



Environmental Integrity & Excellence

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)

**This form must be completed electronically.
Handwritten submissions will not be accepted.**

PRIVATE AND CONFIDENTIAL AFTER COMPLETION

APPLICATION FOR CERTIFIED AIR / NOISE MODELLING PROFESSIONAL (2023)

Notes:

- Please read the following before completing this form:
 - HKIQEP Air/Noise Modelling Professional Certification Scheme Details and 2023 Application Process (<http://hkiqep.org/certified-air-noise-modelling-professional>)
 - Instructions for application submission (pages 4-5 of this document)
- Complete ALL parts of this application form.
- Applicants must notify HKIQEP promptly if there are any changes to the information provided in the application package, especially contact details and employment status.
- Applicants applying for both Air Modelling Professional Certification and Noise Modelling Professional Certification must complete TWO separate application forms and submit them as separate applications.

A. PERSONAL PARTICULARS						
HKIQEP MEMBERSHIP NUMBER		GENDER	MALE	FEMALE		
SALUTATION	DR	IR	MR	MS	PROF	OTHER
SURNAME		GIVEN NAMES (AS PER IDENTITY DOCUMENT)				
OTHER NAMES (IF APPLICABLE)		WORK EXPERIENCE IN AIR/NOISE MODELLING		YEARS		
APPLYING FOR	AIR MODELLING PROFESSIONAL		NOISE MODELLING PROFESSIONAL			

B. RELEVANT PROFESSIONAL QUALIFICATIONS				
NOTES: ♦ Copies of documentary evidence must be submitted				
ISSUE DATE (YYYY/MM)	VALID UNTIL (YYYY/MM)	PROFESSIONAL QUALIFICATION	ISSUING AUTHORITY	SUPPORTER INITIALS

C. RELEVANT EMPLOYMENT HISTORY

NOTES:

- ♦ *In reverse chronological order*
- ♦ *Only include relevant employment with Air or Noise Modelling experience*
- ♦ *Include a brief description for each position in this section and supplement with a detailed CV (refer to requirements on Pages 7)*
- ♦ *Duplicate this page for additional positions held*

CURRENT EMPLOYMENT		PREVIOUS EMPLOYMENT
FROM (YYYY/MM)	TO (YYYY/MM)	COMPANY
		POSITION HELD

Summary of experience in air/noise modelling work: _____

Supporter initials:

SPECIFIC EXPERIENCE AREA(S) IN THIS POSITION:

- NOISE:**
- Core: Road traffic noise Construction noise Fixed noise source
- Elective: Railway noise Aircraft noise Helicopter noise Noise mapping

- AIR (COMPLETE ALL 3 SECTIONS):**
- 1. Emission Estimation and Implementation**
- Core: Power plants; incinerators; boilers; diesel generators; concrete batching plants; and other industrial emission sources (e.g. tar and bitumen works, aluminium works, organic chemical works)
- Landfill; Refuse transfer station; and Sewage treatment work (Including odourous gas)
- Vehicle emission Construction site emission
- Elective: Marine emission Aircraft emission
- Other emissions (please specify): _____

- 2. Air Quality Model Simulation and Application**
- Core: Application of Gaussian Dispersion Model
- Please specify the model(s): _____
- Elective: Regional/background air quality simulation Street canyon air quality simulation
- Indoor/semi-indoor air quality simulation Air quality forecasting
- Application of Box Model Application of Puff Model Application of Physical Model
- Please specify the model(s): _____

- 3. Experience in Air Quality Impact Assessment**
- Environmental Impact Assessment Ordinance (EIAO) Town Planning Ordinance (TPO)
- Air Pollution Control Ordinance (APCO)
- Others (please specify): _____

D. DECLARATION

I declare that the information provided in this application is, to the best of my knowledge and belief, true and correct.

If elected to be a Certified Air/Noise Modelling Professional, I agree to abide by the Code of Ethics and Code of Conduct published on <http://hkiqep.org/codes-of-ethics-and-conduct>. Failure to do so may result in the revocation of my certification and HKIQEP membership.

SIGNATURE

FULL NAME

DATE

E. NOMINATION BY ONE SUPPORTER

NOTES:

- ♦ The Supporter must be a Professional Member, Founding Fellow, or Fellow of HKIQEP who personally know the applicant OR the current direct supervisor of the applicant
- ♦ The Supporter must complete this section of the application form, as well as initial all pages of supporting documents to validate them as true copies

I, the undersigned, support the Applicant from personal knowledge for consideration as Certified Air / Noise Modelling Professional. I have endorsed the correctness of this application as well as validated the documentary evidence by my initials.

FULL NAME

EMAIL

I AM A MEMBER OF HKIQEP

MEMBERSHIP NUMBER

CURRENT POSITION & PHONE NUMBER

I AM THE APPLICANT'S DIRECT SUPERVISOR

SIGNATURE

INITIAL

DATE

APPLICATION INSTRUCTIONS

This section provides instructions on how to complete and submit this application. Refer to <http://hkiqep.org/certified-air-noise-modelling-professional> for details of the certification schemes.

