



CIEEM



# Membership Regulations: Information and Eligibility

March 2019

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## Membership Profile

CIEEM members work for a wide range of ecological/environmental employers. Job roles are extremely varied and range from surveying and analysing field data to providing high level input into environmental policy. Our membership varies greatly in terms of professional standing, with chief executives and directors of large organisations at one end of the scale, to student members who are studying at university/college before entering the sector professionally.

This unique mix of members makes networking within CIEEM a particularly worthwhile and stimulating experience. CIEEM members are practitioners in ecology and environmental management and are bound by a strongly held Code of Professional Conduct which brings an ethical dimension to their work. They are also required to maintain and develop their skills through Continuing Professional Development. If this appeals to you, CIEEM could be your natural professional home.

There are several grades of CIEEM membership: Fellow, Chartered, Full, Associate, Qualifying and Student. There is also an option to become a Retired member. Fellows are Full members designated as Fellows on account of their outstanding contribution to the practice of ecology and environmental management. Fellows and Full members with sufficient level of competence may apply for Chartered status – either as a Chartered Ecologist (through CIEEM) and/or as a Chartered Environmentalist (through the Society for the Environment).

## Eligibility Criteria

1. CIEEM's Competency Framework is used as the basis for membership eligibility for Associate membership and above.
2. The purpose behind the eligibility criteria is to ensure that membership reflects a high level of professional competence and integrity and that CIEEM members are recognised as professionals in their field, both by other professions and by organisations whose work involves ecology and the natural environment.

3. 'Environmental management' here means ecological management of the natural environment. Examples of work that does not generally fall within the competence of CIEEM are waste management, environmental health, food safety, engineering, landscape architecture and development planning.
4. We will accept applications for membership appropriate to an individual's self-assessed competence level, although admission will be at the discretion of the Secretariat staff or CIEEM's Membership Admissions Committee (MAC) after review.
5. The regulations listed below are currently correct but CIEEM's Governing Board may amend them from time to time.

## Membership Eligibility

Members are very unlikely to have competence in all of the themes and competencies within the Competency Framework and will have a competency profile that is a combination of different competence levels as appropriate to their background and experience in different roles (i.e. they will not be Capable or Accomplished at everything). However, there is a minimum expectation of levels of competence for the Associate, Full and Chartered membership grades and Professional Conduct is a mandatory competency for all of these.

Applications for Fellowship are reviewed by a panel of current Fellows and the Chair of the Membership Admissions Committee (MAC). Applications for Associate and Full membership are reviewed by experienced assessors who work under the guidance of, or are also members of, MAC. Applications for Qualifying and Student grades are reviewed and processed by Secretariat staff.

## Fellowship (FCIEEM)

Fellowship is the highest level of CIEEM membership and is reserved for those who are deemed to have made an outstanding contribution to the profession. Fellows may use the post-nominal 'FCIEEM' and attend the annual Fellows Forum to help guide the work of the Chartered Institute.

## The Role of a Fellow

It is important that CIEEM has a strong Fellowship. It is recognised that Fellowship brings personal reward and accolade to those elected to the Chartered Institute's highest category of membership. Equally, CIEEM benefits from having the most eminent and highly respected people in the profession as Fellows.

It is hoped that Fellows will use their best endeavours to contribute to the work of CIEEM when called upon to do so, or as opportunity arises. There are many different roles that Fellows can fulfil, ranging from high profile ambassadors and chairmanships, through participation in working groups, panels and committees, to the provision of desk-based advice to the Chartered Institute on particular issues.

The principal criterion is that each Fellow should have made an 'outstanding contribution' to the profession of ecology and environmental management in one or more of the areas described below. Candidates should also be highly respected and have unimpeachable integrity, which will be confirmed by the sponsors and supported by the evidence in the testimonial and application documents. Candidates should have attained a position of seniority and substantial experience within the profession.

'Outstanding contribution' to our profession is defined as:

- Research which has practical application in the profession of ecology and environmental management.
- Establishing or raising professional standards through developments in training, quality standards or methods.
- Influencing the evolution of policies or legislation relating to the natural environment.
- Promotion of ecological professionalism among employers, organizations, companies and other institutes.
- Innovation through establishing new partnerships, leadership, techniques or awareness for ecological professionalism.
- The practical application of the principles of ecology and environmental management.
- Advancement of biodiversity conservation.

