This form must be completed using Adobe Acrobat or Adobe Reader

Hong Kong Institute of Qualified Environmental Professionals Limited (HKIQEP)
香港合資格環保專業人員學會有限公司(香港環專會)

Environmental Integrity & Excellence

PRIVATE AND CONFIDENTIAL AFTER COMPLETION

2020-21 PROFESSIONAL MEMBERSHIP APPLICATION

Notes:

1. Please read the following before completing this form:
   a. HKIQEP Professional Membership Application Guidelines (https://bit.ly/3fmTvD9)
   b. Personal Information Collection Statement (PICS) (pages 16-17 of this document)
   c. Instructions for Application Submission (pages 18-21 of this document)
2. Candidates must notify HKIQEP promptly if there are any changes to the information provided in the application package, especially contact details and current employment status.
3. All supporting documents must be referenced according to the instructions in the HKIQEP Professional Membership Application Submission Guide.

A. PERSONAL PARTICULARS

Candidate Number		**Gender**	<Please select>
Salutation	<Select or type>	**Surname**	
Given Names *(as per identity document)*		**Other Name** *(if applicable)*	
Full Name in Chinese *(if applicable)*		**Work Experience in the Environmental Field**	Years

B. HKIQEP INSTITUTIONAL PARTNERS MEMBERSHIP

NOTES:

- *Complete AT LEAST ONE ROW in this table*
- *Refer to http://hkiqep.org/membership/membership-class for recognised membership types*
- *Submitted evidence must include the validity of the membership (such as payment date, membership period, expiry date, etc.)*
- *Evidence must be submitted and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*

Institutional Partner	Valid Until (MM/YY)	Membership Category	Membership Number	Supporters			Ref #
				#1	#2	#3	
CIWEM							
EMAHK							
HKIEIA							
HKIEPO							
HKIOA							

C. ACADEMIC HISTORY

NOTES:

- *In reverse chronological order – most recent completed first*
- *Submit copies of degree / diploma certificates, but DO NOT submit transcripts*
- *Copies of documentary evidence must be submitted and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*

From (MM/YY)	To (MM/YY)	Academic Institution and Country	Degree	Full Name of Program	Supporters			Ref #
					#1	#2	#3	
			<Select or ty					
			<Select or ty					
			<Select or ty					
			<Select or ty					
			<Select ot ty					
			<Select or ty					

D. OTHER RELEVANT COURSES TAKEN

NOTES:

- *In reverse chronological order – most recent attended first*
- *Copies of documentary evidence must be submitted and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*

From (MM/YY)	To (MM/YY)	Name/Topic of Course Taken	Course Provider	Supporters			Ref #
				#1	#2	#3	

E. RELEVANT PROFESSIONAL QUALIFICATIONS

NOTES:

- *In reverse chronological order – most recent achieved first*
- *Copies of documentary evidence must be submitted and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*

Issue Date (MM/YY)	Valid Until (MM/YY)	Professional Qualification	Issuing Authority	Supporters			Ref #
				#1	#2	#3	

F. AREAS OF SPECIALIZATION

NOTES:

- *Select all that applies*
- *Ensure experience for each selected area of specialization are described in Part G below and in the CV*
- *Must indicate specific area(s) for ESMP*

☐	Air
☐	Environmental Science, Management, and Policy (ESMP)*
☐	Environmental Impact Assessment (EIA) and Health Impact Assessment (HA)
☐	Noise
☐	Waste
☐	Water
	* Specialization areas (required for ESMP):

G. RELEVANT EMPLOYMENT HISTORY

NOTES:

- *In reverse chronological order – most recent employment first*
- *If multiple positions have been held at one company, treat each position as separate employment and provide the dates for EACH position*
- *Copies of documentary evidence must be submitted for each position and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*
- *Only include employment history for the past 20 years*

CURRENT / MOST RECENT EMPLOYMENT

FROM (MM/YY)	**TO** (MM/YY)	**COMPANY**	**POSITION HELD**	**SUPPORTERS' INITIALS**
	☐ Currently employed	Description of duties, projects involved and your corresponding role:		Supporter #1: _____ Supporter #2: _____ Supporter #3: _____
PART TIME? Y ☐ **REF. #**				

G. RELEVANT EMPLOYMENT HISTORY (CONT'D)

NOTES:

