



Professional Membership Application Guide

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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	8 years	5 years
Hold position of responsibility in environment related work	3 years	3 years

For more information, please visit :

<https://hkiqep.org/routes-to-professional-membership/>

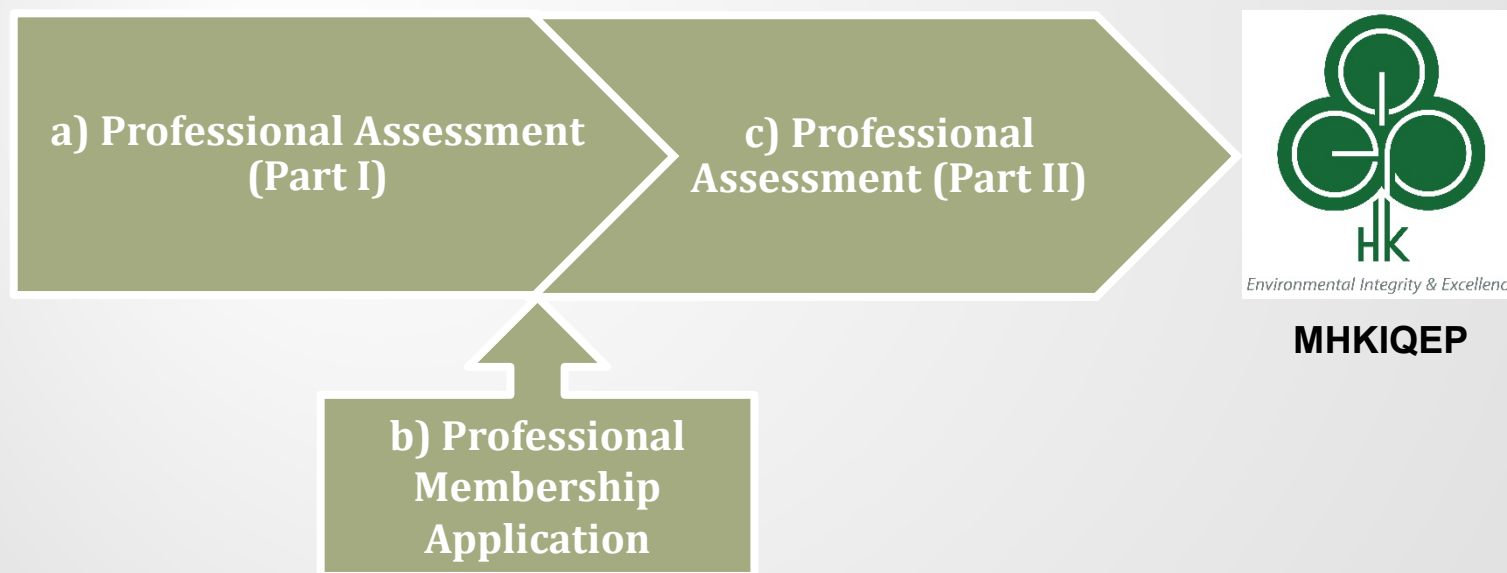
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2b) Supporters Requirements

- 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)



