



Recognised Professional
Qualification Guide for
Chartered Institution of Civil
Engineering Surveyors - CICES



Eligibility

To be eligible for RICS membership through a Recognised Professional Qualification, you must:

- meet the qualification and experience requirements set out on here [Recognition of Professional Qualifications](#) for MRICS
- not have been referred on a chartered assessment if you are applying for MRICS

Some Recognised Professional Qualification arrangements include a condition that requires applicants to have a period of relevant experience. Where this is stated, RICS defines “relevant experience” as full-time and relevant to the RICS competencies as set out in the appropriate RICS pathway guide. You can find the pathways guide [here](#) to see the relevant competencies. If you have any questions about the relevance of your experience, please contact us.

Important note: All RICS Recognised Professional Qualification routes are reviewed on a regular basis and are subject to change/closure at short notice. Where appropriate, RICS will honour any Recognised Professional Qualification application in process at the time of any change/closure.

RICS reserves the right to decline any application, including but not limited to if the applicant has been previously referred at an RICS assessment.

Important links

RICS webpage to review our - [Recognition of Professional Qualifications](#)

Apply for the [Chartered Recognised Professional Qualification](#)

1. Contact details

You will notice at the top of each page a summary of the steps required to complete your application.

On the right-hand side, you will see confirmation of information normally required during the online application.

As a CICES member you are not required to provide a Letter of Good standing as your membership status will automatically be verified directly with the CICES. Instead, please you CPD record demonstrating a minimum of 20 hours CPD in the last 12 months. You must upload this before you can proceed with your application.

Please complete your personal contact details.

Chartered RPQ Application

1 Contact 2 Personal 3 Qualification 4 Employment 5 Declaration 6 Payment

Contact Details

To search for an address, just start typing in the Address Line 1 or Postcode / ZIP Code fields.

Address Line 1
Royal Institution of Chartered Surveyors

Address Line 2 (optional)
55 Colmore Row

Address Line 3 (optional)

City
Birmingham

County / State
West Midlands

Postcode / ZIP Code
B3 2AA

Country
United Kingdom

Email

About Chartered RPQ

This form is to enrol for the MRICS qualification through Recognised Professional Qualification, this requires you to hold professional qualifications or membership of an RICS Recognised Professional Qualification recognised professional body. Check [here](#) to see if your qualification is RICS approved.

To complete this form and enrol online you will need to have the following to hand:

- ✓ A copy of your professional membership or qualification certificate
- ✓ A letter of good standing - you will need to upload a letter of good standing from your professional body confirming your current membership status
- ✓ A copy of your CV
- ✓ Your employer's contact details including address
- ✓ Your proposer's RICS number or email address

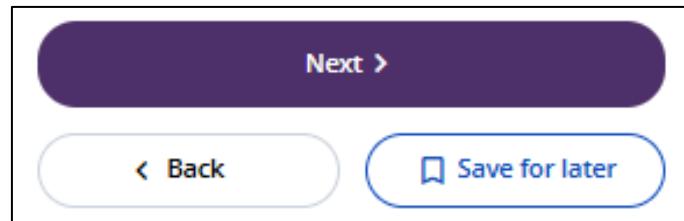
Need help with your application?

Our support and enrolment team are here to help. Get in touch at:

join@rics.org

Applicant Number: 0950152

At the bottom of each page you can select 'next', 'back' or 'save for later' if you wish to return to the application.



2. Personal details

Please complete your personal details

Personal Details

Date of Birth
18/06/1994 

Gender
Female 

What attracted you to surveying?
Please select 

Next >

< Back **Save for later**

3. Qualification details

Select Chartered Institution of Civil Engineering Surveyors (CICES) from the drop down. **Instead of providing your 'Letter of good standing' this is where you will need to upload your CPD record demonstrating a minimum of 20 hours in the last 12 months**

Qualification

Please review [Recognised Professional Qualification to RICS membership](#) to check that your membership of a professional body/qualification meets the conditions required for Recognised Professional Qualification to MRICS.

