

Become a Registered Instructor

Application Form for MEP Education Website Download

This application form is for experienced engineers, technicians, trainers, supervisors, consultants, and industry professionals who wish to become Registered Instructors with MEP Education. Please complete all relevant sections clearly and attach supporting documents where required.

Application Reference No. _____	Date Received ___ / ___ / ____	Applying As <input type="checkbox"/> Instructor <input type="checkbox"/> Senior Instructor <input type="checkbox"/> Course Mentor
Preferred Course Category <input type="checkbox"/> HVAC <input type="checkbox"/> MEP Design <input type="checkbox"/> MEP Technical <input type="checkbox"/> FM <input type="checkbox"/> Energy <input type="checkbox"/> Project Management	Application Status <input type="checkbox"/> New <input type="checkbox"/> Under Review <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Website Download Version MEP Education Instructor Form

Section 1 - Applicant Personal Information

Full Name _____	Nationality _____	Date of Birth _____
Current Job Title _____	Company / Organization _____	Years of Experience _____
Passport / National ID No. _____	Professional License No. (if any) _____	LinkedIn / Website _____

Section 2 - Contact Information

Email Address _____	Mobile / WhatsApp Number _____	Country Code _____
Country of Residence _____	City _____	Zip / Postal Code _____
Full Address _____ _____		

Section 3 - Professional Profile

Highest Qualification <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD <input type="checkbox"/> Trade Certificate <input type="checkbox"/> Other	Discipline <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire <input type="checkbox"/> ELV/BMS <input type="checkbox"/> Management
Current Professional Role <input type="checkbox"/> Engineer <input type="checkbox"/> Technician <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Consultant <input type="checkbox"/> Trainer <input type="checkbox"/> Other	Primary Experience Area <input type="checkbox"/> Design <input type="checkbox"/> Drafting <input type="checkbox"/> Site <input type="checkbox"/> Testing <input type="checkbox"/> Maintenance <input type="checkbox"/> FM <input type="checkbox"/> Project Management

Brief Professional Summary:

Section 4 - Teaching / Training Experience

Have you taught or trained before?
 Yes No

Total Teaching / Training Experience
 0-1 Year 1-3 Years 3-5 Years 5+ Years

Training Delivery Experience
 Classroom Online Live Recorded Courses Corporate Training Workshop

Language of Instruction
 English Arabic Hindi/Urdu Tamil Malayalam Other

Training Topics Previously Delivered:

Organizations / Institutes Trained For:

Section 5 - Courses You Are Applying to Teach

<input type="checkbox"/> HVAC Design & Drafting	<input type="checkbox"/> MEP Design & Drafting	<input type="checkbox"/> Duct Design & Drafting
<input type="checkbox"/> Chilled Water Systems	<input type="checkbox"/> HVAC Load Calculation	<input type="checkbox"/> Ventilation Load Calculation
<input type="checkbox"/> Fire Fighting Design	<input type="checkbox"/> Fire Alarm Design	<input type="checkbox"/> ELV & Low Current Systems
<input type="checkbox"/> BMS Design & Controls	<input type="checkbox"/> Plumbing & Drainage Design	<input type="checkbox"/> Electrical Design
<input type="checkbox"/> HVAC Technician Courses	<input type="checkbox"/> Chiller Technician Courses	<input type="checkbox"/> MEP Technician Courses
<input type="checkbox"/> Facilities Management	<input type="checkbox"/> MEP Maintenance Supervisor	<input type="checkbox"/> Energy Management
<input type="checkbox"/> Project Management	<input type="checkbox"/> Cost & Commercial Management	<input type="checkbox"/> Testing, Commissioning & Handover

Other Specialized Course(s) You Can Teach:

