

Online Membership Application Guidance

The Institution of Fire Engineers (IFE) provides a convenient system within the 'MyIFE' Portal by which individuals can apply for IFE Membership online. We recommend reading through this guidance document to assist you in planning, preparing and completing an online application prior to starting an application. Applications can be made from anywhere in the world and a non-refundable application fee will be charged in pound sterling.

Online applications are **available for** the following IFE individual Memberships **only**:

- ◆ Affiliate Individual
- ◆ Student
- ◆ Student (Full Time Education)
- ◆ Technician (TIFireE)
- ◆ Graduate (GIFireE)
- ◆ Associate (AIFireE)
- ◆ Member (MIFireE)
- ◆ Fellow (FIFireE)

The IFE does not currently offer an online portal application system for the following:

- ◆ Affiliate Organisation – Refer to www.ife.org.uk/Membership Affiliate Organisation tile
- ◆ Engineering Council Professional Registration – Refer to www.ife.org.uk/Engineering-Council
- ◆ Fire Risk Register of Assessors Registration – Refer to www.ife.org.uk/Fire-Risk
- ◆ Technical Report Route – Refer to www.ife.org.uk/Membership Technical Report Route tile
- ◆ IFE International Branch Members – Contact your local branch www.ife.org.uk/Branches

For further information on how to apply for the above listed applications not offered through the online portal system please follow the appropriate links. The remainder of this document only addresses the processes and systems directly related to the online membership application system. Information contained in this document cannot be applied to applications outside of the scope of this system.

Eligibility

The online membership application system is available to all individuals who have an IFE portal account (register via [MyIFE](#)), anywhere in the world, who want to become a member of the IFE or



regrade their membership and have a direct relationship to the IFE Headquarters. This means that all UK applicants and international applicants with no branch within their country or who do not wish to be a member of their local branch can apply online.

Please note: Individuals who are or wish to be a member of an IFE international branch and receive the benefits that our branches offer are encouraged to make a new or regrade application through their local branch. We are unable to accept online applications for regrades from current international branch members. International branch members do not have access to this option through their MyIFE portal account. To find your local IFE international branch's contact details visit www.ife.org.uk/Branches.

From 31st March 2020 paper (all old system forms) membership applications will no longer be accepted or processed from UK applicants and international applicants with no branch within their country, or who do not wish to be a member of their local international branch. All future applications must be made online via the portal for the available membership applications listed above.

Before Starting an Application

Prepare

Before starting an application, it is strongly recommended that you read and understand all the information provided on the website and in the guidance documents. Decide on your eligibility, the most appropriate membership type or grade to apply for and gather all the information and evidence ready for uploading and to support an application. All applications will be charged a non-refundable fee at the point of submission.

If, after having read the guidance documents and website information, you are still not clear as to the most appropriate grade of membership for you, then please send a copy of your current CV to membership@ife.org.uk and our membership team will be able to assist.

Guidance documents

It is important to read and understand the documents provided, which will outline the minimum standards, levels and requirements for each grade of membership. These will assist in selecting the most suitable membership as well as preparing and gathering the correct information for your submission. In addition to the requirements for applying there are rules and conduct that you will be



required to abide by if you are awarded membership. Application Guidelines, CPD Guidance and other useful documents can be found selecting the relevant tiles on the following website page www.ife.org.uk/Membership respectively.

If, after having read the guidance documents and website information, you are still not clear as to the most appropriate grade of membership for you, then please send a copy of your current CV to membership@ife.org.uk and a member of the team will be able to assist you.

New applicants

If you are new to the IFE, then you will be required to register in order to access the MyIFE portal before you can apply through the online system. You will need to be logged into the MyIFE portal in order to start an application.

Please note: If you have previously had contact with the IFE you may have an existing record. e.g. lapsed member/student, exam candidate etc.

Portal registration

Go to the IFE website and select the MyIFE tab from the top menu. From here you can either log into your existing account or choose to register with the IFE.

When registering for access to the MyIFE portal you will be required to set up a username and password. Please ensure that you take note of these so that you can login in the future. Additional details of name, home address and date of birth will also be requested. Please ensure that you fill in the mandatory fields which are marked with an '*'.

If you receive a message indicating a duplicate, then it may be that you already have a record as some of your details (or combination of) match those already existing within the database. e.g. email address. You may want to try logging in or use the account recovery tools.

Regrade applicants

If you are a current member, wishing to apply to regrade your membership, then you will need to log into the MyIFE portal in order to start an application. Lapsed members will need to either reinstate their membership before regrading or apply as if they were a new applicant



Log into MyIFE

Go to the IFE website and select the MyIFE tab from the top menu. From here you can log into your existing account.

