



PROFESSIONAL MEMBERSHIP APPLICATION

Notes:

- Please read the following before completing this form:
 - HKIQEP Professional Membership Application Guidelines (<http://hkiqep.org/qualification-process/>)
 - Personal Information Collection Statement (PICS) (pages 5-6)
 - Instructions for Application Submission (pages 7-11)
- 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 8.
- Required fields are highlighted in red.

A. PERSONAL PARTICULARS

CANDIDATE NUMBER		GENDER	MALE	FEMALE
SALUTATION		SURNAME		
GIVEN NAMES (AS PER IDENTITY DOCUMENT)		OTHER NAMES (IF APPLICABLE)		
FULL NAME IN CHINESE (IF APPLICABLE)		WORK EXPERIENCE IN THE ENVIRONMENTAL FIELD	YEARS	
DATE OF PROFESSIONAL ASSESSMENT (PART I) RESULTS LETTER* (ATTACH THE RESULTS LETTER – PAGE WITH THE SCORES – IN YOUR SUPPORTING DOCUMENTS PACKAGE)				

* Note that the validity of the Professional Assessment (Part I) results is 60 months from the date of the Results Notification Letter.

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	

C. OTHER RELEVANT COURSES TAKEN

NOTES:

- ♦ In reverse chronological order – most recent completed 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

COMPLETED (YYYY/MM)	NAME/TOPIC OF COURSE TAKEN	COURSE PROVIDER	SUPPORTERS			REF #
			#1	#2	#3	

D. 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	

E. AREAS OF SPECIALIZATION

NOTES:

- ♦ Select up to THREE (3) areas only
- ♦ Candidates must be assessed as qualified in ALL declared areas of specialisation to pass the assessment
- ♦ Ensure experience for each declared area of specialisation are included in Parts F & G, 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)*
Noise
Waste
Water
* Specialisation areas (required for ESMP, optional for other areas):

F. 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.								

G. PERSONAL STATEMENT

REQUIREMENTS AND INSTRUCTIONS:

1. Write a personal statement of 3,000 – 4,000 words describing how you satisfy the requirements of the Evaluation Rubric with emphasis on Attribute 1: Environmental experience and knowledge and Attribute 3: Management experience. The Evaluation Rubric can be downloaded from <http://hkiqep.org/qualification-process/>.
2. All FIVE attributes must be addressed.
3. Refer to detailed instructions on page 9.
4. Enter the file name and the word count in the spaces provided below.

File Name:

Total Number of Words:

H. DECLARATION BY APPLICANT

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

FULL NAME OF APPLICANT

DATE

I. 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, and F 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 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, G.P.O. Box 12309 Central, Hong Kong.

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

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

FULL NAME OF APPLICANT

DATE

INSTRUCTIONS FOR APPLICATION SUBMISSION

In addition to the information provided in the HKIQEP Professional Membership Application Guidelines (<http://hkiqep.org/qualification-process/>), 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. 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 application form
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
Account number:	853-011534-001
FPS (Proxy ID):	121034102
4. Complete the online form [here](#) and upload the following files
 - ♦ Scanned copy of the signed and endorsed application form (maximum 5 MB)
 - ♦ Scanned copy of 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 (MS Word or pdf format)
 - ♦ Application fee payment record
 - ➔ Ensure the Candidate Number and applicant's name is clearly written on it
 - ♦ For ease of identification, the candidate number should be included in each file's name
5. Send hardcopy of the application package to HKIQEP ONLY WHEN REQUESTED TO DO SO
 - ♦ The application package must be sent to HKIQEP and postmarked **within one (1) week** of receiving the request



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 the Professional Assessment (Part I) Results Notification Letter (the page with the scores) and an up-to-date Curriculum Vitae.
- ♦ Refer to page 11 to double check all required documents are in the uploaded and hardcopy sets.

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 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.
- ♦ *Date of Professional Assessment (Part I) Results Letter:* The date of issue of the Professional Assessment (Part I) Results letter. Results are valid up to 60 calendar months from the date on this letter.

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.
 - ➔ DO NOT include other short courses such as ISO 14001, Carbon Auditing, etc. These should be included in Part C.
- ♦ Submit copies of the degree certificates; DO NOT submit transcripts – they will be requested if further verification is required.

Part C: Other Relevant Courses Taken

- ♦ Having taken additional courses is not a mandatory requirement, but it will provide more background information for the Assessment Panel.
- ♦ Include in this Part all the courses relevant to the application that are not included in Part B.
- ♦ Submit copies of certificates or records of completion as evidence.

Part D: Relevant Professional Qualifications

- ♦ Having other Professional Qualifications is not a mandatory requirement, but it will provide more background information for the Assessment Panel.
- ♦ List all professional qualifications relevant to the application.
- ♦ If you have professional level membership(s) with HKIQEP's Institutional Partners, you may include them in this section.
- ♦ Submit copies of certificates, membership cards, etc. as evidence.

