



Professional Membership Application Guide (2023/24)

V.12.2023 – 22 July 2023

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1. Overview

- HKIQEP was established in 2015 to develop and raise the standards of environmental professionals with a view to promoting Hong Kong as the Centre of Excellence in environmental services
- To achieve this objective, a qualification process for environmental professionals has been developed, and is described in detail in this document

2. Criteria for Professional Membership

To qualify for Professional Membership, a Candidate must satisfy ALL of the following criteria:

- a) Meet the requirements for academic qualifications and working experience set by HKIQEP (refer to page 5)
- b) Receive support from three Professional Members, Founding Fellows or Fellows who personally know the Candidate (refer to page 6)
- c) Complete and pass the qualification process set by HKIQEP (as described in Section 3)

2a) Academic Qualifications and Work Experience

Candidates for Professional Membership must meet the following academic qualification and work experience requirements

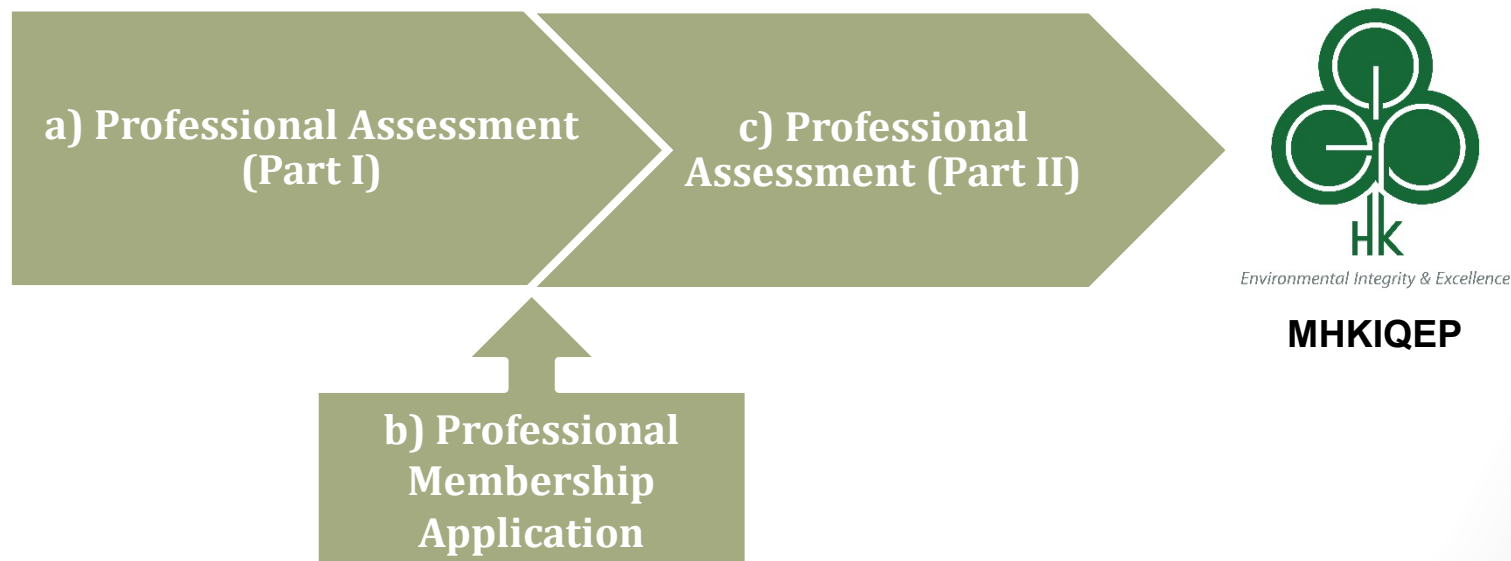
	Without environmental related degree	With environmental related degree
Environment related work experience	10 years	5 years
Hold position of responsibility in environment related work	3 years	3 years

