



## **Chartered Ecologist Guidance for Applicants**

## Contents

<b>The Chartered Ecologist Register.....</b>	<b>3</b>
<b>Eligibility criteria .....</b>	<b>3</b>
<b>The routes to Chartered Ecologist status .....</b>	<b>6</b>
<b>Process for competence-assessed Full members .....</b>	<b>7</b>
<b>Process for Full members (without previous assessment of competence) .....</b>	<b>9</b>
<b>Completing the written application.....</b>	<b>11</b>
<b>Sponsors .....</b>	<b>13</b>
<b>Declaration .....</b>	<b>13</b>
<b>Submission and Fees .....</b>	<b>13</b>
<b>The Professional Review Interview .....</b>	<b>14</b>
<b>Registration .....</b>	<b>14</b>
<b>What happens if my application is unsuccessful? .....</b>	<b>15</b>

## The Chartered Ecologist Register

CIEEM's Register of Chartered Ecologists, created under powers conferred by the granting of a Royal Charter on 1<sup>st</sup> April 2013, recognises the effective application of knowledge and understanding of the science of ecology to a consistently high standard.

Chartered Ecologists are active professionals who use their knowledge, experience and influence to promote and advance ecology as an applied discipline. They may work or have worked in local or national government, consultancy, the voluntary sector, statutory agencies, industry or academia but they are united by three common characteristics:

1. their advice and practice is based on a fundamental understanding of ecology and the critical evaluation of scientific evidence;
2. they work in accordance with high standards of professional conduct; and
3. they can communicate complex ecological concepts and ideas confidently and effectively to a wide range of audiences.

Applying to become a Chartered Ecologist is a straightforward but necessarily testing process. This guidance document is designed to be used alongside the application form and CIEEM's Competency Framework as you undertake the application process. If you have yet to request an application form, please register your interest by emailing [membership@cieem.net](mailto:membership@cieem.net) or calling 01962 868626. Please note that the process can be subject to change so, if having requested an application form you decide not to apply straight away, it is worth checking that you have the latest version of the form when the time is right for you to apply.

### Eligibility criteria

In order to be registered as a Chartered Ecologist you must be able to meet the following criteria:

- i. You must be a Full member or Fellow of CIEEM, or another professional body licensed by CIEEM to put forward candidates.
- ii. You must be an 'active' ecologist whether in an employed, self-employed, retired or otherwise voluntary capacity. This may include contributing expertise, being a source of expert advice and guidance and sharing knowledge.
- iii. You must also have evidence of compliance with the mandatory minimum Continuing Professional Development (CPD) requirement<sup>1</sup> of 30 hours per annum, at least 20 hours of which should be structured CPD<sup>2</sup>. Chartered Ecologist registrants may be asked to supply evidence, through a random auditing process, of continuing to meet this requirement whilst on the register.
- iv. You must be able to evidence continuing compliance with your own body's Code of Conduct with no complaints upheld in the three-year period leading up to your application. In the case of a complaint against a Chartered Ecologist a properly conducted investigation and disciplinary process will be implemented by CIEEM in accordance with the Chartered Ecologist Regulations and CIEEM Professional Conduct Inquiry Procedures.
- v. You must meet the minimum competence requirements as defined by CIEEM's Competency Framework, a copy of which can be downloaded from the CIEEM website. CIEEM's Competency Framework is made

---

<sup>1</sup> CIEEM members should submit their annual CPD records using the online CPD tool in the members area.

<sup>2</sup> See separate CIEEM Guidance on CPD, located in the Members' area of the CIEEM website.

up of 40 competencies, grouped into 14 themes, and divided into Technical competencies and Transferable competencies. The Competency Framework recognises four levels of increasing competence: Basic; Capable; Accomplished and Authoritative. The Chartered Ecologist standard is based upon demonstrating a minimum number of competencies at the Accomplished or Authoritative competence levels as defined below.