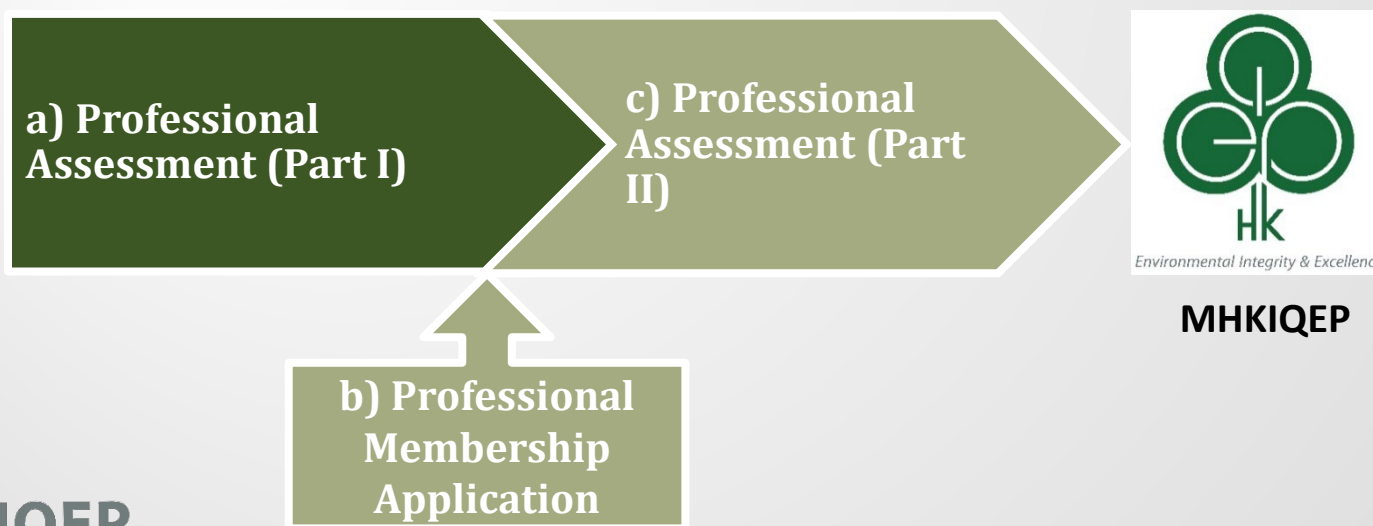
3. Qualification Process

- 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 General Council

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

Information regarding the application period and assessment date can be found on the HKIQEP website.



3a) Professional Assessment (Part I)

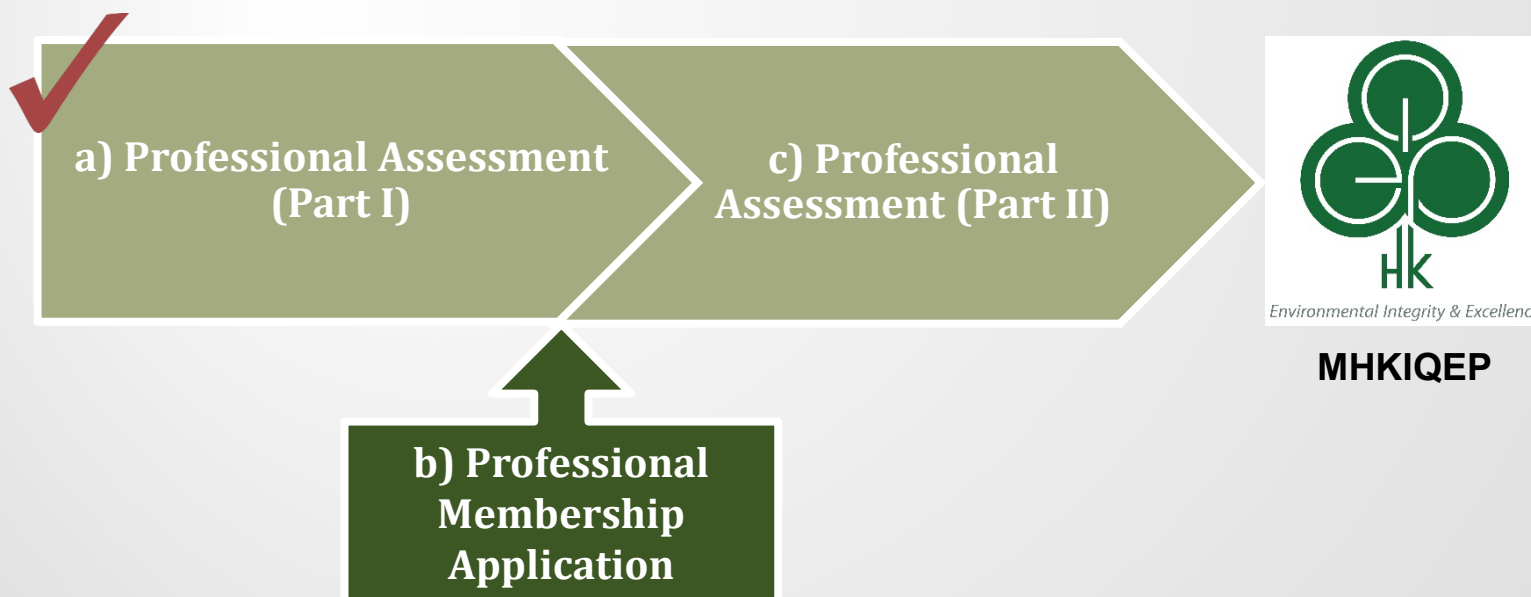
- The examination covers six (6) areas:
 - i. Air
 - ii. Environmental Impact Assessment and Health Impact Assessment (EIA & HA)
 - iii. Environmental Science, Management & Policy (ESMP)
 - iv. Noise
 - v. Waste
 - vi. Water
- The Syllabus is available at <https://hkiqep.org/qualification-process/>
-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

