date of birth |  |
| Home address |  |
| Email address |  |
| Telephone number/s including mobile |  |

**Section B1: Current employment/practice status**

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| Job title and employment commencement date |  |
| Description of current role, responsibilities and functions (listed as concise bullet points) |  |
| Employer/practice name |  |
| Employer/practice address |  |
| Work telephone number |  |
| Work email address |  |

**Section C1: Previous professional experience**

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| Please provide details of **relevant** roles, responsibilities and functions performed in previous employment (listed as concise bullet points) | **From** | **To** |
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**Section D1: Qualifications**

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| Academic qualification/s and levels, professional qualification/s or memberships and Continuing Professional Development (CPD) certification. Your evidence of CPD should relate to section F1 - ***Developing (self)*** | Year of qualification |
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**Section E1 – Stage 1: Educational standards**

The educational experience and underpinning knowledge are 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 ATR 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** **(N.B. This does not normally include project/work-based evidence)**.

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| **If you have a CIAT Accredited Honours or CIAT Masters degree you are exempt from this section.** |

**Section F1 – 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 to join the Register 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 ATR 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 (E.g. 250 to 500 words per Practice Standard).

You must describe how your experience within your sphere/s of practice in Architectural Technology demonstrates a comprehensive application of each area. Your evidence must corroborate the information provided and **demonstrate your professional experience. This evidence will be assessed prior to election on to the Register by the Assessment Board.**

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| **Designing** |  |
| **Managing** |  |
| **Practising** |  |
| **Developing (self)** |  |

**SECTION G1: Declaration of applicant**

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| I submit this form and additional documentation as an accurate record in support of my application to join the Shadow ATR Register. I fully understand the requirements for registration as set out in the *ATR Code of Conduct.* I agree to accept the decision of the Architectural Technologists’ Registration Authority regarding my eligibility.  I am aware that any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. I am aware that this could also result in my file being passed to Professional Conduct Committee for further investigation.  If accepted onto the Register, I will continue to abide by the rules and regulations specified in the associated *Code of Conduct* and any other directive issued by the Architectural Technologists’ Register. *(If you do not have a copy of these, please contact atr@ciat.global).*  I will keep the Architectural Technologists’ Register informed of any change in my circumstances in writing, which may affect my registration.  Unless I am a member or affiliate of CIAT, I will make no reference to CIAT.    Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  **Disclosure**  All personal data will be held in keeping with General Data Protection Regulation principles.  Only the ATR Assessment Panel and ATR or CIAT staff will have access to your information. We will never share your data without your permission. For more information on how ATR uses your personal information of if you have any queries or requests, please contact [atr@ciat.global](mailto:atr@ciat.global)  **N.B.** You cannot elect to be excluded from ATR related mailings (via mail or email). |

**Section H1: Declaration of Referee**

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| I am a current, Chartered, Corporate or full member of a construction related Institute and am willing to act as referee in support of this applicant, as I consider them to be suitable for election or re-election to join the Architectural Technologists’ Register. The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant. A relative is defined as an immediate, close or extended family member, including in-laws and step-family. *If you are unsure, please email* atr@ciat.global  Signature of referee: Date: / /  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
* all supporting evidence to be submitted electronically (WeTransfer or alike)
* evidence of appropriate Professional Indemnity Insurance (if applicable)
* pay the €195 fee (via BACS)

***If applicants wish to apply for Chartered Architectural Technologist, MCIAT status, further information is provided in the Candidate Guidance Notes.***

Please return this form to atr@ciat.global

For any queries please contact::

T. 00353 (0) 1876 4666 E. atr@ciat.global

[www.architecturaltechnologistsregister.ie](http://www.architecturaltechnologistsregister.ie)

**END**

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