Accomplished	Has the knowledge and experience of this activity to carry out complex, specialist or non-standard activities confidently and consistently. Is aware of alternative options and approaches and can provide guidance, instruction and advice to others on this activity.	<ul style="list-style-type: none"> <li>• You are knowledgeable on this activity and are capable of explaining it to a range of different audiences.</li> <li>• You have extensive experience of this activity in both straightforward and complex situations.</li> <li>• You can deal effectively with difficult or complex issues relating to this activity and both propose and evaluate alternate solutions.</li> <li>• You can make decisions confidently regarding this activity.</li> <li>• You can provide guidance, instruction and advice to others and may provide mentoring and/or coaching about this activity.</li> </ul>
Authoritative	Is widely recognised as an authority, both by others within the organisation and/or by external peers, for the knowledge and experience they demonstrate on the activity.	<ul style="list-style-type: none"> <li>• You have a detailed level of knowledge relating to the activity and its application in many and varied circumstances.</li> <li>• You are able to share your knowledge with others and have done so on many occasions with a wide range of audiences.</li> <li>• You are routinely consulted on this activity by others in the profession.</li> <li>• You can solve highly complex problems independently relating to this activity and may have set new related standards and industry benchmarks.</li> <li>• You routinely provide authoritative guidance, instruction and advice to others.</li> <li>• You may contribute to the development of industry policy, standards and guidelines relating to this activity.</li> <li>• You may be called upon as an expert witness on this activity.</li> <li>• You may deliver training and education to others on this activity at all levels of competence.</li> </ul> <p>NB: At this level you might demonstrate only two or three of the descriptor statements.</p>

The differences between these levels focus on the extent of your knowledge and an increasing ability to provide authoritative guidance to others and solve increasingly complex problems, leading to the provision of industry-wide guidance. You should examine the definitions for both the Accomplished and Authoritative levels of competence in the Competency Framework as well as those for specific competencies.

To award Chartered Ecologist status, the assessors will firstly be looking for you to demonstrate written evidence of competence in the required number of competencies. We **strongly recommend** that you initially complete a total self-assessment of your competence level against all of the competencies so that you get a feel for your strongest skills. It is important that you take time to complete your self-assessment, as when

you go on to complete the application form you will need to provide convincing evidence of your chosen self-assessed Accomplished or Authoritative competencies.

The following competencies have been identified as being core characteristics of a Chartered Ecologist and are therefore mandatory for all applicants:

- **SM3 Scientific method: interpretation and evidence-based reporting** is mandatory because ecology is a science and ecologists, regardless of their professional role, will regularly have to use their scientific knowledge and understanding to interpret complex environmental information. Their reporting, which is fundamental to good decision-making, must be in accordance with the scientific principles of factual evidence, objective interpretation and transparency. You should evidence how you interpret complex scientific information and draw valid conclusions as well as how you present such information clearly, accurately and appropriately to different audiences.
- **PC1 Professional conduct** is mandatory because Chartered Ecologists are role models for those entering the profession and should inspire confidence in those that they come into contact with professionally. Applicants must be able to demonstrate understanding of the ethical dilemmas that an ecologist can face, how to conduct oneself to avoid behaving inappropriately and how to help those that are less experienced. You should evidence your understanding of what it means to uphold high standards of conduct, what ethical concerns or considerations you come across, or might come across in the course of your role and what measures you take to ensure that your actions are appropriate.
- **C1 Communication: Effective communication, negotiation and influencing** is mandatory because Chartered Ecologists are ambassadors for the profession. Sharing knowledge and experience with a range of audiences is a vital tool in helping society to understand the value of biodiversity. You should evidence your ability to share knowledge effectively and communicate clearly to a range of audiences. It includes your influencing and negotiating skills and may include presentation skills or your writing skills.

Please consult the Competency Framework for further detailed requirements for each of these mandatory subject areas.