2b) Supporters Requirements

- To apply for Professional Membership, Candidates must obtain endorsement from three (3) Supporters
- Supporters must be:
 - HKIQEP Professional Members; or
 - HKIQEP Fellows; or
 - HKIQEP Founding Fellows
- All three Supporters must sign the Candidate's application form, as well as initial all pages of supporting documents AFTER it is duly completed and signed by the Applicant
- A Membership Directory is available on the HKIQEP website listing all current HKIQEP members for easy reference

3. Qualification Process

- The qualification process consists of three steps:
 - a) Professional Assessment (Part I)
 - b) Professional Membership Application
 - c) Professional Assessment (Part II)



3. Qualification Process

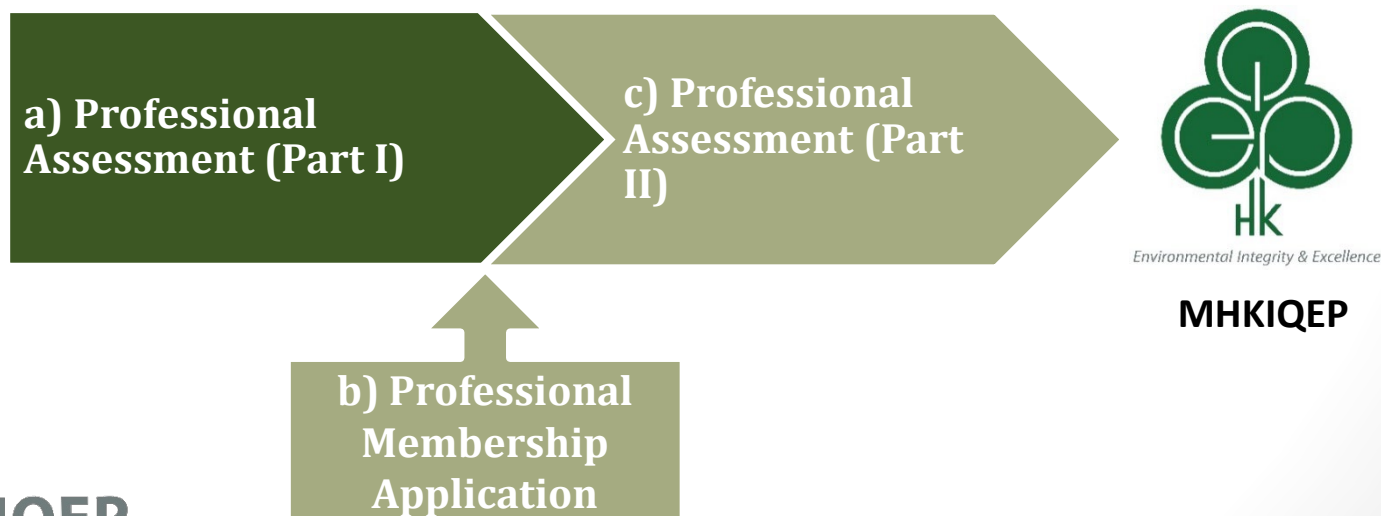
- The three steps must be completed in order
- The maximum time permitted between passing Professional Assessment (Part I) and applying for Professional Membership Application is **five years** (60 calendar months)
- Candidates who have passed both Professional Assessment (Part I) and (Part II) will be considered for election as Professional Members by the HKIQEP Executive Committee

3a) Professional Assessment (Part I)

- Professional Assessment (Part I) is a 3 hours, 160 questions (multiple-choice), closed-book examination in English
- Online application form is available on the HKIQEP website
- No prerequisite requirements for application

Application period: **1 May ~ 30 June 2023**

Assessment date: **12 August 2023** (*13 August in case of inclement weather*)



3a) Professional Assessment (Part I)

- The examination covers six (6) areas:
 - i. Air
 - ii. Environmental Impact Assessment and Health Impact Assessment (EIA & HA)
 - iii. Environmental Science, Management & Policy (ESMP)
 - iv. Noise
 - v. Waste
 - vi. Water
- The Syllabus is available at <https://hkiqep.org/qualification-process/>
- A Study Guide will be provided to Applicants after application is received