- *In reverse chronological order*
- *If multiple positions have been held at one company, treat each position as separate employment and provide the dates for EACH position*
- *Copies of documentary evidence must be submitted for each position and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*
- *Only include employment history for the past 20 years*

FROM (MM/YY)	**TO** (MM/YY)	**COMPANY**	**POSITION HELD**	**SUPPORTERS' INITIALS**
		Description of duties, projects involved and your corresponding role:		Supporter #1: _____ Supporter #2: _____ Supporter #3: _____
PART TIME? Y ☐ **REF. #**				

G. RELEVANT EMPLOYMENT HISTORY (CONT'D)

NOTES:

- *In reverse chronological order*
- *If multiple positions have been held at one company, treat each position as separate employment and provide the dates for EACH position*
- *Copies of documentary evidence must be submitted for each position and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*
- *Only include employment history for the past 20 years*

FROM (MM/YY)	**TO** (MM/YY)	**COMPANY**	**POSITION HELD**	**SUPPORTERS' INITIALS**
		Description of duties, projects involved and your corresponding role:		Supporter #1: _____ Supporter #2: _____ Supporter #3: _____
PART TIME? Y ☐ **REF. #**				

G. RELEVANT EMPLOYMENT HISTORY (CONT'D)

NOTES:

- *In reverse chronological order*
- *If multiple positions have been held at one company, treat each position as separate employment and provide the dates for EACH position*
- *Copies of documentary evidence must be submitted for each position and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*
- *Only include employment history for the past 20 years*

FROM (MM/YY)	**TO** (MM/YY)	**COMPANY**	**POSITION HELD**	**SUPPORTERS' INITIALS**
		Description of duties, projects involved and your corresponding role:		Supporter #1: _____ Supporter #2: _____ Supporter #3: _____
PART TIME? Y ☐ **REF. #**				

G. RELEVANT EMPLOYMENT HISTORY (CONT'D)

NOTES:

- *In reverse chronological order*
- *If multiple positions have been held at one company, treat each position as separate employment and provide the dates for EACH position*
- *Copies of documentary evidence must be submitted for each position and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*
- *Only include employment history for the past 20 years*

FROM (MM/YY)	**TO** (MM/YY)	**COMPANY**	**POSITION HELD**	**SUPPORTERS' INITIALS**
		Description of duties, projects involved and your corresponding role:		Supporter #1: _____ Supporter #2: _____ Supporter #3: _____
PART TIME? Y ☐ **REF. #**				

G. RELEVANT EMPLOYMENT HISTORY (CONT'D)

NOTES:

- *In reverse chronological order*
- *If multiple positions have been held at one company, treat each position as separate employment and provide the dates for EACH position*
- *Copies of documentary evidence must be submitted for each position and endorsed by the three Supporters as true copies*
- *All three Supporters must initial in this section for endorsement*
- *Only include employment history for the past 20 years*

FROM (MM/YY)	**TO** (MM/YY)	**COMPANY**	**POSITION HELD**	**SUPPORTERS' INITIALS**
		Description of duties, projects involved and your corresponding role:		Supporter #1: _____ Supporter #2: _____ Supporter #3: _____
PART TIME? Y ☐ **REF. #**				

H. PERSONAL STATEMENTS

NOTES:

- *Provide additional information on how each attribute of the Evaluation Rubric is met*
- *The Evaluation Rubric can be downloaded from http://hkiqep.org/qualification-process-3/.*

1. Environmental experience and knowledge

Describe your environmental experience and knowledge with reference to the requirements stated in the Evaluation Rubric. *(maximum 500 words)*

H. PERSONAL STATEMENTS (CONT'D)

NOTES:

- *Provide additional information on how each attribute of the Evaluation Rubric is met*
- *The Evaluation Rubric can be downloaded from http://hkiqep.org/qualification-process-3/.*

2. Awareness of environmental policy, legislation, and current issues

Explain how you keep abreast of environmental policy, legislation, and current issues. Provide examples as necessary. *(maximum 500 words)*

H. PERSONAL STATEMENTS (CONT'D)

NOTES:

- *Provide additional information on how each attribute of the Evaluation Rubric is met*
- *The Evaluation Rubric can be downloaded from http://hkiqep.org/qualification-process-3/.*

3. Management experience

Describe your management experience with staff, teams, projects, etc. Include details of any management tools or techniques which you use to facilitate achieving the desired results. Provide examples of any conflict management or decision-making scenarios if possible. *(maximum 500 words)*