Membership of Professional Body / Relevant Qualification

Chartered Institution of Civil Engineering Surveyors

Proof of Status

Please upload two documents:

1. Qualification Certificate or Proof of Professional Membership
2. Letter of Good Standing

These documents must confirm your membership is up to date, the country you gained the qualification in, that you gained the qualification through assessment, and that there are no ongoing regulatory matters.



Drag & Drop file(s) here or click to upload

Supported file types: PDF, JPG, PNG, DOC, DOCX, TXT, XLS, XLSX
Maximum file size: 2MB

Next >

Back  **Save for later**

4. Employment

Please search using the country and ZIP/post code, we may have your company already in our database.

Chartered RPQ Application

Contact Personal Qualification **4** Employment Declaration Payment

Employment

Country (Optional)

United Kingdom

Company Lookup

Search by ZIP /Post Code

Lookup Address

Employment Start Date

Position

Employee

Please upload an up-to-date CV

Drag & Drop file(s) here or click to upload

Supported file types: PDF, JPG, PNG, DOC, DOCX, TXT, XLS, XLSX
Maximum file size: 2MB

Next >

Back **Save for later**

Need help with your application?

Our support and enrolment team are here to help. Get in touch at:

join@rics.org

Applicant Number: 0950152

If you are unable to find your company in our database, please tick the highlighted box to manually provide these details.

At this stage you are also asked to provide us with an upto date CV, this is used to verify your eligibility to our Recognised Professional Qualification requirements.

Employment

Country (Optional)

United Kingdom

Company Lookup

Search by ZIP /Post Code

Please select an address

Chaplin & Associates Limited,....,Berkshire,B32AA
Devals Property Limited,....,B32AA
DM account,Colmore Row,,Birmingham,,B32AA
Drees & Sommer UK Limited,c/o X+Why,,Birming

If you cannot find your employer listed, please [click here](#) to manually provide these details.

Please upload an up-to-date CV

Drag & Drop file(s) here or click to upload

Supported file types: PDF, JPG, PNG, DOC, DOCX, TXT, XLS, XLSX
Maximum file size: 2MB

5. Declaration

Please ensure you read the declaration thoroughly, responding to the questions truthfully

Chartered RPQ Application

Contact Personal Qualification Employment Declaration Payment

Professional Declaration

I have read the following and hereby undertake:

1. To comply and act in accordance with the Charter, Bye-Laws, Regulations and Rules of RICS as they now exist, or as they may in the future be amended, also comply with such other requirements as Governing Council shall determine
2. To promote the Objects of RICS as far as in my power
3. Not at any time after ceasing to be a member to use or permit to be used in conjunction with my name, or name of any organisation with which I may at any time be associated, any designation or expression denoting or suggesting membership or any connection with RICS
4. To pay promptly any monies due to RICS, whilst in membership and after ceasing to be a member, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or reimbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS
5. To declare any criminal conviction within 30 days
6. That should I wish to terminate my membership, to notify the Chief Executive in writing

Need help with your application?
Our support and enrolment team are here to help. Get in touch at:
join@rics.org

Applicant Number: 0950152

Data Protection
Your personal information will be used to process and administer your application for RICS assessments and qualifications, and to administer your membership of RICS.
For further details about how and why RICS processes your personal information, and your legal rights, please read our [Privacy Policy](#).

Please answer the following questions:

Question 1

Have you been subject to any charge or conviction of a criminal offence which could result in a custodial sentence, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction?

Yes

No

Question 2

Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years?

Yes

No

Question 3

Are you an undischarged bankrupt?

Yes

No

Question 4

Have you in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement)?

Yes

No

If your response to any of the above questions is 'yes' please provide our Regulation Team with further details on the relevant matter. You can contact them at declarations@rics.org.

Until our Regulation Team have concluded their review your application will be placed on hold.

Declaration

- I understand and accept that I am accountable for the truth of this declaration.

 Print Declaration

Communication Choices

We will email you with the latest news, events, products, services, and opportunities available to you through RICS. If you don't want to receive such emails, please tick the box below:

- I do not want to receive the emails described above.

