



Enrolling as an RICS candidate

(Surveying technician and chartered surveyor degree)

August 2026



Enrolling as an RICS candidate

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1 Introduction

To complete your online apprenticeship enrolment application, you will need to be logged into the [RICS website](#), if you have not already created a login, please [register](#).

You will then be able to access the relevant enrolment application as follows:

- [Chartered surveying apprenticeship](#) for Level 6 and 7.
- [Technical apprentice](#) for Level 3.

As part of the online registration, we will require:

- relevant qualification details and documentation, such as proof of attendance
- employer details and
- counsellor membership number or email address.

Your enrolment application will be vetted by RICS and once approved you will receive an email confirming that you are enrolled. If you do not receive this within five working days, please contact the Apprentice Enrolment team (apprenticeenrolment@rics.org) with your full details including your applicant number.

RICS support team – as an apprentice (also referred to as a candidate) can access the [RICS Candidate Support Team](#).

If you experience any technical difficulties completing your online enrolment or would like an update on its progress, please contact the Apprentice Enrolment team (apprenticeenrolment@rics.org).

You will need to confirm the email address used to register or your applicant number, which is in the green box on the screen throughout your online enrolment.

2 Online enrolment pages for apprentices

If at any point you need to leave the application, the details you have provided to that point will be saved and you can return to the application.

Contact details

Please enter your personal contact details.

The screenshot shows a web form titled 'Contact Details'. It includes input fields for 'Address Line 1' (containing '12 Robin Close'), 'Address Line 2 (optional)', 'Address Line 3 (optional)', 'City' (containing 'Kingswinford'), 'County / State', 'Postcode / ZIP Code' (containing 'DY6 8XQ'), and 'Country' (a dropdown menu showing 'United Kingdom'). To the right of the form, there is a section titled 'About Technical Apprenticeship' explaining that the qualification is for level 3 surveying technicians in England, with a link to rics.org/join. Below this, a list of requirements for completion is shown with green checkmarks: 'Start month/year, course title and institution name of where you are undertaking your apprenticeship qualification', 'Proof of enrolment to apprenticeship qualification', 'Your employers contact details including address', and 'Your counsellor's RICS number or email address'. At the bottom right, a teal box titled 'Need help with your application?' provides contact information: 'Our support and enrolment team are here to help. Get in touch at: apprenticeenrolment@rics.org' and 'Applicant Number: 7963303'.

After completing each page, select 'next' to progress or 'save for later' if you want to continue your application at a later date.

This block shows two buttons. The first is a dark purple button with the text 'Next >'. Below it is a blue link that says 'Save for Later'.

Personal details

You will need to complete all fields to proceed to the next step.

- date of birth
- gender
- what attracted you to surveying?
- [pathway](#).

Important note: Your RICS sector pathway is the surveying discipline that sets out the competency requirements you must demonstrate at the end point assessment.

Your pathway must be one approved for the apprenticeship you are undertaking. Your training provider will be able to confirm the RICS pathway(s) they are able to offer.

The screenshot shows the 'Personal Details' section of an apprenticeship application form. At the top, a progress bar indicates six steps: Contact (completed), Personal (current), Qualification, Employment, Counsellor, and Declaration. The 'Personal Details' section includes the following fields:

- Date of Birth:** A text input field containing '02/12/2024' with a calendar icon to its right.
- Gender:** A dropdown menu with 'Please select' as the current selection.
- What attracted you to surveying?:** A dropdown menu with 'Please select' as the current selection.
- Pathway:** A dropdown menu with 'Please select' as the current selection.

Below these fields is a link: [Further information regarding pathways](#). At the bottom of the form are three buttons: 'Next >' (a large purple button), '< Back' (a small white button), and 'Save for later' (a small white button with a bookmark icon).