## Full Membership (MCIEEM)

Applicants for Full Membership must be currently engaged in or actively seeking professional practice in **ecology or ecological management of the natural environment**.

Those with less than the requisite number of competencies may apply for a lower membership level; once they obtain sufficient competence for Full membership they should apply to upgrade. Whilst welcoming applications from candidates specialising in a particular area, CIEEM considers that for Full membership there will normally be a requirement to demonstrate proficiency in more than one species group and to place surveys in a wider ecological context.

Level of competence and expected relevant professional experience:

- Must demonstrate competence at the Accomplished level in a total of seven competencies, one of which must be Professional Conduct. A minimum of three of the competencies should be from the technical competencies list and two from the transferable competencies list (other than Professional Conduct).
- With a relevant degree [1] – an expected, but not mandatory, four or more years relevant professional experience in the last ten years.
- Without a relevant degree – an expected, but not mandatory, eight or more years relevant professional experience in the last ten years.

More information to further evidence competencies may be required. This might be the submission of material referred to in the competency assessment section of the application form.

Those with less than the requisite number of competencies may be offered an alternative grade.

**Full members are entitled to use the suffix MCIEEM after their name.**

[1] Depending on the ecological content, the following degrees might be considered relevant: Ecology, Biological Sciences, Zoology, Botany, Countryside Management, Environmental Sciences, Marine and Freshwater Management, Earth Sciences, Agriculture, Forestry, Geography, Landscape Management.

# Associate Membership (ACIEEM)

Applicants for Associate membership must be currently engaged in or actively seeking professional practice in ecology or **ecological management of the natural environment**.

Level of competence and expected relevant professional experience:

- Must demonstrate competence at the Capable level in a total of seven competencies, one of which must be Professional Conduct. A minimum of three of the competencies should be from the technical competencies list and two from the transferable competencies list (other than Professional Conduct).
- With a relevant degree [1] - an expected, but not mandatory, three or more years relevant professional experience in the last ten years.
- Without a relevant degree – an expected, but not mandatory, six years or more of relevant professional experience in the last ten years.

More information to further evidence competencies may be required. This might be the submission of material referred to in the competency assessment section of the application form.

Those with less than the requisite number of competencies may be offered an alternative grade.

**Associate members are entitled to use the suffix ACIEEM after their name.**

[1] Depending on the ecological content, the following degrees might be considered relevant: Ecology, Biological Sciences, Zoology, Botany, Countryside Management, Environmental Sciences, Marine and Freshwater Management, Earth Sciences, Agriculture, Forestry, Geography, Landscape Management.

## Graduate Membership (Grad CIEEM)

Applications to Graduate membership closed on the 31st December 2018 with admissions continuing into the spring of 2019 once assessment has been completed. All existing Graduate members will continue to keep their existing benefits, including their post-nominal, for a further period of up to 24 months at which point Graduate members should have gained sufficient competence to progress to Associate membership.

**Graduate members are entitled to use the suffix Grad CIEEM after their name.**

## Qualifying Membership

Our Qualifying membership is open to applicants at the earliest stages of their career, whether graduates or non-graduates. Applicants need to use the Competency Framework to identify the skills they wish to develop as they work towards a competence-assessed membership grade (e.g. Associate).

Qualifying members are expected to upgrade their membership within three years of being awarded Qualifying member status.

**Qualifying members are not entitled to use a suffix.**

## Student Membership

Applicants for Student membership must be engaged in a full-time or part-time course leading to an examined degree, HND, Foundation degree or equivalent qualification.

On ceasing to be a student all those wishing to remain members of CIEEM must apply for Qualifying Membership or above within one year of completing their course.

## Retired Membership

Retired members are Fellows, Full or Associate members of CIEEM who are partaking in no more than a maximum of 24 days paid work in any subscription year.

**Retired members may use the suffix FCIEEM(rtd), MCIEEM(rtd) or ACIEEM(rtd), whichever is appropriate.**

## General Information

**1. Charter and By-laws** - all members are required to abide by and respect CIEEM's Charter and By-laws. The liability of members is limited to £1.00.

**2. Code of Professional Conduct** – All members are bound by CIEEM's Code of Professional Conduct, the latest version of which can be found on CIEEM's website. All applicants must sign a declaration that they have to the best of their knowledge practised in accordance with the Code and will continue to do so.