H. PERSONAL STATEMENTS (CONT'D)

NOTES:

- *Provide additional information on how each attribute of the Evaluation Rubric is met*
- *The Evaluation Rubric can be downloaded from http://hkiqep.org/qualification-process-3/.*

4. Professional ethics and conduct

Describe your views on ethics and conduct in the environmental profession. Provide examples as necessary. *(maximum 500 words)*

H. PERSONAL STATEMENTS (CONT'D)

NOTES:

- *Provide additional information on how each attribute of the Evaluation Rubric is met*
- *The Evaluation Rubric can be downloaded from http://hkiqep.org/qualification-process-3/.*

5. Communication skills

Explain how you ensure your messages are communicated properly and accurately. Provide examples as necessary. *(maximum 500 words)*

I. DECLARATION

I declare that the information provided in this application is, to the best of my knowledge and belief, true and correct. I authorize the taking up of any references by the Institute in connection with this application.

SIGNATURE

(Signature required on printed copy only)

FULL NAME OF APPLICANT **DATE**

J. NOMINATION BY THREE SUPPORTERS

NOTES:

- *Supporters must be Professional Members, Founding Fellows or Fellows of HKIQEP who personally know the applicant*
- *All three supporters must initial Parts B, C, D, E, and G of this application form as well as on all pages of documentary evidence to validate them as true copies*

We, the undersigned, support the Candidate from personal knowledge as a person worthy of consideration for election to the class of Professional Member of HKIQEP. We have endorsed the correctness of those parts of this application as well as validated the documentary evidence by our initials.

SUPPORTER 1

FULL NAME

HKIQEP MEMBERSHIP NUMBER **EMAIL**

SIGNATURE **INITIAL** **DATE**

SUPPORTER 2

FULL NAME

HKIQEP MEMBERSHIP NUMBER **EMAIL**

SIGNATURE **INITIAL** **DATE**

SUPPORTER 3

FULL NAME

HKIQEP MEMBERSHIP NUMBER **EMAIL**

SIGNATURE **INITIAL** **DATE**

PERSONAL INFORMATION COLLECTION STATEMENT
FOR HKIQEP PROFESSIONAL MEMBERSHIP APPLICATION

INTRODUCTION

1. HKIQEP is committed to ensuring the privacy and security of personal data it holds. HKIQEP aims to meet the commitment by implementing principles and requirements of the Personal Data (Privacy) Ordinance of the Hong Kong Special Administrative Region.

COLLECTION OF PERSONAL DATA

2. It is necessary for an applicant for membership of HKIQEP ("Applicant") to provide HKIQEP with the personal data as requested in the application form for membership of HKIQEP, including but not limited to applicant's name, title, age, date of birth, Hong Kong identity card number, correspondence address, telephone number, email address, supporters information for the application, education history, past and present professional experience and responsibilities. The supply of those personal data is obligatory and HKIQEP may not be able to process the application of an Applicant if such Applicant does not provide it with the personal data requested.
3. If the application of an Applicant is approved and he/she becomes a member of HKIQEP ("Member"), HKIQEP may from time to time require a Member to provide it with updates on the personal data set out in the application form and a declaration of the Continuous Professional Development (CPD) training hours acquired during the membership year. The supply of those additional data by a Member is obligatory and if a Member does not provide HKIQEP with those additional personal data, HKIQEP may not be able to renew or maintain the membership of such Member.
4. If the application of an Applicant is not approved, all personal data as requested in the application form for membership of HKIQEP, will be destroyed within 3 months of notifying the applicant of the results.

PURPOSE OF DATA USE

5. The personal data of an Applicant will be used for processing of the membership application
6. Upon confirmation of membership, the personal data of a Member may be used further for the following purposes:
    i. daily operation of HKIQEP
    ii. maintenance of membership record of HKIQEP
    iii. qualification and related activities of HKIQEP
    iv. verification of membership of HKIQEP by the public
    v. publication on HKIQEP Membership Directory in any media (e.g. website) of Member's name and HKIQEP membership number only
    vi. training and continuing professional development activities of HKIQEP
    vii. preparation and delivery of HKIQEP materials and publications
    viii. activities in relation to the HKIQEP's panels and committees
    ix. actions in relation to the disciplinary and related proceedings of HKIQEP
    x. facilitate communication between members and HKIQEP, and
    xi. determine and collect amounts owed to or by Members

USE OF DATA IN DIRECT MARKETING

7. HKIQEP intends to use the name, e-mail address and/or correspondence address of a Member for the direct marketing of the activities as set out below but HKIQEP may not so use the data of a Member unless it has received such Member's consent to the intended use:
    i. donations and contributions to HKIQEP's activities
    ii. social functions of HKIQEP
8. The personal data of an Applicant will not be used for direct marketing purposes prior to his or her acceptance as a Member.
9. An Applicant should tick the box at the end of this statement before the signature if he or she does not accept the use of his or her personal data referred to in paragraph 7 for the activities as set out in that paragraph once he or she has become a Member.

