

APPLICATION

for Certificated Automotive Engineer (CAE) or Advanced Automotive Engineer (AAE) status



Please complete all sections in **BLOCK CAPITALS** using blue or black ink.

If you are already an IMI member, please complete all details to ensure the information we hold for you is up to date.

I hereby apply for Certificated Automotive Engineer (CAE) / Advanced Automotive Engineer (AAE) status. IMI will confirm which is the most appropriate based on your application details.

Or, I apply for an upgrade from CAE to AAE status.

Title:	Forename(s):	Surname:	Date of birth:
Home address:			
Postcode / Zip:	Country:	IMI Membership no. (if applicable):	
Telephone number:	Mobile number:	Email address:	

Employment details

Job title:	Company name:	
Address:		
Postcode / Zip:	Country:	Telephone number:
Time in management (if relevant): Years:	Time in current Job: Years:	Time in motor industry: Years:
Job type: See overleaf	Specialism: See overleaf	Business type: See overleaf

Career history (Over last five years, starting with most recent. Use separate sheet of paper if required)

From / to	Job title	Company name	Type of business

Qualifications (details of relevant vocational and professional qualifications, including any technical updating in the last two years. Please enclose COPIES of certificates and any supplementary information you may feel appropriate, e.g. CV. We regret that we are unable to return copies of certificates received.)

Date achieved	Description	Place	Level/ grade

I confirm that the information supplied in support of my application is correct.

Signature:	Date:
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Please complete and return this form to: Membership Services, Institute of the Motor Industry, Freepost HJ55, Hertford, SG13 8BR. Enclose the CAE/AAE application fee of £10.50 (non-refundable) by cheque made payable to 'The Institute of the Motor Industry', OR complete our Direct Debit form OR provide credit/debit card details. This application fee is in addition to the IMI membership application fee, if applicable.

Card number:	Expiry date:	Issue number: if applicable
<input type="text"/>	<input type="text"/>	<input type="text"/>
Security number:	Tick applicable card:	
<input type="text"/>	Name as it appears on card:	
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Please tick this box if you do not wish to use the same payment card details given here for your first year's CAE/AAE subscription fee of £16.50. IMI membership subscription fees are additional.		

FOR OFFICE USE: CHQ BACS CCARD Date: Amount: Ref:

IMI CODE OF CONDUCT

Members shall:

- Accept the Code of Conduct as a condition of membership of the Institute of the Motor Industry.
- Uphold the standing of the profession and the Institute and conduct themselves in such a manner as not to bring the profession or the Institute into disrepute.
- At all times be strictly professional in their approach to the public, business colleagues and all those whom they meet in their day-to-day business activities.
- Maintain professional competence and skills in respect of all developments and legislation applicable to this profession.
- Perform their duties and observe their responsibilities to their employers, staff and the public with integrity, courtesy and consideration.
- Take all reasonable steps to ensure that work undertaken by staff under their control is performed with integrity, courtesy and consideration.
- Not incur personal gain through abuse of their professional position.
- Work within the framework of the law at all times, particularly relating to the operation of the organisation with which they are connected.
- Respect the confidentiality of any information given by customers, employers, staff and suppliers.
- Not directly, indirectly or unfairly injure the reputation of another member.
- Encourage staff under their control to raise their educational standards and skills through training and development (CPD).

For more information,
including IMI membership fees, visit

www.theimi.org.uk/member

EMPLOYMENT CODES

These codes refer to the 'Employment details' section overleaf. In each of the three categories, please choose the description that most closely matches your current employment. You must select only ONE code in each category.

Job Type	Specialism	Business Type
J00 Chief Executive / Managing Director	S00 General Management	B00 Franchised Dealer (state franchise)
J01 General Manager / Dealer Principal	S01 Vehicle Sales	B01 Independent Dealer
J02 Proprietor / Owner / Partner	S02 Financial Services	B02 Manufacturer / Importer
J03 Director	S03 After Sales	B03 Service / Repair Workshop
J04 Department Manager	S04 Servicing / Repairs	B04 Accident Repair / Bodyshop
J05 Accountant / Company Secretary	S05 Body / Refinishing	B05 Parts Retailer
J06 Supervisor / Team Leader	S06 Parts / Accessories	B06 Parts Wholesaler
J07 Sales Person	S07 Recovery / Roadside Assistance	B07 Recovery / Roadside Assistance Company
J08 Parts Person	S08 Training / Education	B08 College / Training Provider
J09 Engineer / Assessor / Estimator	S09 Insurance	B09 Insurance Company
J10 Field Representative	S10 Warranty	B10 Engineer Assessors
J11 Service Advisor / Receptionist	S11 Fleet / Leasing	B11 Warranty Company
J12 Administrator	S12 Daily Rental	B12 Fleet / Leasing / Rental Company
J13 Trainee / Apprentice / Student	S13 Manufacturing / Design	B13 Motoring Organisation
J14 Trainer / Lecturer / Assessor	S14 Administration / Clerical	B14 Motor Industry Services
J16 Consultant / Specialist	S16 Human Resources / People Development	B16 Light Commercial
J17 Business Development Manager	S17 Business Development	B17 Heavy Commercial
J18 Fleet Controller	S18 Motor Cycles	B18 Human Resources
J19 Master Technician	S25 Other	B19 Enforcement / Government
J20 Senior Technician		B20 Body / Builders
J21 Technician		B21 Garage Equipment Suppliers
J25 Other		B22 Logistics / Distributors
		B23 Lubricants / Fuel
		B24 Tyre Manufacturers
		B25 Motor Cycles
		B30 Other