For individuals who are current members or have an existing portal account, firstly please go to the My Details page and ensure that your details (especially email addresses) are current and up-to-date, before starting an application.

If you have trouble logging in, please follow the prompts using the account recovery tool. You can recover your forgotten username or reset your password. Please remember that the email address to assist with the recovery of your account will be the one that you set when first registering your account.

Payment of Application fee

All applications, except those applying for Full-time Education Student, will be charged a non-refundable application or regrade fee and so it is important that you select the most appropriate grade. Payment will be requested at the end of the application process, after submitting the application.

The IFE uses WorldPay to process application payments. Payments can be made by credit or debit card and will be processed in pound sterling. The IFE does not accept American Express or Maestro.

Please have your payment card to hand in order to submit, pay for your application and complete the checkout process. The IFE will not process any applications for which payment has not been received.

Note: Full-time Education Student applicants will still need to proceed through and complete the checkout process, even though no payment is required, in order to complete their application correctly.

Fees

A non-refundable application fee will be charged for all applications and regrades (except Full-time Education Students). Application fees for new applicants are shown on each website tile for the specific grade of membership. They are also displayed within the 'start an application' table when making the membership application selection.

A non-refundable standard regrade fee applies to applications of existing members. The fee is the same irrespective of the grade that you are applying for or from. The fee for regrading membership can be found within the MyIFE portal on the start an application page in the side 'helpful information' text box. This fee is different to the new application fee and is automatically applied at checkout.

Regrade fees only apply to individuals that hold a current paid up membership for the year. All outstanding membership fees for the current year will need to be collected prior to awarding.

Please note: fees being charged are application fees and not membership fees. Going forward, annual membership fees will be requested each year for the membership year which runs from 1st January to 31st December. Renewal notices are issued in October each year and to ensure continued membership, payment of the annual membership fees is required during the renewal period. To find out more information on the annual fees go to the useful documents tile on the [Membership](#) web page.

The Application Process step-by-step

Once logged into your MyIFE account please take a moment to check that your current details are correct and current by navigating to the My Details page. This is particularly important for applicants that are regrading or previously had a relationship with the IFE.

Starting an Application

Select the 'Start an Application' tab from the menu. You will then be asked to confirm that you wish to continue with a direct relationship with the IFE Headquarters in the United Kingdom. If you wish to become a member of an IFE International Branch please do not proceed.

From the 'Start an Application' table select the 'Apply Now' button for the membership grade that you want to prepare an application for submission. Please do not start an application if you have not read and understood the guidance provided.

You will not be able to start an application for a grade of membership that you already have in progress that is the same grade of membership. To access an in-progress application please navigate to the My Applications page which can be found under the MyIFE menu option.

A page detailing the requirements and information for the grade of membership that you have selected will be shown upon the first opening of the application. Please read this information and



note that you may wish to screenshot or print it as you will not be able to return to this page. By selecting the 'Apply Now' button at the bottom of this page it will open the application for editing.

Navigating the application

Across the top of the form you will see a navigation bar containing a string of circled numbers. By selecting the numbers, you can navigate through the different pages within the application.

Alternatively, you can select the 'Next' button on the bottom of the page which will take you onto the next page of the application. Moving between pages, either using the navigation bar or the Next/Back button, will not save any of the information or uploads that you have added, as there is no autosave functionality.

In order to save information please use the 'Save and Exit' button. You can save and exit and then return to your application as many times as you need prior to submission. This will allow you to gather or prepare information and documents that you may require to support your application. Save and Exit will close your application and then you can select the 'Return' button which will take you to the My Applications page. You can open and continue your application by selecting the 'Edit' button next to the application that you wish to progress.

Very important – avoiding being timed out

While working on your application within the portal it is critical to be aware of the 90-minute session time frame. You **must save and exit** before exceeding this time limit. Should you exceed this time limit within one session without a save and exit then **you will lose all your entered information** and the time taken to enter it. We recommend that you save and exit every time you leave your device to ensure that you don't lose any information that you have entered. There is no automatic save functionality within the application and no approaching time limit notification.

The number of pages in each application will vary depending on the type or grade of membership. e.g. Affiliate Individual applications will have two pages while Member (MIFireE) applications will have eight pages.



Completing the Application

Please read the information on each page carefully and complete the requested information. Fields or questions marked with an asterisk are mandatory fields and must be completed. Please provide the requested information which should be clear, concise, complete and correct in order to demonstrate how you meet the requirements and establish the best application for review. All applications are required to be completed in English and any qualification certificates or transcripts of module will need to be translated.