The remaining competencies should be selected according to your own particular background, experience and roles. In making a case for a competency, applicants are required to emphasise the **ecological** context of their relevant experience. You will therefore need to think about each chosen competency in the context of your role. For example, the understanding and application of relevant policy legislation and practice is common to many ecologists whether they are in a regulatory, academic, consultant or land manager role but how it is applied in practise will vary.

If you have completed a self-assessment you should now be able to identify in which competencies you can justify Accomplished or Authoritative level competence. If you have more than the minimum required, then you should choose the ones that you feel most confident about, provided they collectively meet the specified route requirements.

Remember competence is a combination of knowledge (both academic and practical), skills (applying that knowledge in different settings) and performance (i.e. applying it consistently well). Use a combination of the specific requirements for each competency together with the general criteria for your selected competence level to provide your evidence. Note that simply entering a list of publications or projects in which you have been involved is insufficient and you need to draw from these to provide the evidence to justify your competence level. You can use a variety of selected projects to illustrate your answers, but focus on the range of work you have undertaken and show how this meets the criteria for the competency chosen.

In your written application you will need to be concise, whilst providing information for the assessors to make an accurate judgement on your eligibility. Assessors do not read between the lines or try to interpret your words, so your evidence for your competencies must be clear. Your sponsors will be asked to verify the accuracy of the information and you are reminded that falsely claiming competence that you do not have would be a breach of the Chartered Ecologist Code of Conduct.

***It cannot be stressed enough how important it is to provide evidence to demonstrate the level of competence that you are claiming, i.e.: you are Accomplished rather than Capable or Authoritative rather than Accomplished. Use the generic competence levels and the general descriptions of what they look like to demonstrate your claims.***

## The routes to Chartered Ecologist status

There are two possible routes to Chartered Ecologist status:

1. **As a Generalist:** requiring you to evidence your competence in the minimum number of competencies at the Accomplished level;
2. **As a Specialist:** requiring you to evidence your competence in fewer competencies at the Accomplished level, but in an additional two technical competencies at the Authoritative level.

Whether you apply as a Generalist or as a Specialist, the minimum number of competencies you need to evidence is determined by the route you have previously taken to achieve **Full** CIEEM member status:

1. If you achieved Full member status **through an assessment of competence** (i.e. after May 2014), then you have the option to use some of your previously assessed statements of competence as part of your application to become a Chartered Ecologist. **Guidance information for you continues at page 7.**
2. If you achieved Full member status **prior to the introduction of the competence assessed process** (i.e. before May 2014), the **guidance information for you continues at page 8.**

**If you are unsure which route you have previously taken to achieve Full member status please contact [membership@cieem.net](mailto:membership@cieem.net) to request confirmation.**

## Process for competence-assessed Full members

As you have previously achieved Full membership through an assessment of competence, you will have already demonstrated competence at the required level in seven competencies. It is therefore permissible for you to **nominate** any of these as part of your written application for Chartered Ecologist. This means that you will **not** need to provide detailed written evidence of your competence in these nominated competencies, only for a sufficient number of additional competencies to complete the total number required (as detailed below):

ROUTE A: GENERALIST	ROUTE B: SPECIALIST
Applicants must demonstrate...	Applicants must demonstrate...
<b>Accomplished</b> level (or above) competence in the mandatory competencies: i. SM3. ii. PC1. iii. C1.	<b>Accomplished</b> level (or above) competence in the mandatory competencies: i. SM3. ii. PC1. iii. C1.
Six additional technical competencies and 2 additional transferable competencies at <b>Accomplished</b> level or above.	Two additional technical competencies at the <b>Authoritative</b> level.
One further technical <b>or</b> transferable competency at <b>Accomplished</b> level or above.	Four additional technical <b>or</b> transferable competency at the <b>Accomplished</b> level or above, at least two of which must be technical competencies.
<b>Total number of competencies required = 12</b>	<b>Total number of competencies required = 9</b>

**IMPORTANT:** Nominated competencies will not be reassessed as part of your written application, but you will be expected to be able to answer questions on them at a Professional Review Interview confidently, including providing sufficiently detailed examples that demonstrate a minimum of Accomplished level competence in these areas. Therefore, if since you achieved Full membership status the nature of your work has changed or your career has progressed such that you will find it difficult to confidently do so, we would **strongly advise you** to submit fresh written evidence based on your current strengths and more recent experience.