3a) Professional Assessment (Part I)

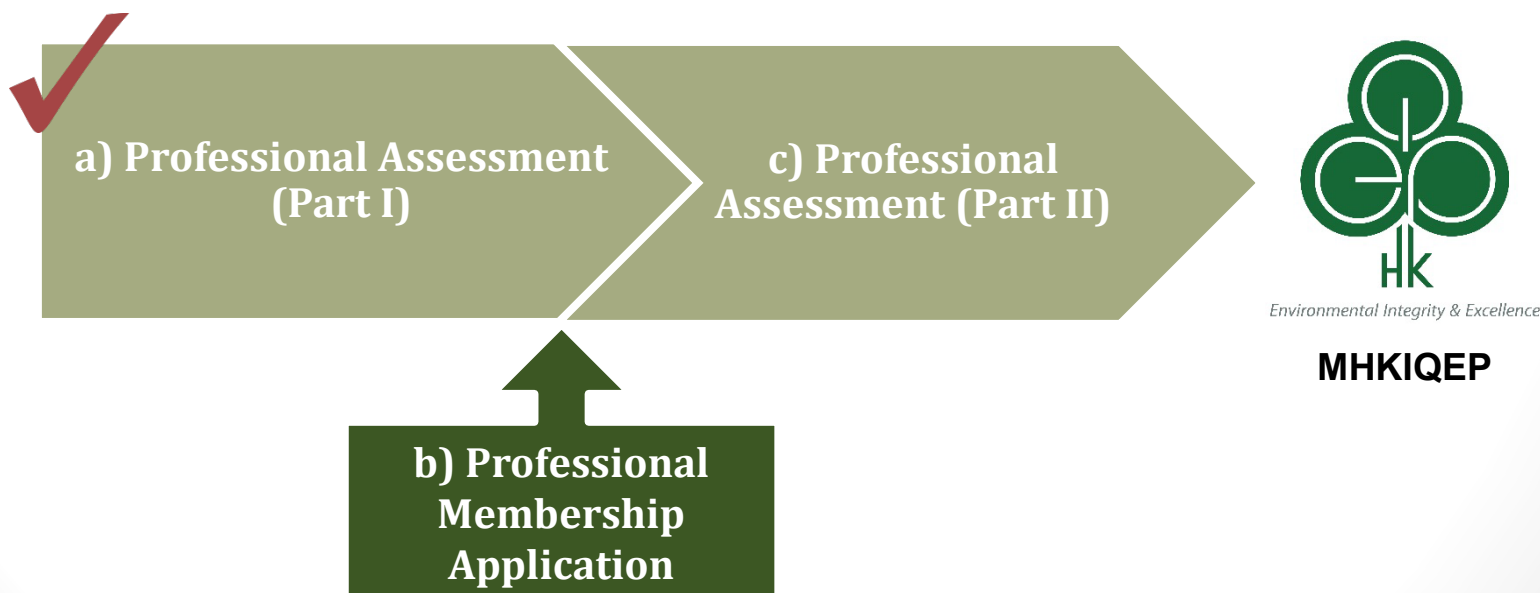
- To pass the examination, Candidates must
 - Achieve an overall pass, and
 - Obtain passing scores in each of the six areas
- No limit on the number of attempts
- Results are valid for up to five years (60 calendar months) from the date of the results notification letter
 - e.g. If the Professional Assessment (Part I) results notification letter is dated 15 September 2019, application for Professional Membership must be **submitted** no later than *14 September 2024*

3a) Professional Assessment (Part I)

Timing	Candidate	HKIQEP
1 May ~ 30 June 2023	1. Application period for Professional Assessment (Part I) <ul style="list-style-type: none"> Complete the online application form and upload application fee payment record 	2. Process application and send Study Guide to Candidates
End July 2023		3. Notify Candidates of Professional Assessment (Part I) details <ul style="list-style-type: none"> Notification letter includes examination venue, seat number, and other relevant information
12 Aug 2023	4. Attend Professional Assessment (Part I) <ul style="list-style-type: none"> In case of inclement weather, the assessment will be postponed to 13 Aug 2023 	
Mid Sep 2023		5. Issue results to Candidates via email <ul style="list-style-type: none"> A notice will be posted on the HKIQEP website advising that the letters have been sent