Regardless of your communication choices, you will still receive essential service communications relate to your relationship with us. Further details about your options and choices are available in our privacy policy and the Communications Centre in your online account.

Next >

< Back

 Save for later

If your answer to any of the questions above is yes, you must provide full details of the relevant matter to declarations@rics.org.

Your application will not progress further until RICS Regulation have been able to consider the information you have provided; this information will be treated confidentially.

6. Vetting

Following completion of the declaration, your application will be reviewed by an RICS colleague. They will verify your eligibility using the evidence provided, ensuring you meet the RPQ requirements to proceed.

A response will be provided within 5 working days, confirming our approval or seeking further information.

Vetting

Thank you for your application.

We are in the process of reviewing your submission and will be in touch with the outcome in the next five working days.

If you are successful at this stage, we will provide you with further details of the next steps, which include;

- Completing the RICS Professionalism Module
- Verification of your proposer

Once you have completed the above, you will proceed to payment to finalise your application.

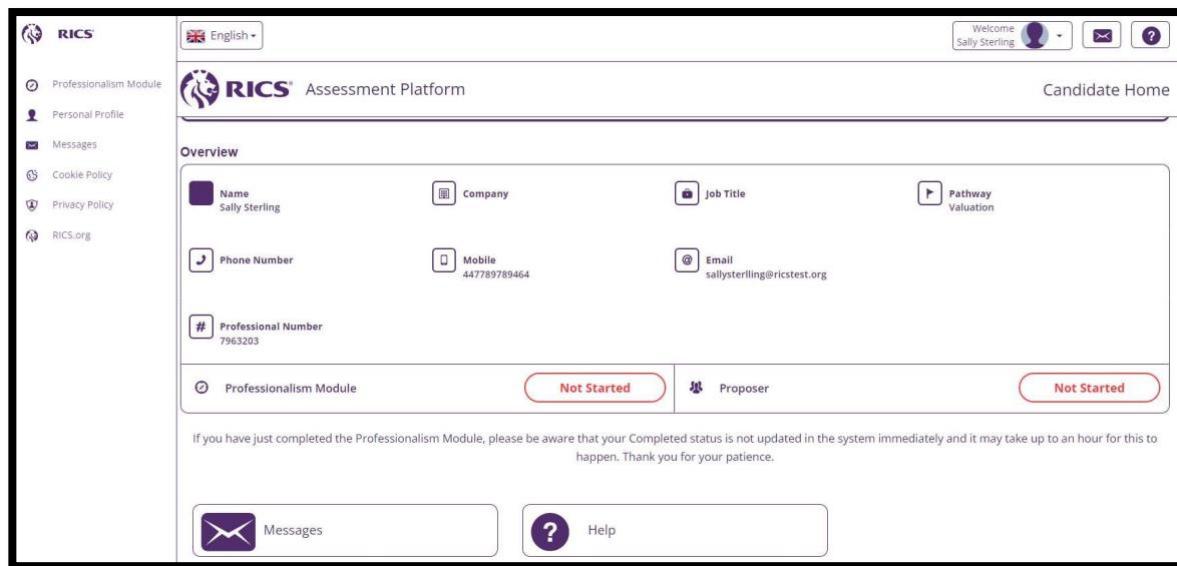
If any additional information is required to complete our review, we will contact you directly.

You can check and update your Communication Centre choices, as well as update your profile, including demographic data, through myaccount.rics.org. Note that it may take up to 30 minutes for your details to appear.