The process for everyone in this category is summarised below:

1. Request an application form for competence-assessed member and guidance document.
2. Read the guidance document and additional resources supplied.
3. If yet to do so, approach suitable sponsors and involve them in the process from this point onwards.
4. Complete a self-assessment using the Competency Framework.
5. Compare your previously submitted evidence with this self-assessment.
6. Decide if you want to take the **Generalist** or **Specialist** route to Chartered Ecologist status.
7. Decide which, if any, of your previously submitted competencies are still areas of strength for you.
8. **Nominate** any of these competencies if you would be confident to take them forward to interview. Remember that you may need to rewrite some at Authoritative level if you choose to apply under the **Specialist** route.
9. Once you have finished nominating competencies, decide which other competencies you will offer as written evidence, taking into account the total number required for your chosen route and the expected ratios of technical and transferable competencies.

10. Complete the written competencies, taking into account the need to provide convincing evidence of your claimed level of competence. Use the STARE method to present your evidence and make good use of the word count.
11. Complete the rest of your application, check the word count, proof read it, make sure your online CPD record is up to date, ask your sponsors to sign the form and then submit it to CIEEM by the published deadline.
12. Wait for an acknowledgement and supply any additional information requested promptly.
13. Once you have received an outcome after assessment, prepare for your interview if invited.

**Now please proceed to page 11.**

## Process for Full members (without previous assessment of competence)

As you have achieved Full membership prior to the introduction of the competence-assessed process, you do not have any pre-assessed competencies from the Competency Framework. However, so that you are not at a disadvantage in comparison with those applicants that have previously undergone competence assessment, the Governing Board has agreed that it is therefore permissible for you to **nominate up to six** competencies, not including the mandatory competencies, at the Accomplished level (or above) as part of your written application for Chartered Ecologist. This means that you will only need to provide detailed written evidence in a sufficient number of additional competencies to complete the total number required (as detailed below):

ROUTE A: GENERALIST	ROUTE B: SPECIALIST
Applicants must...	Applicants must...
Supply <u>written</u> evidence of <b>Accomplished</b> level (or above) competence in the mandatory competencies: i. SM3. ii. PC1. iii. C1.	Supply <u>written</u> evidence of <b>Accomplished</b> level (or above) competence in the mandatory competencies: i. SM3. ii. PC1. iii. C1.
Supply <u>written</u> evidence, at <b>Accomplished</b> level or above, of: i. <b>two</b> additional technical competencies, and ii. <b>one</b> additional transferable competency.	Supply <u>written</u> evidence of: i. <b>two</b> additional technical competencies at <b>Authoritative</b> level, and ii. <b>one</b> additional transferable competency at <b>Accomplished</b> level (or above).
<u>Nominate:</u> i. <b>four</b> further technical competencies, ii. <b>one</b> further transferable competency iii. and <b>one</b> from either the technical or transferable list of their choice.  These will need to be evidenced at <b>Accomplished</b> level or above at interview.	<u>Nominate:</u> i. <b>two</b> further technical competencies, ii. and <b>one</b> from either the technical or transferable list of their choice.  These will need to be evidenced at <b>Accomplished</b> level or above at interview.
<b>Total number of competencies required = 12</b>	<b>Total number of competencies required = 9</b>

**IMPORTANT:** You will be expected to be able to answer questions confidently on all of your chosen competencies, including your nominated competencies, at a Professional Review Interview. You will need to provide sufficiently detailed examples that demonstrate a minimum of Accomplished level competence in all of these areas. You may of course choose to submit written evidence for more than six competencies and nominate fewer.