I. APPLICATION PROCESS

1. Complete the application form
 - ♦ Refer to the next section on how to complete the form.
 - ♦ Fill in the application form using Adobe Acrobat. Handwritten applications will not be accepted.
 - ♦ Documentary evidence is required for Sections B and C.
2. Print and sign the completed application form.
3. Pay the application fee to HKIQEP's bank account. Refer to the last section for bank details.
4. Upload the signed application form, supporting documents, and scanned payment receipt to <https://alt.jotfor.ms/HKIQEP/certification-2023> on or before **13 October 2023**.
 - ♦ Scan the signed application form, a detailed CV (refer to requirements in the next section), and all supporting documents into ONE file in pdf format.
 - ♦ Scan the payment receipt in a separate file, ensure the HKIQEP Membership Number and applicant's name are clearly written on it.
 - ♦ Complete the online form and upload the files according to the instructions on the online form.
5. Upon receipt of the application package, HKIQEP will issue an acknowledgement and a receipt for the application fee by email.
 - ♦ This acknowledgement does not signify that the applicant has met all requirements.
6. Applicants who meet the criteria after initial vetting will be invited to attend sit for the certification examination scheduled for 04 November 2023.
 - ♦ Confirmation examination arrangements will be sent by email before 28 October 2023.

II. COMPLETING THE APPLICATION FORM

Part A: Personal Particulars

- ♦ HKIQEP Membership Number: The membership number can be found on the HKIQEP website (<http://hkiqep.org/membership-directory/>).
- ♦ For applicants who are not HKIQEP member at the time of application, they must apply for HKIQEP Associate Membership in parallel with this application. Certification will not be granted until the Associate Membership is achieved. Please enter "Under application" in this space if this is the case.
- ♦ Work Experience: The total number of years the member has worked in air/noise modelling.
- ♦ Select the certification scheme being applied to (Air or Noise).

Part B: Relevant Professional Qualifications

- ♦ List any professional qualifications obtained relevant to air or noise modelling.
- ♦ Submit documentary evidence such as membership certificates, membership fee payment, etc.

Part C: Relevant Employment History

- ♦ Only list positions which include air/noise modelling experience.
- ♦ Make as many duplicate copies of Page 3 as required.
- ♦ Include company reference letters as evidence of employment.
- ♦ Summarize the experience in air/noise modelling for each position in a few sentences and supplement with a detailed CV. Requirements for the CV are as follows:
 - ♦ For Air Modelling Professionals:
 - Details of air modeling experience and roles over at least the last 2 years including

- responsibilities, level of authority, and autonomy for each project.
- The names and details of the projects and whether they are submitted under EIAO, TPO or APCO must be detailed in the CV.
- Other essential information includes but are not limited to: models used in the impact assessment, pollutants being assessed (including odour and toxic air pollutants), pollutants emission sources, method(s) used to determine the pollutant emission factor/rates, method(s) in determining NO₂ concentration from NO_x concentration, and the air pollution control equipment/method(s) required.
- Practical experience must include all Core areas listed in Section C.
- ♦ For Noise Modelling Professionals:
 - Details of noise modeling experience and roles over at least the last 2 years including project names, responsibilities, level of authority, and autonomy.
 - State the experience of identifying and investigating complex noise issues and designing and developing noise mitigation measures for noise impacts of all the Core areas – construction, road traffic, and fixed noise source – and Elective areas as applicable.
- ♦ Refer to the HKIQEP Air/Noise Modelling Professional Certification Scheme Details and 2023 Application Process (<http://hkiqep.org/certified-air-noise-modelling-professional>) for details on work experience requirements. The descriptions for Specific Experience Area can be found in the Air Modelling and Noise Modelling Syllabuses on the same webpage.

Part D: Declaration

- ♦ All applicants must declare the information contained in the application is true and accurate.
- ♦ Applicants should read the HKIQEP Code of Ethics and Code of Conduct via the link provided before completing the declaration.
- ♦ The application package will be reviewed by a vetting team prior to confirmation of acceptance to sit for the examination.

Part E: Supporter Nomination

- ♦ The Supporter must be either:
 - A Professional Member, Founding Fellow or Fellow of HKIQEP who personally know the applicant, or
 - The current direct supervisor of the applicant
- ♦ The Supporter must verify and initial sections B and C, all pages of the supporting documents, including the CV, and complete this section of the application form AFTER it is duly completed and signed by the applicant.

III. FEE STRUCTURE

1. All fees are non-refundable.

FEES SCHEDULE	FEE (HKD)	PAYMENT DUE
Application Fee	\$500	Before submitting application for Air/Noise Modelling Professional Certification
Examination Fee	\$2,000	Upon confirmation that applicant has met all requirements
Annual Subscription for Air/Noise Modelling Professional	\$800	Upon confirmation of Professional Certification

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 applicant's name and Membership Number must be clearly written on the payment record.