3a) Professional Assessment (Part I)

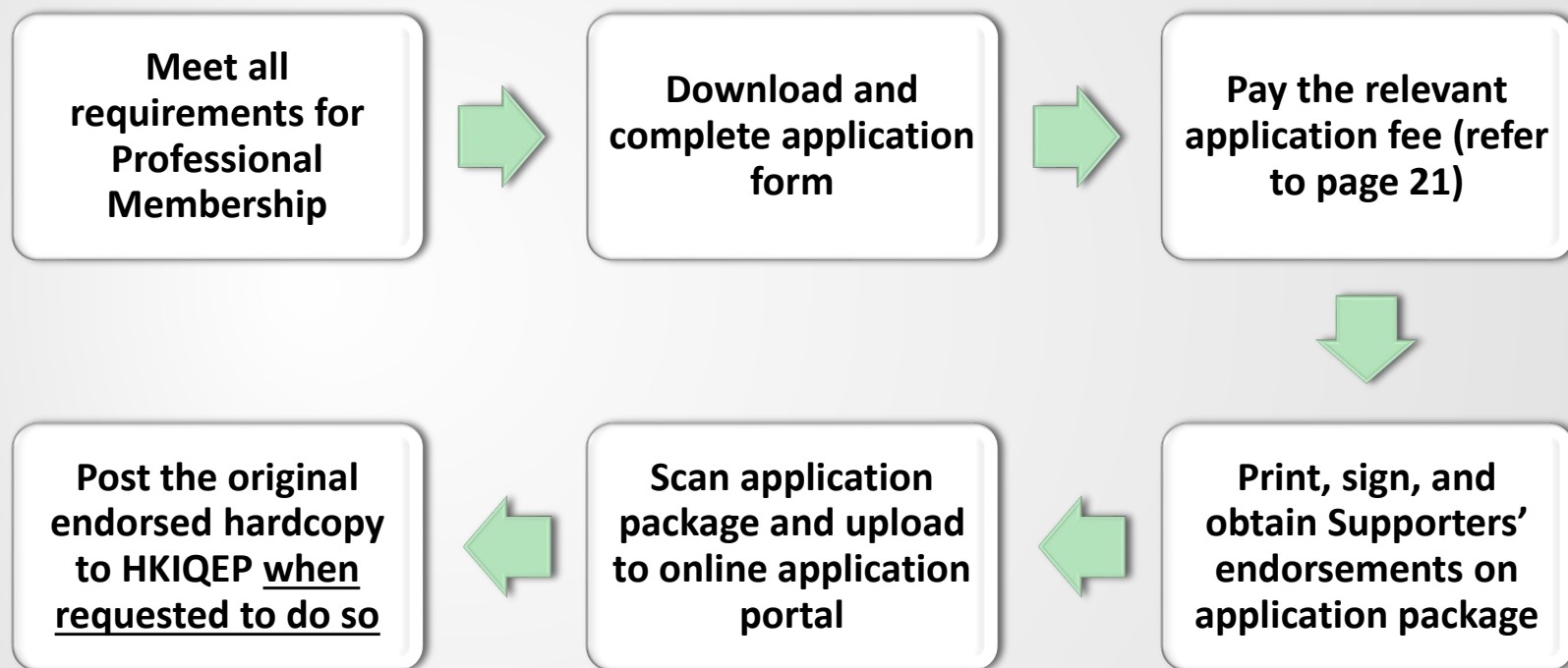
- To pass the examination, candidates must
 - Achieve an overall pass, and
 - Obtain passing scores in each of the six areas
- No limit on the number of attempts
- Results are valid for up to five years (60 calendar months) from the date of the results notification letter
 - e.g. If the Professional Assessment (Part I) results notification letter is dated 15 September 2020, application for Professional Membership must be **submitted** no later than *14 September 2025*