Part E: Areas of Specialization

- ♦ Proper completion of this Part is critical for matching qualified applicants with Assessment Panels.
- ♦ ESMP (Environmental Science, Management, and Policy) has very broad coverage.
 - ➔ Applicants declaring specialization in this area must indicate their specific area(s) of expertise.
- ♦ Applicants declaring specialization in Air, EIA/HA, Noise, Waste, and Water may also provide this information if they wish.

Part F: Relevant Employment History

- ♦ List in reverse chronological order – most recent position first.
- ♦ Only include employment with environment related experience.
- ♦ If promotions or lateral moves were made within a company, treat each position change as a new employment (i.e., complete a new line) and clearly indicate the start and end dates.
 - ➔ Evidence must be submitted for each position.
- ♦ Details for each position including responsibilities, authorities, and project experience, etc. must be provided in a Curriculum Vitae.
 - ➔ Experience from ALL positions listed on the application form must be substantiated in the CV.
 - ➔ Provide clear descriptions of job duties 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:
 - ➔ Reference letters on company letterhead stationery.
 - ➔ Company letters notifying applicant of positions changes.
 - ➔ Employment contracts with start date.
 - ➔ Latest salary payment record for current employment.
 - ➔ Other documentation as applicable.
- ♦ Sensitive information such as salary, benefits, bonus, etc., should be blacked out before submission.

Part G: Personal Statement

- ♦ The Personal Statement must be between 3,000 – 4,000 words describing how the requirements of the Evaluation Rubric are satisfied, with emphasis on Attributes 1 and 3 (see below). The Evaluation Rubric can be downloaded from <http://hkiqep.org/qualification-process/>.
- ♦ Your statement must address all FIVE attributes (see below), giving examples where possible.
 - ➔ Attribute 1: Describe your environmental experience and knowledge with reference to the requirements stated in the Evaluation Rubric.
 - ➔ Attribute 2: Explain how you keep abreast of environmental policy, legislation, and current issues.
 - ➔ Attribute 3: 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.
 - ➔ Attribute 4: Describe your views on ethics and conduct in the environmental profession.
 - ➔ Attribute 5: Explain how you ensure your messages are communicated properly and accurately.
- ♦ Use examples to illustrate your descriptions where possible.
- ♦ Ensure your name and Candidate Number are on each page of the document.
- ♦ The submitted file must be in MS Word or pdf formats only, using a font size of 11 or above.
- ♦ Enter the file name and the word count in the spaces provided.

Part H: Declaration

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

Part I: 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 initial the relevant parts of the application form, all referenced pages of the supporting documents, and the CV.

III. PROCESSING BY HKIQEP

1. Upon receipt of the online application package, HKIQEP will issue an acknowledgement and receipt 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 applicant meets the stated criteria.
 - ♦ Requests may be made for the applicant to submit additional information.
 - ♦ A deadline will be given each time additional information is requested. Failure to meet the deadline without a valid reason may result in a rejection of the application.
3. Applicants who meet all criteria will be invited to attend Professional Assessment (Part II). An invoice will be sent at that time and settlement is required before the assessment is scheduled.
4. Professional Assessment (Part II) consists of two parts: i) a written test, held several times annually; and ii) an interview, scheduled based on demand.
 - ♦ Eligible candidates will be provided with the dates and venues of available written test sessions.
 - ♦ The interview will be arranged within 6 months after taking the written test.

IV. FEE

1. All fees are non-refundable

FEES SCHEDULE	FEE	PAYMENT DUE
Professional Assessment (Part I)	HK \$1,200	Before completing online application for Professional Assessment (Part I)
Professional Membership Application	HK \$1,000	Before submitting application for Professional Membership
Professional Assessment (Part II)	HK \$2,000	Upon confirmation that criteria for Professional Membership are met
Professional Members annual subscription	HK \$1,000	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

Account number: 853-011534-001

FPS (Proxy ID): 121034102
3. The Candidate Number and name of the applicant must be clearly written on the payment receipt.

V. APPLICATION PACKAGE CHECKLIST

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

	REQUIRED DOCUMENTS	SUPPORTERS' ENDORSEMENT	UPLOAD	POST WHEN REQUESTED
1	Application form – signed and endorsed	✓	✓	✓
2	Supporting documents package			
-	Evidence of academic qualifications	✓	✓	✓
-	Evidence of other relevant courses attended (if applicable)	✓	✓	✓
-	Evidence of professional qualifications (if applicable)	✓	✓	✓
-	Evidence of work experience	✓	✓	✓
-	Curriculum Vitae	✓	✓	✓
-	Professional Assessment (Part I) result notification letter		✓	
2	Personal Statement essay		✓	
3	Signed Personal Information Collection Statement		✓	✓
4	Payment record for application fee		✓	✓