7. Assessment Platform

Once your application has been vetted and approved, you will receive an email directing you to the Assessment Platform. Here you will be required to complete:

- RICS Professionalism Module
- Provide your Proposer's details

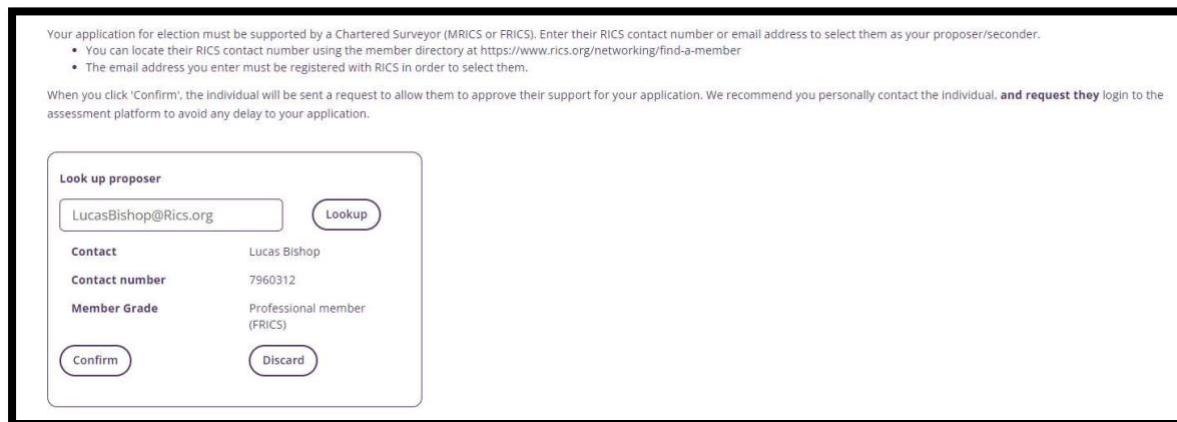


The screenshot shows the RICS Assessment Platform Candidate Home page. At the top, there are navigation links for Professionalism Module, Personal Profile, Messages, Cookie Policy, Privacy Policy, and RICS.org. The main content area is titled 'Overview' and displays the following information:

 Name Sally Sterling	 Company	 Job Title Valuation
 Phone Number 447789789464	 Mobile 447789789464	 Email sallysterling@ricstest.org
 Professional Number 7963203		
 Professionalism Module	 Not Started	 Proposer
<p>If you have just completed the Professionalism Module, please be aware that your Completed status is not updated in the system immediately and it may take up to an hour for this to happen. Thank you for your patience.</p>		

At the bottom, there are 'Messages' and 'Help' buttons.

Enter your Proposer's information as shown below, using the confirm button once the Proposer's full details are shown



Your application for election must be supported by a Chartered Surveyor (MRICS or FRICS). Enter their RICS contact number or email address to select them as your proposer/seconder.

- You can locate their RICS contact number using the member directory at <https://www.rics.org/networking/find-a-member>
- The email address you enter must be registered with RICS in order to select them.

When you click 'Confirm', the individual will be sent a request to allow them to approve their support for your application. We recommend you personally contact the individual, **and request they** login to the assessment platform to avoid any delay to your application.

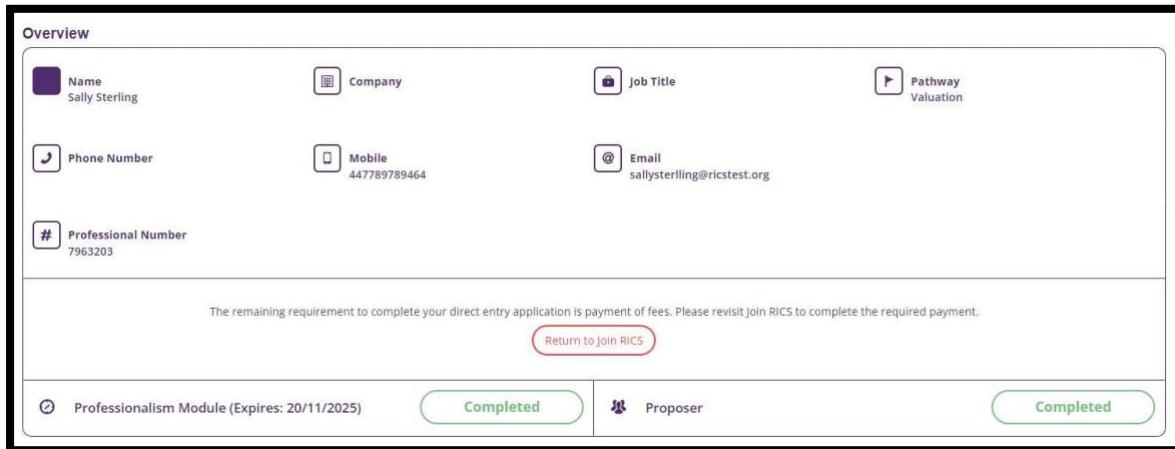
Contact	Lucas Bishop
Contact number	7960312
Member Grade	Professional member (FRICS)