The process for you is summarised below:

1. Request an application form for a non competence-assessed applicant and guidance document.
2. Read the guidance document and additional resources supplied.
3. If yet to do so, approach suitable sponsors and involve them in the process from this point onwards.
4. Complete a self-assessment using the Competency Framework.
5. Decide if you want to take the **Generalist** or **Specialist** route to Chartered Ecologist status.
6. Decide for which competencies you will provide written evidence, taking into account the total number required for your chosen route and the expected ratios of technical and transferable competencies.

7. Complete these written competencies, being sure to provide convincing evidence of your claimed level of competence. Use the STARE method to present your evidence and make good use of the word count.
8. **Nominate** a maximum of six additional competencies that you would be confident to answer questions about at interview, again taking into account the total number of competencies required for your chosen route and the expected ratios of technical and transferable competencies.
9. Complete the rest of your application, check the word count, proof read it, make sure your online CPD record is up to date, ask your sponsors to sign the form and then submit it to CIEEM by the published deadline.
10. Wait for an acknowledgement and supply any additional information requested promptly.
11. Once you have received an outcome after assessment, prepare for your interview if invited.

**Now please proceed to page 11.**

## Completing the written application

Your written application should be written in the first person. It is your chance to demonstrate to the assessors that you meet the eligibility criteria and should be invited for a Professional Review Interview. It is your chance to 'sell' your experience and credentials to be a Chartered Ecologist. However, it is very important that the information that you give is accurate and can be properly evidenced and justified. Applicants who are found to have deliberately fraudulently completed the application form will be referred to their membership body for a breach of the relevant code of conduct.

Incomplete or incorrectly completed application forms will be returned to you and will delay the assessment process. Please help yourself by taking the time to get it right first time.

### Personal details

In this section you need to provide your current contact information including your preferred contact details.

### Membership of professional bodies and learned societies

This is part of the supplementary information that allows the assessors to better understand your background and interests. You should only list those bodies and societies that are relevant to your activities as an ecologist and the employment sector within which you operate.

### Details of higher education post-18

There are no eligibility requirements in relation to your post-18 education. The assessors will use this information to understand your qualifications further and how these have been applied in your professional practice. This section relates to taught courses leading to a regulated qualification as follows:

Qualifications and Credit Framework (England and Northern Ireland)	Levels 4 - 8
Credit and Qualifications Framework (Wales)	Levels 4 - 8
Scottish Credit and Qualifications Framework	Levels 7 - 12
The National Framework for Qualifications for Ireland	Levels 6 - 10
European Qualifications Framework	Levels 5 - 8

These levels include, for example, all degree courses, foundation degrees, Higher National Diplomas, Higher National Certificates and Baccalaureates. For qualifications gained outside of Europe, please contact CIEEM if you are uncertain as to the relevance of your educational qualification.

CIEEM members who have gained additional educational qualifications after being accepted into Full membership must attach copies of the relevant certificates to their application form. Non-CIEEM applicants may be asked to attach copies of all relevant certificates to their application form.

### Other qualifications

This is an opportunity to complete the picture of your background and experience further. Use this section to list relevant (to your current or previous roles as an ecologist) nationally recognised qualifications, including diplomas and certificates resulting from examination or assessment that do not meet the criteria in the previous section.

### Details of current professional activity

In this section you are asked to evidence how you are currently an active professional. An active professional in this context is defined as an ecologist, paid or unpaid, active in a professional manner and using their knowledge, experience and understanding to advance ecological understanding and practice. You might be undertaking paid work as an ecologist or you may be retired or otherwise acting in a voluntary capacity applying your ecological knowledge and skills.

You are asked to:

1. Indicate the grade or level of seniority in your current role. This may not be relevant if you are not undertaking paid work although some voluntary roles do have titles attached (e.g. Trustee).
2. Describe the main purpose or scope of your role or roles. The assessors will be trying to understand the professional context in which you are currently operating.
3. Give details of some relevant tasks or projects undertaken. The assessors will use this information to understand the professional level at which you are operating.