**3. Appropriate use of membership suffix** - any reference to CIEEM membership made by an individual member, including in their professional literature and reports, should clearly state what grade of membership they hold in order to avoid misleading the public as to the level of experience and competence of the member concerned. This is also applicable to retired members who should use the appropriate suffix. In some instances it may be appropriate for reference to be made to general membership of CIEEM, for example where multiple employees hold membership, but every effort should be made to avoid ambiguity.

**4. Continuing Professional Development** – Fellows, Full, Associate, Qualifying Members and Retired Members with a Chartered status must fulfil any current CPD requirements. The current CPD requirements can be found on CIEEM's website.

**5. Sponsors** – sponsors cannot be related to the applicant.

- a)** For Associate and Full membership applications two sponsors are required. At least one sponsor should be a CIEEM member of at least the same grade as that being sought. The second sponsor should ideally also be a member of CIEEM but if this is not possible they should be a member of a similar professional body at a grade equivalent to the CIEEM Associate or Full grade (whichever is applicable) or, if this is not possible, a professional colleague.
- b)** In exceptional cases, such as for overseas applicants, and then only at the discretion of the Membership Operations Manager, if it is not possible to find a CIEEM member to act as a sponsor then two non-member sponsors as described above may be acceptable. Please contact the CIEEM office if you have difficulties in obtaining sponsors or need further advice.
- c)** All non-member sponsors will need to provide a copy of their CV or work profile to demonstrate their suitability as a sponsor. It will be the applicant's responsibility to request this information from the non-member sponsor and forward it with their application.
- d)** For Qualifying membership applications one sponsor is required. The sponsor must not be related to the applicant and they do not have to be a CIEEM member.
- e)** Applications for Student membership do not require a sponsor.

**6. Voluntary/Research work and unemployment** - Competency gained whilst in relevant voluntary work, undertaking relevant research or during periods of unemployment will be considered within an application as part of the assessment process.

**7. Deferral of subscription fees** - if a Fellow, Full, Associate or Retired member is unable to renew their annual membership subscription because of unemployment or financial circumstances, an application for deferral of payment can be made for that year, and exceptionally extended for the following year only, provided that all arrears are paid upon gaining employment and within one year of expiry of the deferral agreement. All conditions of membership will otherwise continue to apply. It must be understood that you will have to pay your deferred subscription fee in full and if you have not paid by the following year you will have to pay two years' subscription fees to maintain your membership.

Because of this we recommend that members in deferral pay subscription fees as soon as possible or even in stages. We will do all that we can to help you come to a payment schedule that is suitable for you. Members whose subscription is in deferral will not be permitted to upgrade their subscription, and therefore increase their outstanding debt, until all outstanding fees owing have been paid.

**8. Abeyance Agreement** – If a Fellow, Full, Associate or Qualifying member is about to take a career break an application for Abeyance can be made to put their membership on hold. Members who are still in relevant work are not eligible for such an agreement. The most common reasons for signing an abeyance agreement are for parental leave, child or family care, voluntary work, long-term illness or travel overseas.

Whilst in abeyance members do not have to pay subscription fees but will continue to receive selected member benefits to enable them to keep in touch with developments in the sector and undertake some CPD should they choose to. CPD courses can also be undertaken at the member rate or at CIEEM's low-income rate (if eligible). However, members in abeyance are not to undertake any relevant professional employment, so are not eligible to use post-nominals or advertise their services (if applicable) for the duration of the agreement.

An abeyance agreement can be renewed for up to five years but an extension must be requested every year. You can end an abeyance agreement at any time by contacting the Secretariat and paying a pro rata subscription fee.

When wishing to resume their CIEEM membership, one of the following procedures to reinstate membership shall commence immediately upon notification, depending on how long the member has been in abeyance:

1. For an abeyance period of up to 12 months, no further action is necessary by the member.
2. Within the second or third consecutive year of abeyance, membership may be reinstated immediately but the member will be entered into CIEEM's annual audit of CPD in the following year.

**3.** Agreements terminated after more than three consecutive years of abeyance (to a maximum of five years) may be reinstated immediately but the member will be required to submit a CPD plan within six months of reinstatement. The CPD plan should detail what activity the member will be undertaking in order to gain/regain knowledge and expertise relevant to their role and the grade of membership they currently hold. Activity undertaken will be reviewed against this plan by the Training, Education and Career Development Committee (TECDC) as part of CIEEM's annual audit of CPD in the following year. Failure to submit a suitable development plan within six months of reinstatement may result in a temporary suspension of membership until such a plan has been received.