3b) Professional Membership Application

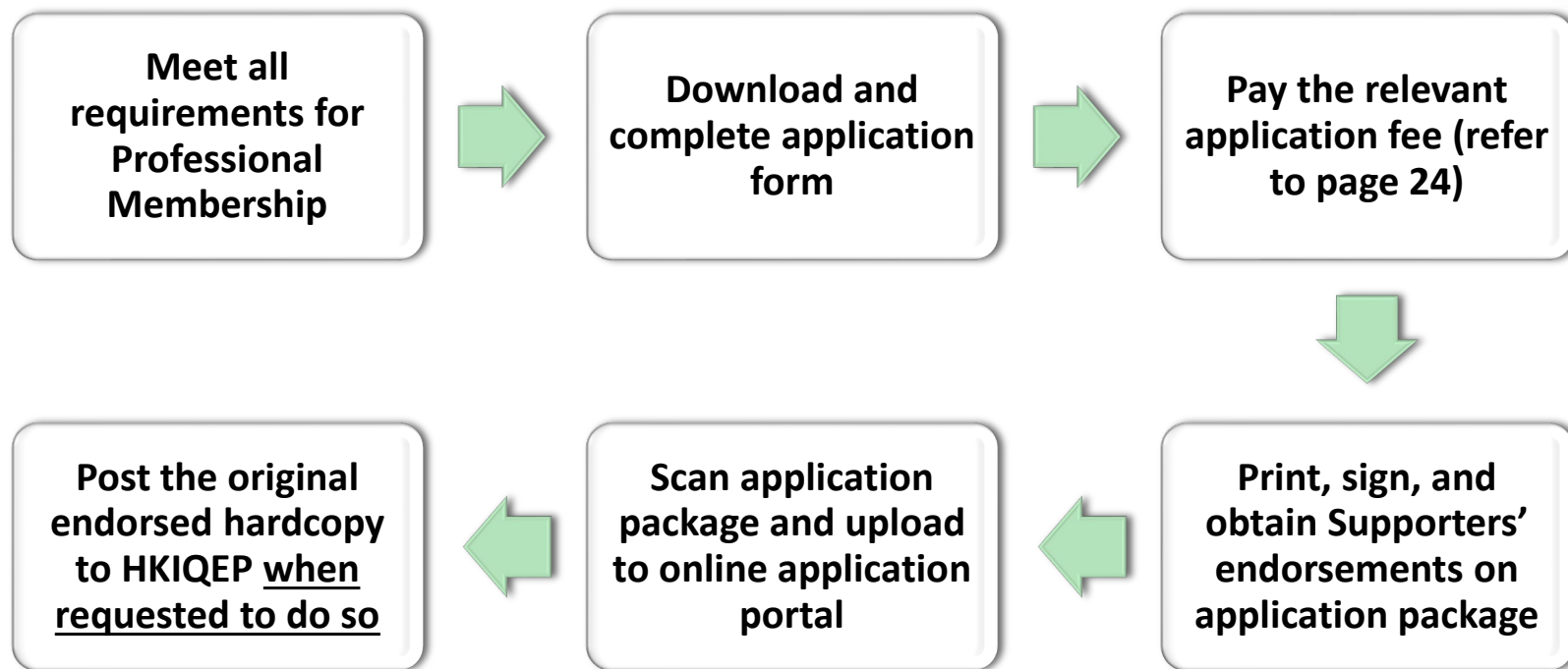
- To apply for Professional Membership, Candidates must
 - Meet all requirements for Professional Membership (refer to page 4)
 - Have passed the Professional Assessment (Part I) within the last five years (refer to page 11)



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3b) Professional Membership Application