On the right side of the form, there is a teal sidebar with the following text:

- Need help with your application?**
- Our support and enrolment team are here to help. Get in touch at:
- [✉ apprenticeenrolment@rics.org](mailto:apprenticeenrolment@rics.org)
- Applicant Number: 7963303

Qualification details

Chartered surveyor degree apprenticeship (APC)

You will need to use the drop-down options. The options selected will filter based on our accredited courses database. Please ensure you select the study mode 'Degree Apprenticeship'.

You will need to upload proof of attendance. This can be existing correspondence from your training provider confirming that you are studying.

The screenshot shows the 'Qualification' step of a six-step application process. The steps are: Contact, Personal, Qualification (current), Employment, Counsellor, and Declaration. The 'Qualification' form includes the following fields:

- Course Start Date:** Two dropdown menus for 'Month & Year' and 'Please select a year'.
- Country:** A dropdown menu with the placeholder 'Please select a country'.
- Institution:** A dropdown menu with the placeholder 'Please select a university'.
- Mode of Study:** A dropdown menu with the placeholder 'Please select a study mode'.
- Qualification:** A dropdown menu with the placeholder 'Please select a course level'.
- Course:** A dropdown menu with the placeholder 'Please select a course'.
- Course Completion Date:** Two dropdown menus for 'Month & year' and 'Please select a year'.
- Proof of Course Completion:** A section with the text 'Please upload a letter from your University confirming you are currently completing an RICS accredited degree.' Below this is a large dashed box with a cloud upload icon and the text 'Drag & Drop file(s) here or click to upload'.

At the bottom of the form are three buttons: 'Next >', '< Back', and 'Save for later'. A teal sidebar on the right contains the text: 'Need help with your application? Our support and enrolment team are here to help. Get in touch at: apprenticeenrolment@rics.org Applicant Number: 7963300'.

Surveying technician (Associate assessment)

The 'Highest Technical Qualification' is automatically populated as 'Pearson BTEC Level 3 National Diploma – Construction and the Built Environment'.

You will need to upload proof of attendance. This can be existing correspondence from your training provider confirming that you are studying.

Progress bar: Contact (✓), Personal (✓), Qualification (3), Employment (4), Counsellor (5), Declaration (6)

Qualification

Highest Academic Qualification
Pearson BTEC Level 3 National Diploma in Construction and the Built Environment

Training Provider
Please Select

Proof of Status
Please upload proof you are currently completing an RICS recognised Apprentice training course.

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:
✉ apprenticeenrolment@rics.org
Applicant Number: 7963303

Employment

If your employer is already in our database, you can select this when filling out your employer's details. Alternatively, type in the details of your employer and this will generate an email to our team to update our database and your records.

The screenshot shows the 'Employment' step of a six-step enrolment process. The progress bar at the top indicates steps 1 (Contact), 2 (Personal), 3 (Qualification), 4 (Employment), 5 (Counsellor), and 6 (Declaration). The main form area is titled 'Employment' and contains the following fields and options:

- Country:** A dropdown menu currently showing 'United Kingdom'.
- Company Lookup:** A section with a 'Search by ZIP / Post Code' input field and a 'Lookup Address' button.
- Please select an address:** A list box for selecting an address from a dropdown.
- Manual Entry Option:** A checkbox labeled 'If you cannot find your employer listed, please click here to manually provide these details.'
- CV Upload:** A section titled 'Please upload an up-to-date CV' with a drag-and-drop area and a 'click to upload' link.
- File Information:** Text indicating 'Supported file types: PDF, JPG, PNG, DOC, DOCX, TXT, XLS, XLSX' and 'Maximum file size: 2MB'.
- Navigation:** At the bottom, there are three buttons: 'Next >' (highlighted in dark blue), '< Back', and 'Save for later'.

On the right side of the form, there is a teal sidebar with the following text:

Need help with your application?
Our support and enrolment team are here to help. Get in touch at:
✉ apprenticeenrolment@rics.org
Applicant Number: 7963299

Counsellor

You will need to provide your counsellor's RICS membership number. For Level 6 or 7, your counsellor must be a chartered surveyor (MRICS or FRICS). A Level 3 apprentice counsellor can also be AssocRICS.