It is also possible to place Chartered status into abeyance on an annual basis for a maximum of five consecutive years. Reinstatement of Chartered status can be made following the processes outlined in points 1. and 2. (above). Members holding their Chartered status in abeyance for longer than three years must successfully undertake a Professional Review Interview (PRI) before this can be reinstated. Costs associated with the PRI are payable by the member.

## Application Fee

**1.** All applications are acknowledged by email within one week of receipt. An application administration fee, if applicable, will be invoiced on receipt of an application and payment required according to the terms stated on the invoice. Administration fees are non-refundable should an application be withdrawn or an outcome not accepted.

**2.** Any charges incurred by CIEEM due to cheque payments being declined will be your responsibility.

**3.** Should your application be successful an invoice for either your first year of membership (for new members) or the appropriate upgrade subscription (for current members) will be issued and payment is required according to the terms stated on the invoice. The invoice is generated on a pro-rata basis. Please see the following table for more information:

Month application is successful	Proportion of subscription fee due
Oct, Nov, Dec	Full amount
Jan, Feb, Mar	Three quarters full amount
Apr, May, Jun	Half full amount
Jul, Aug, Sept	Quarter full amount

All current application fees can be found on CIEEM's website.

## Annual Subscription Payment

Membership fees are due on 1st October annually. Existing members will be invoiced annually for their renewal premiums. Subscriptions for membership paid by Direct Debit are collected annually, bi-annually or quarterly dependant on the payment schedule selected by the member.

If you are a UK Tax payer then you are eligible for tax relief on your membership subscriptions as CIEEM is an HMRC approved body. You can make this claim either by contacting HMRC to make an adjustment to your PAYE Tax code if you are employed, or if you are self-employed by completing box 19 on your Self-assessment tax return.

## Membership Application Procedures

### General Guidance

1. The Membership Admissions Committee (MAC) is a sub-committee of the Governing Board authorised to approve applications for membership. Additional assessors, who undertake the same training and moderation as members of the Committee, work alongside the MAC to review applications. Final approval of applicants is made by MAC on behalf of the Governing Board.
2. Applications for Full and Associate membership normally take three to four months from submission to determination.

## **Application Processing**

- 1.** Application received at the CIEEM office and acknowledged.
- 2.** Details checked to ensure the applicant has provided sufficient information. The onus is on the applicant to provide sufficient information to allow the assessors to judge the summary of competences. Applicants who have not provided sufficient information are requested to submit further details.
- 3.** Student and Qualifying members are admitted upon receipt of an application and assessment by the Secretariat, providing eligibility criteria are met.
- 4.** Each application for Associate and Full membership is copied to a minimum of two, and typically three, assessors who examine each application independently and report their decisions directly to the Secretariat.
- 5.** The decisions of the assessors are collated by the Secretariat.
- 6.** Candidates who have been unanimously approved are then admitted as members and sent certificates and other relevant material.
- 7.** Candidates who have not been unanimously approved at the grade for which they applied may be invited to submit further information to inform the assessment of their application and determine an outcome. Candidates are then notified of the result of the assessors' decision, which is subject to a right of appeal.
- 8.** Where membership is offered at a grade different from that for which the applicant applied, a financial adjustment will be made. Applicants have one calendar month to accept or decline the lower grade offered.
- 9.** The names of applicants successfully admitted to the Institute will be listed in the next available edition of In Practice. Any member considering raising a complaint against a newly admitted member should do so via the standard complaints process.

## Unsuccessful Applications/ Appeals

- 1.** An unsuccessful application will be notified to the applicant, together with feedback on why the application has failed.
- 2.** In the case of a failed application applicants wishing to appeal must notify the Secretariat of their intention to do so within 30 days. At this point applicants will be provided with a copy of CIEEM's membership appeals process. Applicants must provide clear and concise grounds for appeal, taking into account all feedback provided during the application process.
- 3.** The Membership Operations Manager and/or Chief Executive Officer will review the entire application and decide if there are grounds for the application to be reviewed.
- 4.** If there are suitable grounds for appeal the application is to be reassessed. The applicant will be required to pay an administration fee which will be refunded if the applicant is admitted at the level at which they originally applied. The outcome of this second review is final and the applicant must either accept the decision of the Committee or withdraw their application. Should the applicant withdraw their application the administration fee is retained by CIEEM.



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