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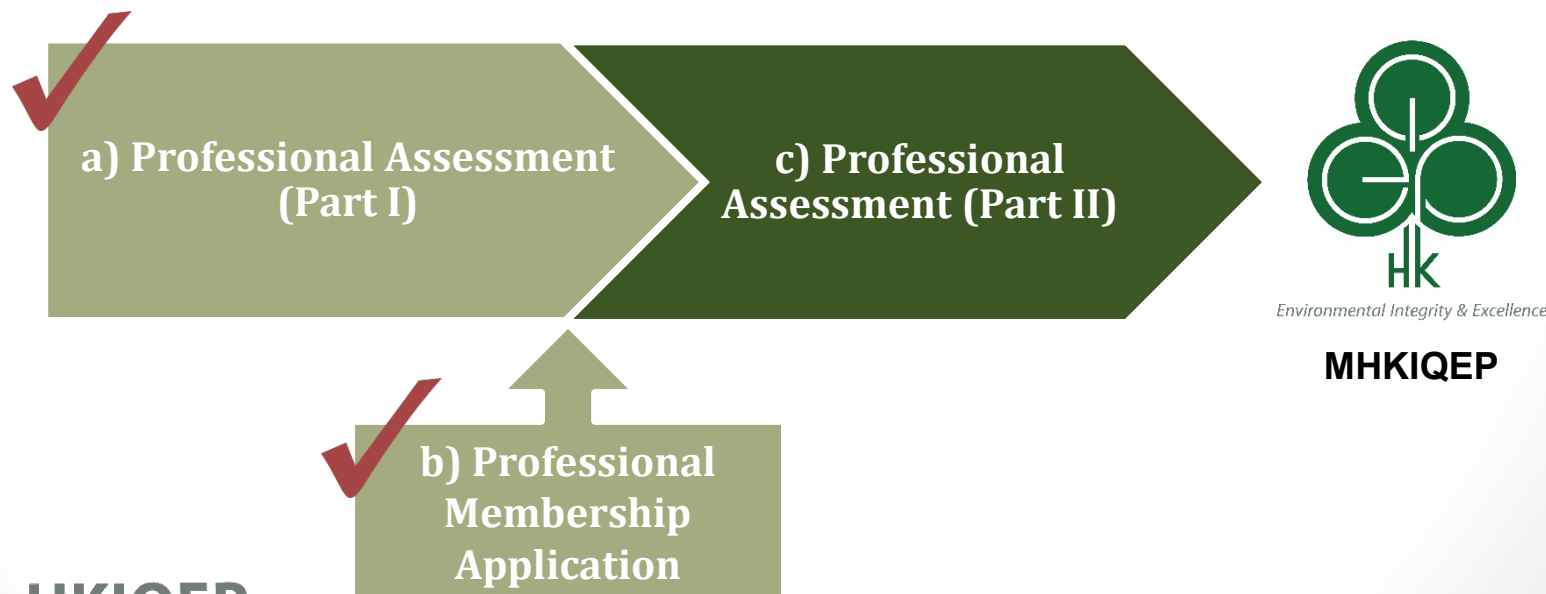
- Application period: **1 August ~ 30 November 2023**
 - Candidates who passed Professional Assessment (Part I) in previous years may submit their applications starting 1 August 2023
 - Candidates who attended and passed Professional Assessment (Part I) this year on 12 August 2023 may submit their applications as soon as they receive their results notification letter
- The links for the application form and online application portal will be available in late July 2023 on the HKIQEP website
- A briefing session on Professional Assessment (Part II) will be held in early October 2023
 - Date and registration details will be announced on the HKIQEP website and social media pages in mid September 2023

3b) Professional Membership Application

- The application form can be downloaded from <https://hkiqep.org/qualification-process/>
- The completed and signed application package must be endorsed by three (3) Supporters (refer to page 7)
- The endorsed application package must be uploaded to the online portal
- Detailed instructions for completing the application process is provided in the application form
- DO NOT send the original hard copy until you are requested to do so after your application has been vetted