3b) Professional Membership Application

- To apply for Professional Membership, candidates must
 - Meet all requirements for Professional Membership (refer to section 2)
 - Have passed the Professional Assessment (Part I) within the last five years (refer to page 11)



3b) Professional Membership Application



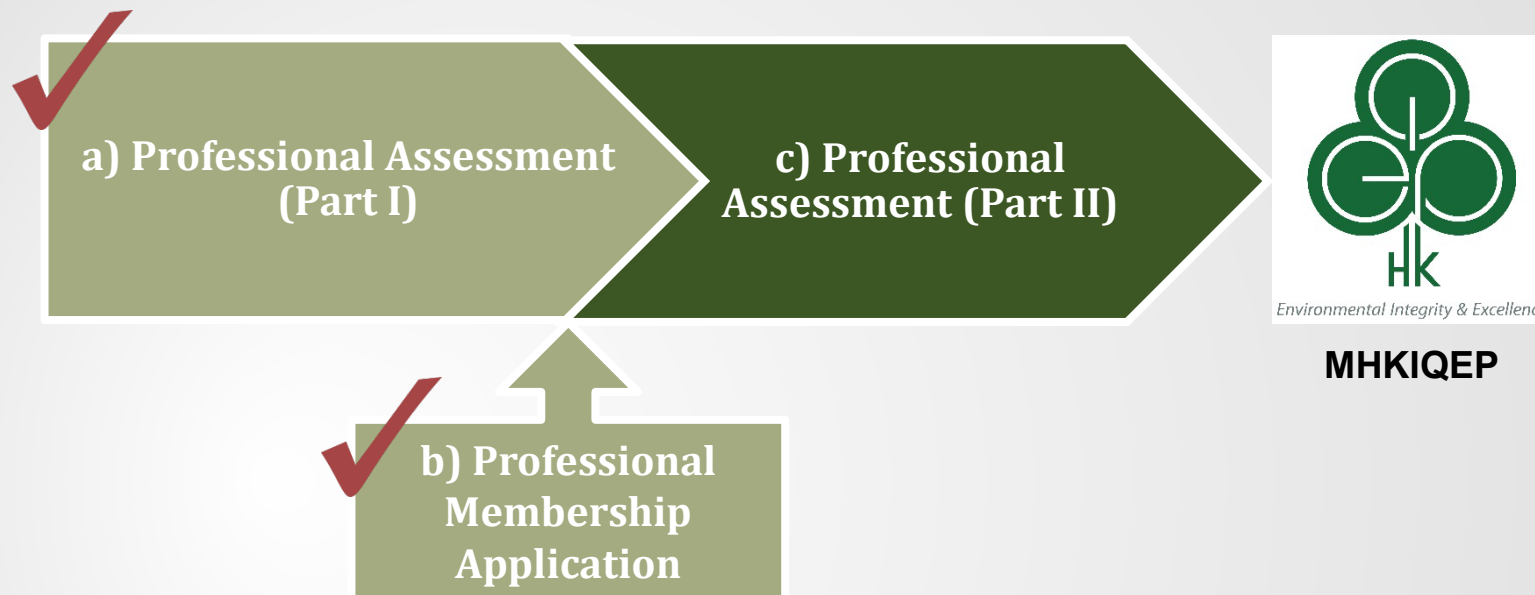
3b) Professional Membership Application

- Information regarding the application period can be found on the HKIQEP website
- Candidates meeting all requirements as listed in section 2 may submit their application anytime
- The links for the application form and online application portal can also be found on the HKIQEP website
- Refer to the HKIQEP website for dates and registration details of the briefing session or videos of recorded sessions
- Information and videos from previous syllabus orientation sessions can also be found on the HKIQEP website

3b) Professional Membership Application

- The application form can be downloaded from the HKIQEP website
- The completed and signed application package must be endorsed by three (3) Supporters (refer to page 6)
- 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 application will be reviewed for completeness and eligibility upon receipt
- HKIQEP Professional Assessment (Part II) consists of two parts:
 1. Written test (20 minutes)
 2. Interview (45-60 minutes)
- The two parts are scheduled on different days

3c) Professional Assessment (Part II)

Written Test

- The written test is conducted on a different day than the Interview
- The objective of the written test is to assess the written communication skills of the candidates
- Eligible candidates will be provided with the dates of available written test sessions
 - Candidates may select the session most appropriate to their schedule