If you do not have a counsellor or do not know their RICS membership number, tick the 'I'll nominate my counsellor later' box. Details requesting the counsellor's information will be sent on your enrolment email.

The screenshot shows the 'Counsellor' step of a 7-step application process. The progress bar at the top indicates steps 1-4 are complete, step 5 is current, and steps 6 and 7 are pending. The main content area explains the role of a counsellor and provides a search function. A teal sidebar on the right offers support contact information.

Counsellor

It is your responsibility to find and nominate a counsellor to support you throughout your qualification.

A counsellor is an experienced RICS professional who will guide your competency development, review your progress, and help you prepare your assessment.

For further guidance, visit [Find a Counsellor](#).

You can continue your application without adding a counsellor today. However, your access to the Assessment Platform will remain limited until your nominated counsellor has accepted the role. Until then, you will not be able to progress your assessment.

Counsellors have up to 6 weeks to accept the role.

Find your counsellor

Search by RICS member number or email address registered to their RICS account

Member Number or Email Lookup Counsellor

Don't know your counsellor's member number? Search for them on the [member directory](#) [↗](#)

☐ I'll nominate my counsellor later

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: 7964041

Declaration

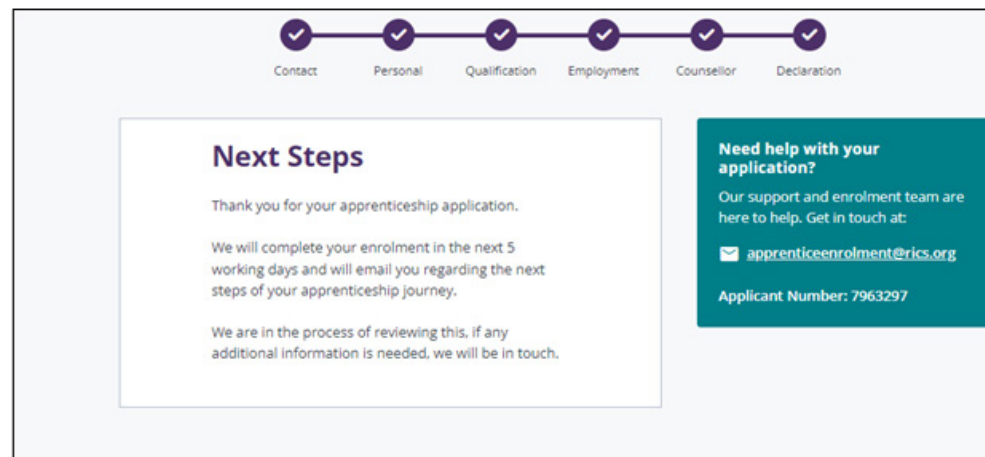
Once you have agreed to the declaration and it has been accepted, you will be able to proceed to 'Next'.

If you are unable to agree to the declaration, you will be unable to finalise your application. You will be required to contact RICS Regulation (regulation@rics.org) with details as to why you were unable to accept this.

Professional Declaration <u>I have read the following and hereby undertake:</u> 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 re-imbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS	Need help with your application? Our support and enrolment team are here to help. Get in touch at: ✉ apprenticeenrolment@rics.org Applicant Number: 7963303 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. Plagiarism Your final assessment submission will be subject to a plagiarism check
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You will need to tick 'yes' or 'no' to the relevant question on this form.

☐ Yes	☐ No
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If you experience any technical difficulties completing your online enrolment or would like an update on its progress, please contact the Apprentice Enrolment team (apprenticeenrolment@rics.org). You will need to confirm the email address used to register or your applicant number shown on the online enrolment application.

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.

Enquiries
contactrics@rics.org



[rics.org](https://www.rics.org)