3c) Professional Assessment (Part II)

- Each vetted Candidate is matched with an Assessment Panel consisting of experts in their declared field(s) of specialization
 - It is important that Candidates indicate their area(s) of specialization clearly on the application form
 - Candidates will be assessed and must be qualified in **ALL** declared areas of specialization to pass the assessment



3c) Professional Assessment (Part II)

- Planned dates for Professional Assessment (Part II)
 - **17 & 24 February 2024**
- Additional dates may be scheduled if there is an overwhelming number of Candidates
- 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

3c) Professional Assessment (Part II)

Timing	Candidate	HKIQEP
1 Aug ~ 30 Nov 2023	1. Application period for Professional Membership <ul style="list-style-type: none"> Download application form and relevant documents from HKIQEP website Upload the endorsed application package to the application portal IP membership must be valid at the time of application 3. Mail endorsed hardcopy to HKIQEP when requested	2. Process applications <ul style="list-style-type: none"> Review and vet all applications Request Candidate to mail full set of endorsed hardcopy to HKIQEP once initial vetting is completed
Mid Jan 2023		4. Notify Candidates of Professional Assessment (Part II) details <ul style="list-style-type: none"> Notification letter includes the venue, date, and time for the assessment
17 & 24 Feb 2024	5. Attend Professional Assessment (Part II) as scheduled	
End Mar 2024		6. Issue results to Candidates via email <ul style="list-style-type: none"> A notice will be posted on the HKIQEP website advising that the letters have been sent

3c) Professional Assessment (Part II)

- HKIQEP Professional Assessment (Part II) consists of two parts:
 1. Written test (20 minutes)
 2. Interview (45-60 minutes)
- The objective of the written test is to assess the written communication skills of the Candidates
- During the interview, Candidates are assessed in 5 attributes:
 - Validation of environmental experience and knowledge
 - Awareness of environmental policy, legislations, and current issues
 - Management experience
 - Professional ethics and conduct
 - Communication skills

(20)

