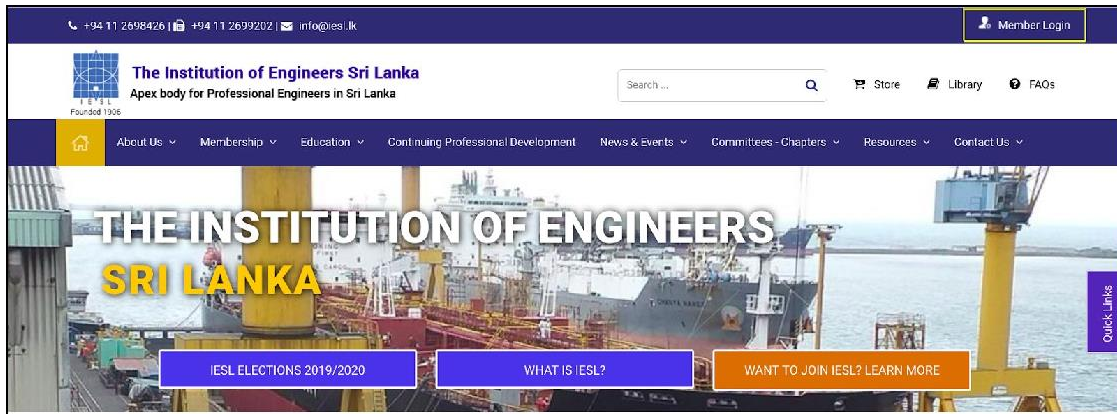


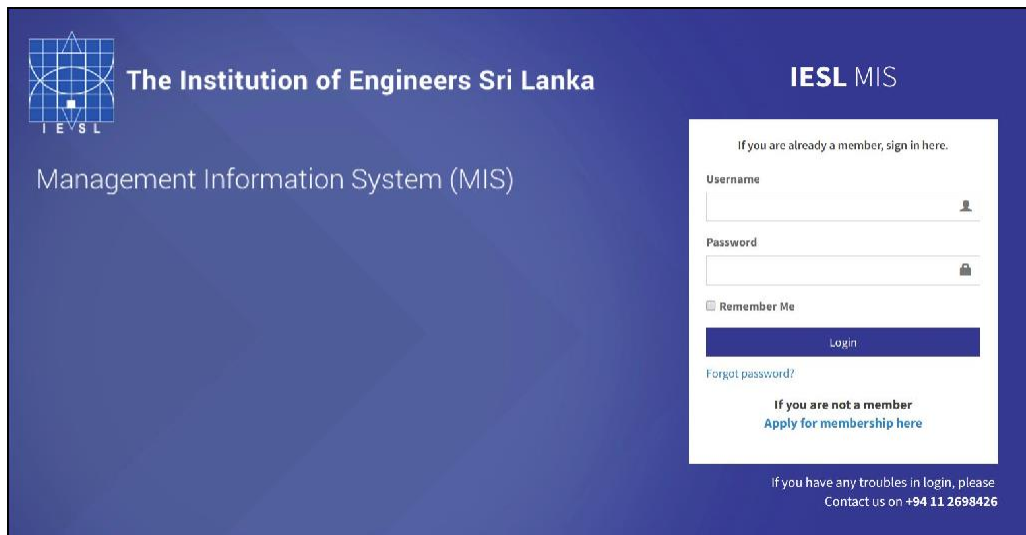
IESL Online PR Process System Instructions