3c) Professional Assessment (Part II)

Interview

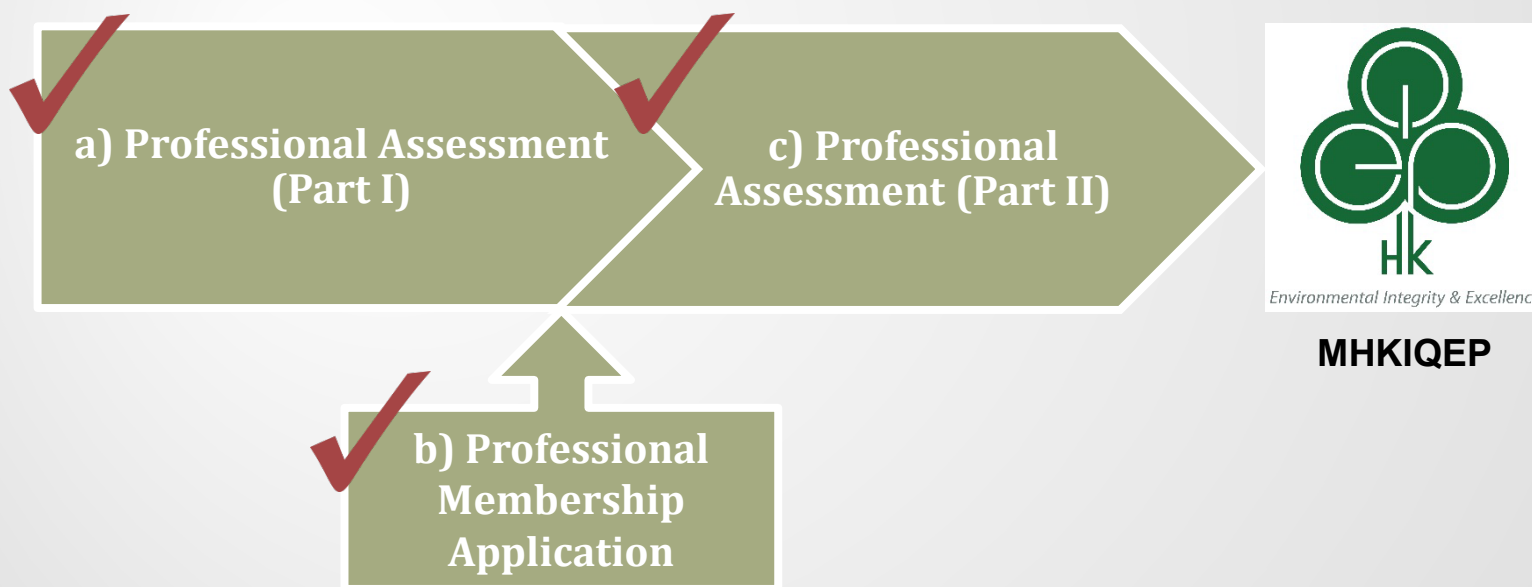
- After the written test, candidates will be matched with an Assessment Panel consisting of experts in their declared field(s) of specialization
 - It is important that candidates indicate their area(s) of specialization clearly on the application form
 - Each candidate may declare **up to 3 areas** of specialization
 - Candidates will be assessed and must be qualified in **ALL** declared areas of specialization to pass the assessment
- The Interview will be arranged within 6 months after taking the written test on a mutually convenient date

3c) Professional Assessment (Part II)

- During the interview, candidates are assessed in 5 attributes:
 1. Validation of environmental experience and knowledge
 2. Awareness of environmental policy, legislations, and current issues
 3. Management experience
 4. Professional ethics and conduct
 5. Communication skills
- Details and the scoring criteria of each attribute can be found in the Professional Assessment (Part II) Evaluation Rubric at <https://hkiqep.org/qualification-process/>
- A score between 0 to 3 is awarded for each attribute in accordance with the stated scoring criteria
- 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

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



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 1,000	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 1,000	Upon election to Professional Membership

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

Bank: HSBC

Account Name: Hong Kong Institute of Qualified Environmental Professionals

Account Number: 853-011534-001

FPS (Proxy ID): 121034102

- 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://hkiqep.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