Uploading Files

Upload files where requested ensuring they are of the appropriate file type and size. There is a file size limit of 10 MB and only doc, docx, xls, xlsx, pdf and jpg formats are acceptable. Single document file uploads are required and so you may need to consolidate multiple page documents into a single document for uploading. Should you try to upload multiple documents into the same upload field then only the most recently uploaded document will appear, and all others will have been overwritten and replaced.

In some pages of the application there are opportunities to provide further information e.g. multiple qualifications, previous employment, professional memberships etc. Below the academic qualifications section for entering qualification details there will be an 'Add Another' button. By selecting this it will open another set of fields to allow the addition of a second qualification. Should you have three or more qualifications then you can continue by selecting the 'Add Another' button and completing the section for each additional qualification. Multiple employment histories and multiple professional memberships can be added in the same way by selecting 'Add Another' which will open the relevant set of fields on the respective pages.

Multiple Sections / Add Another

When adding further information such as these, be aware that the previous data set box will collapse down to a single line. This can be expanded by selecting the '+' sign towards the side. Multiples will stack and appear as a list.

Should you open another data set and not add any information to it, then this will create an error upon submission as the mandatory fields within this data set will not have been completed. Selecting the 'Remove' button associated with that specific empty data set will delete the box and eliminate the mandatory field requirements.



Additional Questions

There are several questions, the answer to which will determine the information required. You will need to select the most appropriate response for your circumstances, which could result in opening further data fields requiring completion. Please ensure that you complete all the mandatory fields.

Getting Help

In the side panel of each page there are some useful tips to assist with completing your application. In addition, many of the fields contain help text and can be displayed by either hovering over the field or clicking into the field. We recommend that you read these to help improve your application journey.

CPD

The CPD total field will automatically calculate your CPD hours. You will need to record the actual number of hours for both the formal and informal CPD activities. Formal and informal activities can be found in the CPD Guidance document. The system will then apply the formula to calculate the relevant number of CPD hours having taken into account that informal CPD activities accounts for half the number of formal hours.

Disability

On the declarations page of the application there is a checkbox to identify if you have a disability that would affect your application and should be taken into consideration when being reviewed. If you check this box, then a team member will be in contact to request information regarding your disability and evidence to confirm this. This information will be made available to the reviewer(s) and appropriate considerations given.

Cancelling an Application

Should you have started an application which you no longer wish to progress with, then you can cancel the application by selecting the 'Cancel' button which can be found on the 'My Applications' page beside the grade of membership application in the list. If you have more than one open



application, please ensure you select the correct one for cancellation. We suggest cancelling applications that are no longer required to prevent receiving automatic reminders of an open application every 30 days.

Application Submission

Once you have input all your information, uploaded the relevant supporting documents and confirmed acceptance of the terms and conditions throughout the application and the final declarations then you can select the 'Submit' button. This will then undergo an automatic series of checks to ensure that you have completed the minimum required information for your application.

Application Errors

An error notifications list will appear at the bottom of the declarations page when submitting an application where there are incomplete mandatory fields or questions or confirmation checkboxes.

An error message will identify the page on which there is incomplete information and one message will be listed for each page that there is missing mandatory information.

Checkout and Payment

Only applications that are fully completed will proceed to checkout. The invoice displaying the payment details will be shown for you to check through. From this page you will need to proceed to payment which will take you through to the WorldPay site for payment details to be entered and complete the process.

Should you back out of the checkout stage then you will be able to go back into your application through the 'My Application' option and select the 'Complete Payment' button which will take you back into the invoice.

Full-time Education Students will have a £0 invoice but will still need to proceed to payment to complete their application. Applications submitted without payment will not be processed.



System Errors

Should you experience a system type error then log out and log back in. Please be aware that some parts of the application process contain areas where there may be time delays which may affect performance. These delays may take up to 10 minutes to come into effect.

Should the issue persist then please contact the Membership team: membership@ife.org.uk for assistance. Please provide detailed information of the issue and if possible, a screenshot of any error messages. This will assist the team in problem solving and identification of the source. They will investigate and respond with a resolution as soon as possible.

After Submission of Application

Survey

Congratulations, you have successfully submitted your application. After payment and submission of an application a survey request will appear. We encourage you to complete the 2 – 3 question survey by rating your experience and providing feedback on your application journey. Through the feedback received, we hope to be able to make improvements to the system and provide a better user experience.

Desktop review (DTR)

Submitted and paid applications will initially be viewed by the membership team. They will thoroughly check to ensure that you have included all the requirements for the grade of application and the correct supporting documentation and that they are presented in the correct format.

It is very important that you provide all the correct information in the appropriate format to demonstrate that you meet the requirements.