PERSONAL INFORMATION COLLECTION STATEMENT
FOR HKIQEP PROFESSIONAL MEMBERSHIP APPLICATION (CONT'D)

DISCLOSURE OF PERSONAL DATA

10. The personal data of Applicants and Members will be kept confidential and used by HKIQEP only. Personal data of an Applicant or a Member collected will not be transferred to any third parties without his or her prior consent.

DATA RETENTION

11. Personal data of an Applicant will be erased within 3 months after the application if such is unsuccessful.
12. Personal data of a Member and additional personal data provided by a Member will be erased within 3 months after such person ceases to be a Member.

COMMITMENT TO THE DATA SECURITY

13. HKIQEP uses a variety of physical, technological and organisational means to help protect personal data from unauthorized or accidental access, processing, erasure, or other use.

ACCESS TO AND CORRECTION OF PERSONAL DATA

14. Each Applicant and Member has a right to request access to and correction of his or her personal data held by HKIQEP. A reasonable fee may be charged for such access or correction. Request for access or correction should be made to writing to Hong Kong Institute of Qualified Environmental Professionals Limited, G.P.O. Box 12309 Central, Hong Kong.

To: **Hong Kong Institute of Qualified Environmental Professionals Limited**

I have read and understood the above Personal Information Collection Statement (PICS).

☐ In the event I am admitted as a Member, I do not consent to the use of my personal data for direct marketing as referred to in paragraph 7

SIGNATURE	*(Signature required on printed copy only)*		
FULL NAME OF APPLICANT		**DATE**	

DO NOT send this page to HKIQEP with the hardcopy

INSTRUCTIONS FOR APPLICATION SUBMISSION

In addition to the information provided in the HKIQEP Professional Membership Application Guidelines (https://bit.ly/3fmTvD9), this section provides instructions on how to complete and submit the application for HKIQEP Professional Assessment (Part II).

I. APPLICATION PROCESS

The application process consists of the following five steps:

1. Complete the application form
   - Refer to the next section on how to complete the form
   - Fill in the application electronically and save it as an **e-pdf file** prior to printing
2. Print, sign and obtain Supporters' endorsements
   - Print the completed application form and all supporting documents
   - Sign the application form
   - Obtain endorsement from three Supporters
     - ➥ Refer to next section for requirements
3. Pay the application fee to HKIQEP's bank account

Bank:	HSBC
Account name:	Hong Kong Institute of Qualified Environmental Professionals Limited
Account number:	848-718524-001

4. Upload files to https://form.jotform.com/HKIQEP/2020-21-PA-Part2 on or before **31 July 2020** for Round A and **15 November 2020** for Round B
   - Scan the endorsed supporting documents and compile them into **one file** in pdf format (not more than 20MB)
     - ➥ Preferably in the same order as the reference numbers assigned
   - Scan the payment receipt
     - ➥ Ensure the Candidate Number and candidate's name are clearly written on it
   - Complete the online form and upload:
     - ➥ e-PDF version of the application form (fillable form version)
     - ➥ Scanned supporting documents
     - ➥ Scanned payment receipt
5. Send application package to HKIQEP by post
   - Post the following to HKIQEP at GPO Box 12309, Central, Hong Kong
     - ➥ Original signed application form
     - ➥ Endorsed supporting documents
     - ➥ Payment receipt
   - The application package must be sent to HKIQEP **within one (1) week** of submitting the online documents

DO NOT send this page to HKIQEP with the hardcopy

II. COMPLETING THE APPLICATION FORM

General

- *Supporters initials*: Ensure all three Supporters initial in the required Supporter #1/#2/#3 columns
- *Supporting documents*: Label *each* supporting document with a unique number and include the reference numbers in the REF # columns of the application form
  - ➡ Ensure supporting documents are included in the application package for each line where REF # is required