You should use concise bullet points to complete this section. The assessors are not looking for a lot of detail (and can ask questions for clarification at the Professional Review Interview if necessary) but need sufficient information to be satisfied that your current and recent previous roles align with your claimed competencies.

### **Previous relevant experience**

In this section you should provide a summary of all your previous appointments held in the past 10 years. You should include periods of voluntary work and previous posts with a current or former employer. Do not leave any unexplained gaps. Give the start and end dates of any gap, put not applicable (n/a) in the next four columns and then briefly indicate the reason in the final column.

You should include the month and year of the start and finish of each role. You should include part-time work and indicate the proportion of a full-time position either as a fraction (e.g. 0.5 FTE (Full Time Equivalent)) or number of days per week or month. You may have had paid and voluntary roles that ran concurrently. You should include them all in this section.

### **Personal Statement**

In this section you have 500 words to tell the assessors why you think you deserve to be on the Register. Select one or more key achievements that you think have contributed to promoting and advancing ecology as an applied discipline. The assessors will want to know what you did and what impact it has had. The assessors may want to refer to this section during the Professional Review Interview. Do not exceed the 500 word limit otherwise your form will be returned to you for editing.

### **Continuing Professional Development (CPD)**

CPD is the range of learning activities by which chartered and non-chartered professionals maintain, improve and broaden their knowledge and skills throughout their career to ensure that they continue to practise to the highest standards. Chartered Ecologists are expected to demonstrate high standards of professional practice and a commitment to maintaining and developing their knowledge and skills through ongoing learning as evidenced by their records of CPD.

The assessors will be provided with your CPD record for the past three years. This will be downloaded directly from the CIEEM online CPD tool (for CIEEM members) so please make sure that your record is up-to-date before you submit your application.

Further guidance on CPD for CIEEM members is available within the members' area of the website.

Applicants from other professional bodies should submit their three-year CPD record in electronic format but you must ensure that you have met the minimum 30 hour requirement and that your record includes a description of the CPD activity and reflection on your learning.

Having satisfied themselves that you meet the eligibility criteria the assessors will then be looking to see what impact your CPD has had on your current and previous roles and on achieving your levels of competence. You may be asked about this in more detail at your Professional Review Interview.

## Sponsors

You will require two sponsors to confirm that they know you professionally and that the information you have provided, including the self-assessment of competencies, is correct. Sponsors cannot be related to you. Your sponsors should be Fellows or Full members of CIEEM or the equivalent grades of other Professional Bodies. For sponsors who are not CIEEM members we require a copy of their CV or work profile so that assessors can be confident they are suitably qualified and experienced to be supporting the application. Your sponsors need not be members of the same professional body.

Your line manager or a close work colleague may act as one of your sponsors. Your other sponsor should ideally work for a different organisation or company than you although, in respect of very large organisations or companies such as statutory agencies, your second sponsor can be from the same organisation but must not work for the same department or work team as you.

We have produced Guidance for Chartered Ecologist Sponsors which you should forward to them together with your completed application form for signature. You should also supply them with information about CIEEM's Competency Framework and the Chartered Ecologist Regulations and Code of Conduct. Your sponsors are not required to supply further information but, in the interests of clarity, the assessors may request further information or references from sponsors.

In all cases sponsors must have knowledge of your work and be able to endorse your competence and integrity as a potential Chartered Ecologist. Sponsors may be in breach of their own professional body's code of conduct if they knowingly endorse false competence claims. Please do not put a potential sponsor in a difficult position by asking them to sponsor you when they have insufficient knowledge to do so.

**Whilst we prefer a signed hard copy of the sponsor form, we understand this is not always possible. Sponsor's scanned or electronic signatures will be accepted, however, to enable the application to be processed, we will confirm their sponsorship of your application for Chartered Ecologist via their personal email account.**

If you have difficulty identifying suitable sponsors, then please contact CIEEM for advice.