Graded applications that pass the initial desktop review will be marked as 'Ready for MAAP' and made available for full review by the trained, industry expert volunteers who make up the Membership Applications Assessment Panel (MAAP).



Membership Applications Assessment Panel (MAAP)

Members of the panel will review graded membership applications to decide if the technical knowledge, qualifications, skills, experience, understanding, practical application and professional commitment have been demonstrated in the information provided within the application. Based on this evidence they will make a recommendation as to whether the application has met the required standard or not.

Time to complete your application

From the date that you select and open a grade of application from the 'Start an Application' menu table, you will have 180 days in which to complete and submit your application. After 180 days has lapsed your application will automatically be closed and you will receive an email notification advising of the closure.

Within the 180-day time frame, applications that are in progress or part completed will have an automatic email sent every 30 days to remind you that you have an open application and prompt you to complete and submit it.

Resubmission Timescales

Applications that are required to be resubmitted will have 180 days to submit from the date of the email notification advising that a resubmission is required. Again, automatic reminders will be sent every 30 days to prompt you to complete and (re)submit your application. After 180 days has lapsed your application will automatically be closed and you will receive email notification advising of the closure.

Graded applications are processed in approximately six to eight-week cycles and are dependent on the submissions cut-off date and MAAP meeting dates. To view the MAAP related dates visit the Application Guidelines tile of our website page <http://www.ife.org.uk/Membership> and select the Key Dates for Applications document.

What to expect

Email correspondence which will confirm submission of your application, regular reminders of open applications, unsuccessful outcome with resubmission opportunity, successful outcome,



unsuccessful outcome, cancelled applications etc. Some emails will be automated, and some will be customised to provide feedback and recommendations specific to your application.

You will have the ability to login and monitor the status of your application.

You will have the ability to save and exit your application and then return to it later to complete. As you will need to prepare some of your evidence, we believe that you may save and exit and return to the application on several attempts before final submission.

Be prepared to save and exit regularly to ensure that your entered information is not lost due to a timeout issue. Do not exceed a 90-minute period without saving and exiting.

Please note, once submitted your application will be locked and you will not be able to edit the content.

Possible outcomes

Non-graded memberships

Affiliate – awarded.

Student – awarded, unsuccessful with a resubmit permitted, unsuccessful application closed.

Student FTE – awarded, unsuccessful with a resubmit permitted, unsuccessful application closed.

Graded memberships

At the desktop review stage – Ready for MAAP, unsuccessful with a resubmit permitted, unsuccessful with application closed.

At the final review stage – awarded, unsuccessful with a resubmit permitted, award alternate grade, unsuccessful with application closed.

Resubmissions

Included within the application fee is the opportunity for one free resubmission. An email will be sent advising that your application has been unsuccessful but providing the opportunity to edit your online application and resubmit. The email will outline the areas in which you have not met the



requirements for the grade that you have applied. Your application will be opened to enable you to edit, update, change, replace any or all your information and supporting documentation. The unsuccessful resubmit opportunity can occur at either the desktop review or final review stage.

Should you have an unsuccessful and resubmit opportunity at the desktop review stage then you will not get another opportunity at the final review stage. This would mean that the information that you provide in your resubmission, after an unsuccessful resubmit opportunity at the desktop review stage, will need to clearly demonstrate that you meet the requirements at the final review stage in order to be successful in your application. Only one resubmission is permitted for each application.

Unsuccessful

An outcome of unsuccessful can be identified at either the desktop review stage or the final review stage. Should it be the first unsuccessful instance at either of these stages then the application will be opened for editing and one free resubmission will be permitted.

Should your resubmitted application be unsuccessful then the application will be closed, and you will need to reapply. An email will be sent advising that your application has been unsuccessful and outline the areas in which you have not met the requirements for the grade that you have applied.

Appeals

Should you wish to lodge an appeal, please email membership@ife.org.uk with full details and address the complaint to the Member Services Manager.

Should you wish to appeal against a decision, please contact the Member Services Manager by emailing membership@ife.org.uk and request a copy of the IFE's Membership Appeals Procedure.

Please be aware that an appeal may only be made on the grounds of administrative procedural or other irregularity in the handling of the application and notice of appeal shall state the grounds relied upon.

Code of Conduct, Ethics and Malpractice

Applicants are required to comply with the IFE's Code of Conduct and conduct themselves in a professional and ethical manner. Information provided within the application must be true, accurate



and complete with no omissions of pertinent information. Failure to provide this may result in further investigation by the relevant committee and potential disciplinary action.

Thank you

Thank you for reading this document and we hope that you found the information helpful. We wish you the best of luck for a successful outcome and hope you have a good experience during the application process.