FOR PR CANDIDATES

1. Visit www.iesl.lk and login to your IESL account using Member Login.

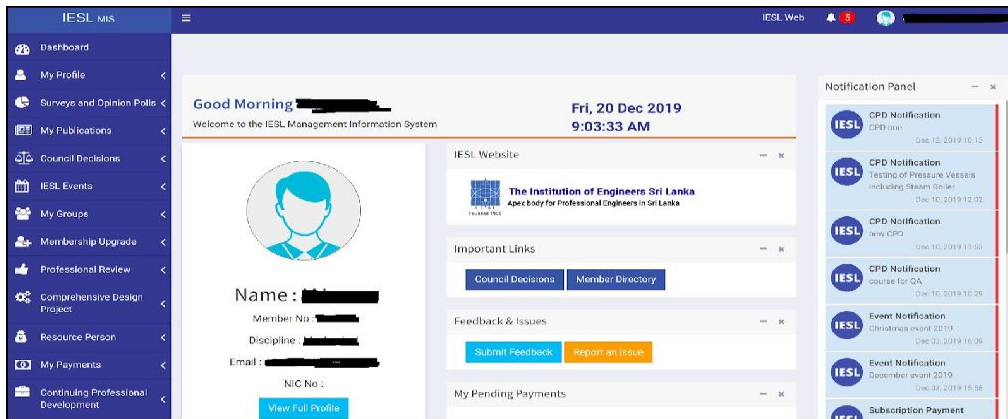


2. Enter your login credentials (username and password).

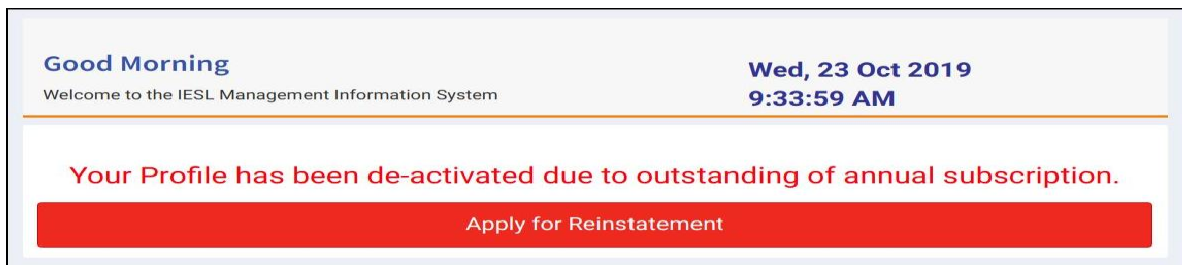


3. If you are successfully logged in, you will be viewed the system dashboard. Make sure that you have settled outstanding on annual subscriptions. If not your account will be shown as a deactivated account where you won't be allowed to continue with PR process.

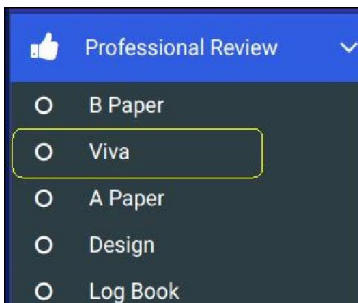
Dashboard of an Active Account



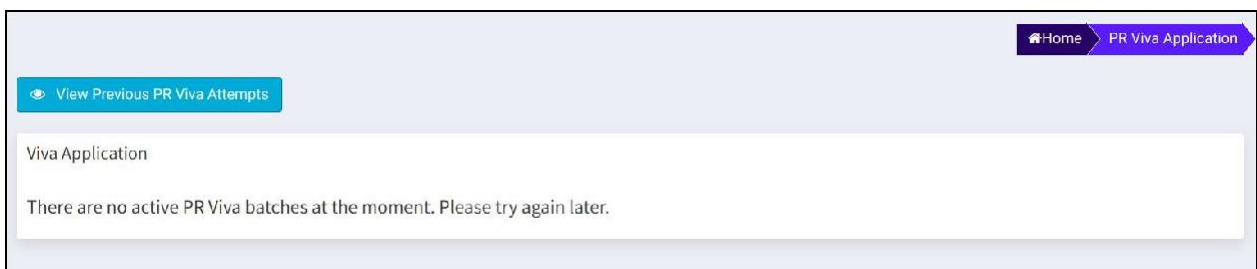
Dashboard of a Deactivated Account (No Access for PR Process, First complete the reinstatement process)



4. If you are an active member, now click on Viva under the Professional Review menu.



5. If there is no active PR batch, the following message will display where you have to wait until the registrations are opened.



6. Once the applications are called, you will see the application that need to be submitted.

Under this application you have to fill;

a. Topic of the Design/Project

b. Referees

For this section, you should select 4 referees to submit confidential reports. Referees should be chartered engineers who are active members of IESL. You can type relevant Membership numbers separately and select them from the drop down.

c. Upload Report

You can upload PDF file formats maximum up to 20MB

Please arrange the documents sequence as below & and upload them in one PDF file.

1. Check List ([Click Here](#))
2. Application ([Click Here](#))
3. Certificates
 - a. Birth Certificate
 - b. Degree Certificate
 - c. Transcript
 - d. All appointment letters
 - e. Copies of all transfer Letters (if changed the work station)
 - f. All Service Certificates (Including current Service letter)
 - g. Letter Confirming "B" paper completion
 - h. Letter confirmation of in-plant training
4. Log Book
5. CPD report
6. Experience report
7. IESL event participation Report

Please use the link ([Click Here](#)) to merge all uploaded documents in one PDF file

Important – Please check the size of the files before you submitting the documents. (Less than 20MB)

If uploading documents exceeds 20MB, please follow the following instructions to minimize the documents sizes.

- Scan **only signed pages** in the experience report (**Recognized Training Prior to Graduation, Recognized Training after Graduation, Responsible Experience, Organization Charts and declaration pages**) and merge with full report.
- Furthermore, please use the link ([Click Here](#)) to compress your PDF documents.

Once all inputs are filled, click on the submit button. Be noted that, **you cannot undo any input once the document is submitted.**

Note – It takes some time to be uploaded the relevant document (Since the amount of MB are higher). Therefore please wait until the confirmation appears on the screen.


View Previous PR Viva Attempts

Home PR Viva Application

Viva Application

Application

You can apply for the PR viva by submitting following form..

 Professional Review (PR)

| Viva Session | Date | Location | Amount |
|--|------------|----------|---|
| Batch Professional Review (PR) Aug/Sept 2020 | 2020-08-03 | IESL | Rs. 25000.00 <small>This amount may be changed</small> |

Membership Number

Name with Initials


NIC

Email

Topic of the Design/Project *

Referees *

Please select...


Training Experience Report * 


Browse...

Submit

7. If your application submission is successful, you will be getting the following message.

Home Application Success

 Your application has been submitted successfully!

Reference Number: 

8. You can check your application status by visiting the Professional Review -> Viva menu. Submitted application will be visible and status can be checked there. once you submit the application, it will be reviewed by the IESL.