HKIQEP Qualification Process

Last updated on 12 April 2019

Professional Assessment (Part I)

Candidate

15 April ~ 30 June 2019
Application period for Professional Assessment (Part I)

- Complete the online application form.
- Submit the receipt for application fee payment ($900).

17 August 2019*
Attend Professional Assessment (Part I)

- Bring all required documents (specified in the notification letter).

** In case of inclement weather, the assessment will be postponed to 18 August 2019.*

HKIQEP

15 April ~ 30 June 2019
Process applications, send Study Guide

- Process application and confirm payment receipt.
- Send Study Guide to Candidates.

Mid July 2019
Notify Candidates of Professional Assessment (Part I) details

- Send notification letters to Candidates with assigned examination venue, seat number, and other relevant information.

Mid September 2019
Issue results to Candidates

- Send result notification letters to Candidates via email.
- Post notice on the HKIQEP website advising when the emails have been sent.

Professional Membership Application & Professional Assessment (Part II)

Candidate

1 July ~ 31 October 2019
Application period for Professional Membership

- Download the application form and relevant documents from the HKIQEP website.
- Submit the completed application form and payment receipt ($500) online.
- Mail the signed hardcopy with Supporters' endorsements to HKIQEP.
- IP (Institutional Partner) Membership must be valid at the time of application.
- Upon receipt ofconfirmation that all criteria for Professional Membership are met, make further payment and email payment receipt to HKIQEP ($1,800).

18 Jan, 8, 15, 22 Feb 2020
Attend Professional Assessment (Part II)

- Attend assessment according to assigned schedule.
- Inform HKIQEP of known date conflicts as soon as possible to avoid the need for rescheduling.

HKIQEP

1 July ~ 31 October 2019
Process applications

- Review and vet all applications to ensure requirements are met.
- Further correspondence and/or clarifications with Candidates may be required.

Mid December 2019
Notify Candidates of Professional Assessment (Part II) details

- Send confirmation letters to Candidates with the assessment venue, date, and time.

Mid March 2020
Issue results to Candidates

- Send result notification letters to Candidates via email.
- Post notice on the HKIQEP website advising when the emails have been sent.