

PROFESSIONAL MEMBERSHIP APPLICATION – RECIPROCAL RECOGNITION AGREEMENT ROUTE

Notes:

- Please read the following before completing this form:
 - Eligibility requirements on <https://hkiqep.org/rra/>
 - Personal Information Collection Statement (PICS) (pages 6-7)
 - Instructions for Application Submission (pages 8-11)
- Applicants must notify HKIQEP promptly if there are any changes to the information provided in the application package, especially contact details and current employment status.
- All supporting documents must be clearly referenced according to the instructions on page 9-10.
- Required fields are highlighted in red.

PARENT INSTITUTION (PLEASE TICK ONE BOX ONLY)	☐ THE HONG KONG INSTITUTION OF ENGINEERS (ENVIRONMENTAL DISCIPLINE)
	☐ OTHER (PLEASE SPECIFY) _____

A. PERSONAL PARTICULARS			
SALUTATION	☐ MR. ☐ MS. ☐ DR. ☐ IR ☐ PROF. ☐ AR. ☐ SR. ☐ OTHER (PLEASE SPECIFY) _____		
SURNAME		GIVEN NAMES (AS PER IDENTITY DOCUMENT)	
OTHER NAMES (IF APPLICABLE)		FULL NAME IN CHINESE (IF APPLICABLE)	
WORK EXPERIENCE IN THE ENVIRONMENTAL FIELD	YEARS	GENDER	☐ MALE ☐ FEMALE
DATE OF PASSING PROFESSIONAL ASSESSMENT (PART I) (IF APPLICABLE) (I.E. DATE OF THE RESULTS LETTER, PLEASE ATTACH THE RESULTS LETTER – PAGE WITH THE SCORES IN YOUR SUPPORTING DOCUMENTS PACKAGE)			

B. 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 ♦ Submit clearly labelled additional pages if required							
COMPLETED (YYYY/MM)	ACADEMIC INSTITUTION AND COUNTRY	DEGREE (BENG, MPHIL, PHD, ETC)	FULL NAME OF PROGRAM	SUPPORTERS			REF #
				#1	#2	#3	

B. ACADEMIC HISTORY (CONT'D)

COMPLETED (YYYY/MM)	ACADEMIC INSTITUTION AND COUNTRY	DEGREE (BENG, MPHIL, PHD, ETC)	FULL NAME OF PROGRAM	SUPPORTERS			REF #
				#1	#2	#3	

C. 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
- ♦ Submit clearly labelled additional pages if required

ISSUE DATE (YYYY/MM)	VALID UNTIL (YYYY/MM)	PROFESSIONAL QUALIFICATION	ISSUING AUTHORITY	SUPPORTERS			REF #
				#1	#2	#3	
☐ Professional qualifications from the parent institution are already included.							

D. AREAS OF SPECIALISATION

NOTES:

- ♦ Select all that applies
- ♦ Ensure experience for each declared area of specialisation is described in the Personal Statement (Section F), and detailed in the CV
- ♦ Specialisation area(s) must be indicated for ESMP

☐ Air
☐ Environmental Impact Assessment (EIA) and Health Impact Assessment (HA)
☐ Environmental Science, Management, and Policy (ESMP) (e.g. ecology, green building, energy, sustainability, ... etc.) *
☐ Noise
☐ Waste
☐ Water
* Specialisation areas (required for ESMP, optional for other areas):

E. RELEVANT EMPLOYMENT HISTORY

NOTES:

- ♦ In reverse chronological order – most recent employment first
- ♦ Only include relevant employment history within the last 20 years
- ♦ 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
- ♦ Indicate if each employment is Full Time or Part Time
- ♦ Include a copy of the CV with clear descriptions of job duties in the supporting documents package
- ♦ All three Supporters MUST initial this section for endorsement
- ♦ Submit clearly labelled additional pages if required

FROM (YYYY/MM)	TO (YYYY/MM)	COMPANY	POSITION HELD	FULL/PART TIME	SUPPORTERS			REF #
					#1	#2	#3	
Curriculum Vitae with clear descriptions of experience and job duties for each of the relevant positions.								

F. PERSONAL STATEMENT

REQUIREMENTS AND INSTRUCTIONS:

1. Write a personal statement of no more than 4,000 words describing how you satisfy the requirements of the Evaluation Rubric. The Evaluation Rubric can be downloaded from <http://hkiqep.org/qualification-process/>.
2. Refer to further details on page 10.
3. Enter the file name and the word count in the spaces provided below.