Look up proposer
LucasBishop@Rics.org **Lookup**

Contact Lucas Bishop
Contact number 7960312
Member Grade Professional member (FRICS)

Confirm **Discard**

An electronic notification will be sent to your Proposer, to verify they are willing to support your application.



The screenshot shows the 'overview' section of an RICS application. It displays the following information:

- Name:** Sally Sterling
- Company:** (empty)
- Job Title:** (empty)
- Pathway:** Valuation
- Phone Number:** (empty)
- Mobile:** 447789789464
- Email:** sallysterling@ricstest.org
- Professional Number:** 7963203

A note at the bottom states: "The remaining requirement to complete your direct entry application is payment of fees. Please revisit Join RICS to complete the required payment." A "Return to Join RICS" button is located below this note. At the bottom, there are three status indicators: "Completed" for the "Professionalism Module (Expires: 20/11/2025)", "Proposer" (with a person icon), and another "Completed" button.

Once your Proposer has confirmed they are willing to support, you will see both requirements are shown as complete and you are now asked to make the required payment.

8. Payment

You will be directed to return to your [RICS.org](#) account to make the required online payment.

The fee relevant to your application will be £750.00 for MCInstCES or £820.00 for FCInstCES minus any subscriptions you have already paid that year to CICES.

Payment

Election Fee	£131.00
The election fee covers your application and, if approved, election to Chartered Member - MRICS.	
Subscription Fee	£558.00
The subscription fee is the annual fee payable to provide access to RICS services and to maintain membership as a Chartered Surveyor.	
Total Enrolment Fee	£689.00

*When election takes place before 1 October you will pay the current year's subscription in full and you will then be required to pay the following year's subscription when this becomes due, on 1 January.

When election takes place after 1 October, your subscription fee will cover the period from October to December of the current year and all of the following year.

To find full information on our fees, please refer to our [Join Fees](#).

Need an invoice before paying? [Generate it here](#) before proceeding with payment

Please note the billing address automatically links to the correspondence address. If your billing address differs from the address RICS holds for you, please amend the billing address on the next page.

Proceed to secure payment >

9. Next Steps

Congratulations on completing the online application and securing your RICS status, a welcome email will follow in the next 24 hours. Your RICS Membership Certificate should be received within 6-8 weeks.

Next Steps

Congratulations on becoming a Chartered Surveyor.
You are now entitled to use the designation MRICS.

Make sure you check your membership details and your Communication Centre through [My Account](#).
Please take the time to update your personal profile, including demographic data.

It may take up to 30 minutes to be fully updated, your details will also appear on the [RICS member directory](#).

Within the next 24 hours you will receive your welcome email which details the various support and information available to you as an MRICS.

Remember to regularly check your choices in your Communication Centre to ensure they meet your needs as your relationship with RICS evolves.

Please note all fees are non-refundable unless you withdraw your application within the 14 day (10 working days) cooling off period, from today, the date your enrolment has been processed. If you do decide to withdraw your application, please contact eqsenrolments@rics.org

Delivering confidence

We are RICS. As a member-led chartered professional body working in the public interest, we uphold the highest technical and ethical standards. We inspire professionalism, advance knowledge and support our members across global markets to make an effective contribution for the benefit of society. We independently regulate our members in the management of land, real estate, construction and infrastructure. Our work with others supports their professional practice and pioneers a natural and built environment that is sustainable, resilient and inclusive for all.

Americas, Europe, Middle East & Africa
aemea@rics.org

Asia Pacific
apac@rics.org

United Kingdom & Ireland
contactrics@rics.org