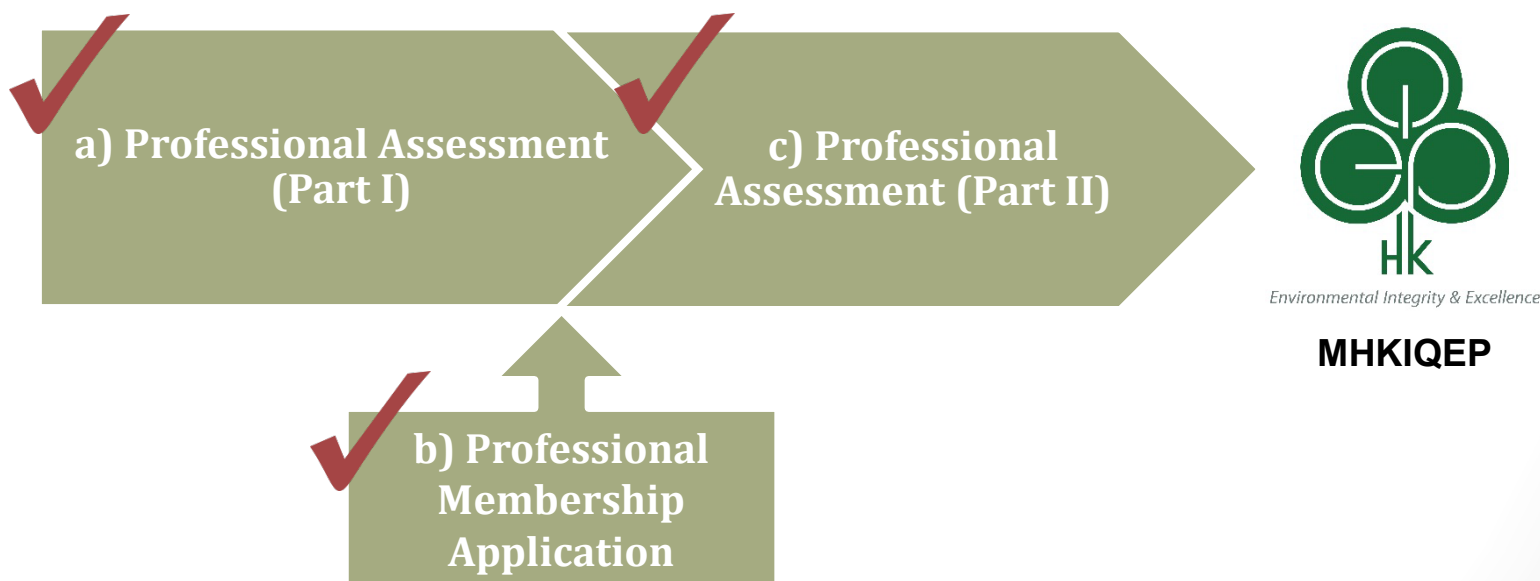


3c) Professional Assessment (Part II)

- A score between 0 to 3 is awarded for each attribute in accordance with the scoring criteria stated in the Evaluation Rubric
- To pass Professional Assessment (Part II), a Candidate
 - Must have a total score of 10 or above, and
 - May not score 0 in any attribute
- The Professional Assessment (Part II) Evaluation Rubric is available at <https://hkiqep.org/qualification-process/>

3c) Professional Assessment (Part II)

- Candidates who successfully pass Professional Assessment (Part II) will be eligible for election to Professional Member
- Results notification will be sent by email



3d) Important Dates

Professional Assessment (Part I)	Date
Application period	1 May ~ 30 June 2023
Assessment date	12 August 2023 *
Results notification	Mid-September 2023

Professional Membership/ Professional Assessment (Part II)	Date
Application period	1 August ~ 30 November 2023
Briefing session	Early October 2023
Assessment dates	17 & 24 February 2024 ^
Results notification	End March 2024

** Postpone to 13 August 2023 in case of inclement weather*

^ Additional dates may be scheduled if required

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4. Fees Schedule

	Fee*	Payment Due
Professional Assessment (Part I)	HKD 1,200	Before completing online application for Professional Assessment (Part I)
Professional Membership Application	HKD 800	Before submitting application for Professional Membership
Professional Assessment (Part II)	HKD 2,000	Upon confirmation that criteria for Professional Membership are met
Professional Membership Annual Subscription Fee	HKD 800	Upon election to Professional Membership

*All fees paid are **non-refundable**

Bank: HSBC

Account Name: Hong Kong Institute of Qualified Environmental Professionals Limited

Account Number: 848-718524-001

- Candidates are responsible for the payment of the above fees in a timely manner
- When submitting evidence of payment, the Candidate's name (and Candidate number if available) must be written on the receipt to avoid confusion

5. Reference Materials

Syllabus and Evaluation Rubric

- <http://hkiquep.org/qualification-process/>

YouTube videos from 2017 Syllabus Orientation sessions

- Air: <https://www.youtube.com/watch?v= DO8TQuQJBg>
- EIA & HA: <https://www.youtube.com/watch?v=Bpae9xPx8ro&t>
- ESMP: <https://www.youtube.com/watch?v=CIO1mFVE9Ss>
- Noise: <https://www.youtube.com/watch?v=JNwxd6CuKdE>
- Waste: <https://www.youtube.com/watch?v=mlr6u86GXm0>
- Water: <https://www.youtube.com/watch?v=LkMVA6zea9M>

6. Contacts and Resources

Reminders:

1. All announcements and communications will be made through email, no postal mail will be sent
 - To avoid emails from being dropped to your spam folder or blocked by your server, you are recommended to add our email addresses below to your contact list
2. General notices will be posted on the HKIQEP website and social media sites (Facebook and LinkedIn)

Useful links:

HKIQEP website: <http://www.hkiqep.org>

Documents mentioned in this presentation:

<http://hkiqep.org/qualification-process/>

HKIQEP contacts:

Email: general@hkiqep.org / qualification@hkiqep.org