File Name:

Total Number of Words:

G. DECLARATION BY APPLICANT

1. 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.
2. I have not engaged, am not engaging, and will not engage in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security.
3. Upon successful admission as a member of HKIQEP, I agree to commit to the HKIQEP Values, Code of Ethics, and Code of Conduct, as well as fulfill my obligation to pay membership fees and submit continuing professional development (CPD) records on time.

SIGNATURE**FULL NAME OF APPLICANT****DATE**

H. 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, and E of this application form as well as on all pages of supporting documents to validate them as true copies

We, the undersigned, support the Applicant from personal knowledge as a person worthy of consideration for election to the class of Professional Member of HKIQEP. We have verified 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 (PICS)

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, G.P.O. Box 12309 Central, Hong Kong.

.....

To: Hong Kong Institute of Qualified Environmental Professionals

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

☐

I do not consent to the use of my personal data for direct marketing as referred to in paragraph 7

SIGNATURE

FULL NAME OF APPLICANT

DATE

INSTRUCTIONS FOR APPLICATION SUBMISSION

This section provides instructions on how to complete and submit the application for HKIQEP Professional Membership via the Reciprocal Recognition Agreement Route. Refer to <https://hkiqep.org/rra/> for eligibility and requirements.

I. APPLICATION PROCESS

The application process consists of the following steps:

1. Download and complete the application form
 - ♦ Refer to the next section on how to complete the form
 - ♦ Write a Personal Statement following the instructions given in the next section
2. Sign and obtain endorsements from three (3) Supporters
 - ♦ Refer to next section for requirements
 - ♦ Both physical and electronic signatures are accepted
3. Pay the application fee to HKIQEP's bank account

Bank:	HSBC
Account name:	Hong Kong Institute of Qualified Environmental Professionals
Account number:	853-011534-001
FPS Proxy ID:	121034102

Note that the application fee is non-refundable. Applicants should check and confirm their eligibility prior to submitting an application.
4. Complete the [online form](#) and upload the following files
 - ♦ The signed and endorsed application form (maximum 5 MB)
 - ♦ All endorsed supporting documents compiled into **one file** in pdf format (maximum 20 MB)
 - ➔ The documents should be in the order as they appear on the application form
 - ➔ Use the checklist on the last page of this document to double-check that everything is included
 - ♦ Personal Statement in pdf format
 - ♦ CPD record logs (maximum 3 MB)
 - ♦ Application fee payment record
 - ➔ Ensure applicant's name is clearly written on it
 - ➔ If the payment was made by someone OTHER THAN the applicant, the payor's name must be indicated in the appropriate field of the online form
 - ♦ To avoid documents being misplaced, applicants are encouraged to include their names as part of each file's name
5. Complete the confirmation request form for reciprocal recognition agreement by your home professional institution (can be downloaded from <http://hkiqep.org/rra/>).
6. Upon receipt of the online application, HKIQEP Secretariat will check for completeness, and will issue an acknowledgement and receipt by email.
7. The application will be reviewed by the Qualification Panel to determine if the applicant meets the stated criteria.
 - ♦ Requests may be made for the applicant to submit additional information within specified timeframes.
8. The results of the review will be confirmed by the General Council and applicants will be notified accordingly. The decision of the General Council is final. Applicants may be invited to undergo Professional Assessment (Part II) interview to further confirm his/her relevant experience.

II. COMPLETING THE APPLICATION FORM

General

- ♦ *Supporters' initials:* Ensure all three Supporters initial in the required Supporter #1/#2/#3 spaces.
- ♦ *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 evidence is included in the application package for each line where REF # is required.
 - ➔ Remember to include an up-to-date Curriculum Vitae.

Part A: Personal Particulars

- ♦ *Surname and Given Names:* Must be identical to the one on the applicant's identity document.
- ♦ *Other Name:* Any other names the applicant commonly uses.
- ♦ *Work Experience:* The total number of years the applicant has worked in the environmental industry.

Part B: 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.
- ♦ Submit copies of the degree certificates; DO NOT submit transcripts – they will be requested if further verification is required.