## Declaration

You must sign and date the declaration which confirms that, should you be admitted to the Register, you agree to abide by the terms and conditions of registration as set out in the Chartered Ecologist Regulations including the Chartered Ecologist Code of Conduct. You are also confirming that the information in the application form is, to the best of your knowledge, correct.

## Submission and Fees

Please submit your application electronically (Microsoft Word document rather than pdf), to [membership@cieem.net](mailto:membership@cieem.net).

All applications are acknowledged by email typically one week of receipt.

An application administration fee will be invoiced on receipt of your application and payment is required according to the terms stated on the invoice. Administration fees are non-refundable should an application be withdrawn, or an outcome not accepted. Any charges incurred by CIEEM due to cheque payments being declined will be your responsibility.

### **Initial application and assessment**

Once your application form has been received, it will be checked to ensure that all parts of the form have been completed correctly and that the eligibility criteria appear to have been met. The form will then be passed to three current Chartered Ecologists who have been trained as assessors. They will assess the written information contained in the form to satisfy themselves that there is sufficient evidence *on paper* that you have reached the required standard, in which case you will be invited to attend a Professional Review Interview.

Upon being invited to interview, a Professional Review Interview administration fee will be invoiced, and payment required according to the terms stated on the invoice. This fee is non-refundable should an application be withdrawn, or an outcome not accepted. Details of the latest fees can be found on the CIEEM website.

### **The Professional Review Interview**

The Professional Review Interview will normally be a remote interview using video conferencing software and will last for approximately 60 minutes. In most cases the interview will be undertaken by two of the Chartered Ecologists that assessed your application form. On some occasions an observer may also be present at the interview as part of a training exercise.

During the Professional Review Interview, you will have the opportunity to demonstrate that you are practising at or above the required standard by drawing on your relevant experience as an ecologist. Should you be invited to attend a Professional Review Interview you will be sent guidance on how to prepare for it. Should you for any reason feel that you may be disadvantaged by a remote interview process, or have a specific need that makes this impractical, a face-to-face interview can be arranged. However, these are not routinely offered and may subsequently take longer to arrange.

### **Registration**

If you have successfully completed Stages One and Two of the assessment process you will be notified within one month of your interview. You will receive a certificate and your name will be added to the online public Register of Chartered Ecologists. You will be entitled to use the title **Chartered Ecologist** and use the post-nominal 'CEcol' in conjunction with your existing post-nominals as follows; Dr/Mr/Ms/Mrs Been Successful CEcol MCIEEM.

Upon notification that your application has been successful a Registration fee invoice will be issued, and payment required according to the terms stated on the invoice. The fee is VAT exempt and includes your CEcol first annual payment. Details of the latest fees can be found on the CIEEM website.

Please note, applicants admitted to the Register in July, August or September are entitled to registration until 30th September of the following year. All subsequent subscriptions are payable annually on 1st October.

### **How long does the process take?**

The timetable between receiving your application and admitting you to the Register can vary according to a number of factors including:

- Your application being completed correctly with no missing information or editing required.
- The availability of assessors, who are volunteers.
- Your availability to attend a scheduled Professional Review Interview.

Realistically you should allow three to four months depending on the volume of applications that we are processing.

You are not allowed to call yourself a Chartered Ecologist or use the post-nominal 'CEcol' until you have received written confirmation from CIEEM. False representation of your status would be a breach of the Chartered Ecologist code of conduct.

## **What happens if my application is unsuccessful?**

There are two stages at which your application can be deemed as unsuccessful.

1. Stage One - if the assessors decide that there is insufficient evidence provided to justify an invitation to attend a Professional Review Interview. You will be given specific feedback as to why the assessors have reached this conclusion.
2. Stage Two - following the Professional Review Interview if the assessors decide that you have not demonstrated the necessary standards of competence. Again, you will be given specific feedback as to the reasons for this decision.

There is an appeals process in the case of a failed application and details can be provided to you should the need arise.