Part A: Personal Particulars

- *Candidate Number*: The Candidate number from Professional Assessment (Part I)
- *Surname* and *Given Names*: Must be identical to the one on the identity document
- *Other Name*: Any other names the candidate commonly uses
- *Work Experience*: The total number of years the candidate has worked in the environmental industry

Part B: HKIQEP Institutional Partners Membership

- Submit evidence that includes member's name, membership number, and expiry date

Part C: Academic History

- List in reverse chronological order – most recent completed degree / diploma first
- Only include the degrees or diplomas obtained from academic institutions such as universities and colleges; DO NOT include other short courses such as ISO 14001, Carbon Auditing, etc
- Submit copies of the degree certificates; DO NOT submit transcripts – they will be requested if further verification is required

Part D: Other Relevant Courses Taken

- Include in this Part all the courses relevant to the application that are not included in Part C
- Submit copies of certificates or records of completion as evidence

Part E: Relevant Professional Qualifications

- List all professional qualifications relevant to the application
  - ➡ Do not include memberships from Institutional Partners as they have been recorded in Part B already
- Submit copies of certificates, membership cards, etc. as evidence

Part F: Areas of Specialization

- Although HKIQEP Professional Membership does not indicate specific areas of specialization, proper completion of this Part is critical for matching candidates with Assessment Panels
- ESMP (Environmental Science, Management, and Policy) has very broad coverage
  - ➡ Candidates declaring specialization in this area must indicate their specific area(s) of expertise
  - ➡ Candidates declaring specialization in Air, EIA/HA, Noise, Waste, and Water may also provide this information if they wish

Part G: Relevant Employment History

- List in reverse chronological order – most recent position first
- If promotions or lateral moves were made within a company, treat each position change as a new employment (i.e. complete a new page) and clearly indicate the start and end dates on each page
  - ➡ Evidence must be submitted for each position
- All sections on the page must be completed for each position
- All supporting evidence must include the candidate's name, position(s) held, date of holding such position(s)
- Acceptable employment evidence may be a combination of one or more of the following:
  - ➡ Reference letter on company letterhead stationery
  - ➡ Company letter(s) notifying candidate of position(s) changes
  - ➡ Employment contract with start date (black out sensitive information)
  - ➡ Latest salary payment record for current employment (black out sensitive information)
  - ➡ Other documentation as applicable

Part H: Personal statements

- For each attribute of the Evaluation Rubric, write no more than one page (approximately 500 words) in response to the prompt at the beginning of each attribute
- DO NOT attach additional pages for this part

Part I: Declaration

- Leave the Signature box blank for the fillable pdf form; Signature is only required on the printed copy to be mailed to HKIQEP

Part J: Nomination by supporters

- Supporters must be Professional Members, Founding Fellows or Fellows of HKIQEP who personally know the applicant
- All three supporters must sign and initial this part of the application form AFTER it is duly completed and signed by the candidate
  - ➡ Supporters must also initial the relevant parts of the application form and all referenced pages of the supporting documents

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)
4. Professional Assessment (Part II) will be scheduled on the following dates:

Round A	Round B
17th October 2020	23rd January 2021
24th October 2020	30th January 2021
31st October 2020	6th February 2021

   - Additional dates may be arranged if the number of applications received is more than the planned capacity
   - 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

DO NOT send this page to HKIQEP with the hardcopy

IV. FEE

1. All fees are non-refundable

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

2. Payment to be made directly to the following:

   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 receipt

V. APPLICATION PACKAGE CHECKLIST

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

	REQUIRED DOCUMENTS	SUPPORTERS' ENDORSEMENT	UPLOAD	POST
1	Application form – electronic file (fillable pdf format)		✓	
2	Application form – signed and endorsed hardcopy	✓		✓
3	Receipt for Professional Membership application fee payment		✓	✓
4	Evidence of HKIQEP Institutional Partner membership	✓	✓	✓
5	Evidence of academic qualifications	✓	✓	✓
6	Evidence of other relevant courses attended (if applicable)	✓	✓	✓
7	Evidence of professional qualifications (if applicable)	✓	✓	✓
8	Evidence of work experience	✓	✓	✓
9	Signed Personal Information Collection Statement		✓	✓
10	Professional Assessment (Part I) result notification email		✓	✓
11	Curriculum Vitae	✓	✓	✓