Part C: Relevant Professional Qualifications

- ♦ Applicants should include their professional qualifications of the parent institution in this section.
- ♦ Having other professional qualifications is not a mandatory requirement, but it will provide more background information to support the applicant's eligibility as a Professional Member of HKIQEP.
- ♦ Only include professional qualifications relevant to the application.
- ♦ Submit copies of certificates, membership cards, etc. as evidence.

Part D: Areas of Specialization

- ♦ Select your area(s) of specialization from the six main areas currently defined by HKIQEP.
- ♦ If your area of expertise is not listed, select as closely as possible and include details in the "Specialisation Areas" field.
- ♦ ESMP (Environmental Science, Management, and Policy) has very broad coverage.
 - ➔ Applicants declaring specialisation in this area must indicate their specific area(s) of expertise.
- ♦ Applicants declaring specialisation in Air, EIA/HA, Noise, Waste, and Water may also provide this information if they wish.

Part E: Relevant Employment History

- ♦ List in reverse chronological order – most recent position first.
- ♦ Only include environment related employment.
- ♦ Details for each position including responsibilities, authorities, and project experience, etc. must be included in the Curriculum Vitae.
 - ➔ Experience from ALL positions listed on the application form must be substantiated in the CV.
- ♦ All supporting evidence must include the applicant's name, position(s) held, date of holding such position(s).
- ♦ Acceptable employment evidence may include a combination of the following:
 - ➔ For past positions:
 - End-of-employment reference letters on company stationery listing employment dates and positions held.

- Tax return forms from the employer or the Inland Revenue Department listing the start and/or end date(s) of a specific employment
- ➔ For current position:
 - Reference letter issued within 2 months of application on company stationery confirming employment status
 - Employment contract with start date PLUS latest salary payment record.
 - Screenshot of the employer's webpage listing the applicant.
 - Screenshot of the employer's intranet webpage showing the applicant as a current employee
- ➔ Other documentation as applicable.
- ♦ Sensitive information such as salary, benefits, bonus, etc., should be blacked out before submission.

Part F: Personal Statement

- ♦ You must submit a Personal Statement of no more than 4,000 words that satisfies the requirements described below.
- ♦ Provide details of your environmental knowledge and, in particular, your experience in your declared areas of expertise.
- ♦ Use examples from your work or project experience to illustrate your descriptions where possible.
- ♦ You may refer to the five attributes in the Evaluation Rubric (<http://hkiqep.org/qualification-process/>) as a guide to prepare the statement.
- ♦ Ensure your name is on each page of the document.
- ♦ The submitted file must be in pdf format, using a font size of 11 or above.
- ♦ Enter the file name and the word count in the spaces provided.

Part G: Declaration

- ♦ Sign and date the completed application form before presenting it to Supporters for endorsement.

Part H: 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 applicant.
 - ➔ Supporters must also sign their initials on the relevant parts of the application form, all referenced pages of the supporting documents, and the CV.

III. FEE

1. All fees are non-refundable

FEES SCHEDULE	FEE	PAYMENT DUE
Professional Membership (Reciprocal Recognition Agreement Route) Application & Assessment Fee	HK \$3,000	Before submitting application for Professional Membership
Professional Members Annual Subscription Fee*	HK \$1,000	Upon election to Professional Membership

**The membership subscription year runs from 1 January to 31 December. Members elected at any time during the financial year are required to pay the full annual fee. However, a 50% pro-rata discount applies to successful applicants whose professional membership is formally approved by the General Council between 1 July and 31 December.*

2. Payment to be made directly to the following:

Bank name: HSBC
 Account name: Hong Kong Institute of Qualified Environmental Professionals
 Account number: 853-011534-001
 FPS Proxy ID: 121034102

3. The name of the applicant must be clearly written on the payment receipt.

IV. APPLICATION PACKAGE CHECKLIST

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

REQUIRED DOCUMENTS		SUPPORTERS' ENDORSEMENT	UPLOAD TO PORTAL
1	Application form – signed and endorsed	✓	✓
2	Supporting documents package		
-	Evidence of academic qualifications	✓	✓
-	Evidence of professional qualifications	✓	✓
-	Evidence of work experience	✓	✓
-	Curriculum Vitae	✓	✓
3	Personal Statement essay and CPD record logs		✓
4	Signed Personal Information Collection Statement (PICS)		✓
5	Payment record for application and assessment fee		✓
6	Confirmation request form – to be completed by parent institution		