Section 6 - Technical Skills and Software Knowledge

<input type="checkbox"/> AutoCAD	<input type="checkbox"/> Revit MEP	<input type="checkbox"/> Navisworks / BIM Coordination
<input type="checkbox"/> HAP / Heat Load Software	<input type="checkbox"/> Carrier / HVAC Tools	<input type="checkbox"/> Elite / Fire Hydraulic Tools
<input type="checkbox"/> Primavera P6	<input type="checkbox"/> MS Project	<input type="checkbox"/> MS Excel for Engineering Calculations
<input type="checkbox"/> BMS / Controls Platforms	<input type="checkbox"/> CMMS / Facility Software	<input type="checkbox"/> Other Specialist Tools

Software / Tools Details:

Section 7 - Course Material and Delivery Agreement

I understand that instructors must follow MEP Education course structure, lesson plan, study materials, quality standards, and training guidelines.

I agree not to copy, sell, distribute, or reuse MEP Education study materials outside approved MEP Education training delivery.

I agree to support learners professionally, maintain respectful communication, and follow approved assessment and certificate procedures.

I understand that instructor approval is subject to document review, interview, demo session, course suitability, and final approval by MEP Education.

Section 8 - Availability and Delivery Preference

Preferred Teaching Mode

Online Live Recorded Hybrid Corporate Training Workshop

Preferred Schedule

Weekdays Weekends Evening Flexible

Available Hours per Week

1-3 4-6 7-10 10+

Can Prepare Demo Lesson?

Yes No

Preferred Course Start Availability: _____

Additional Notes on Availability:

Section 9 - Documents to Attach

Updated CV / Resume

Passport / National ID Copy

Highest Qualification Certificate

Professional Certificates

Experience Certificates

Training / Teaching Certificates

Portfolio / Course Samples

Software Skill Evidence

Professional License / Membership

Note: MEP Education may request additional documents for verification, instructor grading, course assignment, or partner compliance.

Section 10 - Applicant Declaration

I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that submission of this form does not guarantee approval as a Registered Instructor. I agree to follow MEP Education instructor policies, course delivery standards, learner support requirements, intellectual property rules, confidentiality requirements, and professional conduct expectations.

Applicant Name

Signature

Date

Section 11 - MEP Education Office Use Only

Reviewed By

Review Date

Interview Date

Document Verification

CV ID Certificates Experience Portfolio

Demo Session Status

Required Completed Waived

Instructor Grade

Instructor Senior Instructor Mentor Not Approved

Approval Status

Pending Approved Conditional Approval Not Approved

Approved Course(s)

Authorized Signature

Office Remarks:

Website Download Section Content

Use the following content on the MEP Education website page where the form will be downloadable.

Download Registered Instructor Application Form

Are you an experienced engineer, technician, supervisor, consultant, or trainer interested in teaching professional HVAC, MEP, facilities management, energy management, project management, design, drafting, or technical courses? Download the MEP Education Registered Instructor Application Form and submit your details for review.

Recommended Website Button Text:

Download Registered Instructor Application Form PDF

Who Can Apply?

<input type="checkbox"/> Experienced HVAC, MEP, electrical, plumbing, fire, ELV, and BMS engineers	<input type="checkbox"/> Facility managers, maintenance supervisors, and technical trainers
<input type="checkbox"/> Project managers, planning engineers, cost and commercial professionals	<input type="checkbox"/> Technicians and supervisors with strong field experience
<input type="checkbox"/> AutoCAD, Revit MEP, BIM, commissioning, and energy management professionals	<input type="checkbox"/> Industry experts who can support learner development and professional training

Submission Instructions

- Download and complete the application form.
- Attach your CV, certificates, experience evidence, and training portfolio if available.
- Submit the completed form to MEP Education admissions or instructor coordination team.
- Shortlisted applicants may be invited for document review, interview, or demo teaching session.
- Final approval will be issued by MEP Education after review.

Important Note

Registered Instructor approval is based on professional experience, subject expertise, communication ability, course suitability, learner support quality, and acceptance of MEP Education teaching standards and study material requirements.