

HKIQEP PROFESSIONAL MEMBERSHIP APPLICATION SUBMISSION GUIDE

The HKIQEP Professional Membership Qualification Process comprises of 3 parts as shown in the diagram below.



This document focuses on the second part – **Professional Membership Application**. Details of the process can be found on HKIQEP’s website (<http://hkiqep.org/qualification-process-2019-20/>).

I. Minimum requirements for application to HKIQEP Professional Membership

The following requirements must be met prior to being considered for HKPQEP Professional Membership.

- (a) Pass Professional Assessment (Part I) (Previously known as Qualification Examination) set by the HKIQEP;
- (b) Be a recognized member of an Institutional Partner;

Institutional Partners	CIWEM HK	EMAHK	HKIOA	HKIEIA	HKIEPO
Recognised Membership Category	Corporate Member or above	Certified Member or above	Corporate Member or above	Corporate Member or above	Member
<i>*Details please contact the corresponding Institutional Partners</i>					
<i>*Updated on 6 June 2016</i>					

- (c) Obtain support from three Professional Members, Founding Fellows or Fellows who personally know the applicant; and
- (d) Meet the requirement of academic qualifications and working experience set by HKIQEP as follows:
 - ♦ Has obtained a degree in the environmental field acceptable to the Executive Committee; and has post qualification experience of at least five years in the environmental field, at least three years of which was in a position of responsibility in professional work which demands a level of environmental knowledge as shall satisfy the Executive Committee, (provided that relevant higher degrees may be counted towards the five years requirement); or
 - ♦ Has satisfied the Executive Committee that he/she possesses an equivalent knowledge in the environmental field considered appropriate by the Executive Committee; and has experience of at least ten years, at least three years of which was in a position of responsibility, in professional work which demands a level of environmental knowledge as shall satisfy the Executive Committee; or
 - ♦ Has been an Associate Member for not less than three years, in the environmental field with managerial responsibility, provided that this requirement shall not be applicable before the third anniversary of the incorporation of the Institute and was registered as Associate Member before 16th May 2019.

HKIQEP PROFESSIONAL MEMBERSHIP APPLICATION SUBMISSION GUIDE

II. Application Process

Once the requirements stipulated in Section I above are met, candidates may submit their application for HKIQEP Professional Membership. The application process consists of 5 steps as follows:



1. Download and complete the application form
 - a. The application form can be downloaded from <http://hkiqep.org/qualification-process-3/>.
 - b. Fill in the application electronically and save it as an e-pdf file prior to printing.
2. Print, sign and obtain Supporters' endorsements
 - a. Print the completed application form and all supporting documents.
 - b. Sign the application form.
 - c. Solicit support from three HKIQEP Founding Fellows, Fellows, or Professional Members to endorse the application package.
 - ♦ All Supporters must sign and initial the application form and each page of the supporting documents.
3. Pay the application fee to HKIQEP's bank account, details as follows:

Bank:	HSBC
Account name:	Hong Kong Institute of Qualified Environmental Professionals Limited
Account number:	848-718524-001
4. Upload files to form.jotform.me/HKIQEP/2019-20-PA-Part-2
 - a. Scan the endorsed supporting documents and compile them into 1 file pdf format.
 - b. Scan the payment receipt.
 - ♦ Ensure the Candidate Number and candidate's name is clearly written on it.
 - c. Enter personal particulars in the online form and upload:
 - ♦ e-PDF version of the application form (fillable version).
 - ♦ Scanned supporting documents.
 - ♦ Scanned payment receipt.
5. Send application package to HKIQEP by post
 - a. Post the following to HKIQEP at GPO Box 12309, Central, Hong Kong.
 - ♦ Original signed application form.
 - ♦ Endorsed supporting documents.
 - ♦ Payment receipt.
 - b. The application package must be sent to HKIQEP with one (1) week of submitting the online documents and must be postmarked no later than **31st October 2019**.

HKIQEP PROFESSIONAL MEMBERSHIP APPLICATION SUBMISSION GUIDE

III. Processing by HKIQEP

1. Upon receipt of the posted application package, HKIQEP will issue an acknowledge by email. This acknowledgement does not signify that the applicant has met all requirements.
2. Further assessment of the submitted application package will determine whether the candidate meets the stated criteria.
3. Candidates who meet the criteria will be invited to attend Professional Assessment (Part II). Details of the Professional Assessment (Part II) can be found on HKIQEP's website (<http://hkiqep.org/qualification-process-2019-20/>).
4. Professional Assessment (Part II) will be scheduled on the following dates:
 - 18th January 2020
 - 8th February 2020
 - 15th February 2020
 - 22nd February 2020
 - ♦ Candidates with known date conflicts should advise HKIQEP as soon as possible to avoid last minute rescheduling, which may result in a delay with their qualification process.

IV. Fee

1. All fees are non-refundable.
2. Payment to be made directly to bank:
 - Bank name: HSBC
 - Account name: Hong Kong Institute of Qualified Environmental Professionals Limited
 - Account number: 848-718524-001
3. The Candidate Number and name of the candidate must be clearly written on the payment receipts.

Fees Schedule	Fee	Payment Due
Professional Assessment (Part I)	HK \$900	Before completing online application for Professional Assessment (Part I)
Professional Membership Application	HK \$500	Before submitting application for Professional Membership
Professional Assessment (Part II)	HK \$1,800	Upon confirmation that criteria for Professional Membership are met
Professional Members annual subscription	HK\$800	Upon election to Professional Membership

HKIQEP PROFESSIONAL MEMBERSHIP APPLICATION SUBMISSION GUIDE

V. Application Package Checklist

The following checklist should be used to ensure the required documents are included in the application package:

	Document	Upload	Post	Supporters' endorsement
1	Application form electronic (fillable) version	✓		
2	Application form signed hardcopy version		✓	✓
3	Professional Assessment (Part I) result notification email	✓	✓	
4	Signed Personal Information Collection Statement	✓	✓	
5	Receipt for Professional Membership application fee payment	✓	✓	
6	Evidence of HKIQEP Institutional Partner membership	✓	✓	✓
7	Evidence of academic qualifications	✓	✓	✓
8	Evidence of work experience	✓	✓	✓
9	Evidence of professional qualifications evidence (if applicable)	✓	✓	✓
10	Curriculum Vitae	✓	✓	✓

VI. Reminders

1. All announcements and communications with Candidates will be made through email. No postal mail will be sent.
2. General notices will be posted on the HKIQEP website and social media sites (Facebook and LinkedIn).