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| CIEEM_Primary Logo (no background) | Chartered Institute of Ecology and Environmental Management  Application for Membership |

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| All applicants submitting an application are expected to be familiar with the content of CIEEM’s Membership Regulations, Code of Professional Conduct and Competency Framework before completing this form. All these documents and supporting videos can be found on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage.  *Please type in the boxes provided, remembering to check spelling and adhere to word limits where applicable.* *Should there be any sections you cannot complete please leave blank or write ‘not applicable’.*  *Please note: Processing of this application takes a minimum of three months on receipt of a completed application. Failure to complete this form adequately will delay assessment.* |

Personal details

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| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Forename(s):** |  | **Surname:** |  |

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| **Home address:** |  | **Home email:** |  |
| **Home tel:** |  |
| **Home mobile:** |  |

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| **Employer:** |  | **Position:** |  |
| **Work address:** |  | **Work email:** |  |
| **Work tel:** |  |
| **Work mobile:** |  |

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| **What are your preferred contact details?** *(please select one)* | Home |  | Work |  |

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| **Level of CIEEM membership being applied for:** | Choose an item. |
| **Current level of CIEEM membership held** (if applicable)**:** | Choose an item. |
| **How did you learn about CIEEM?** |  |

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| Which of the following resources did you use when completing your application? |  | CIEEM Applying for Membership video |
|  | CIEEM’s Competency Framework video |
|  | Guidance document for applicants |
|  | CIEEM’s Competency Framework document |
|  | Guidance document for sponsors |

Summary of higher education

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **Institution / Awarding body** | **Qualification level**  *(e.g. PhD, MSc, BSc)* | **Dates**  **(from – to)** |
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Other qualifications

Please list any other nationally-recognised relevant qualifications (e.g. diplomas, certificates) resulting from examination or other form of assessment.

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| **Qualification** | **Awarding body or organisation** | **Grade**  *(if appropriate)* | **Year** |
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Research and publications record

Please continue on a separate sheet if necessary, or incorporate with your CV.

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Membership of professional bodies and learned societies

Please list all relevant Professional Bodies and Learned Societies of which you are a current member *(e.g. CIWEM, IEMA, etc)*.

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| **Professional body** | **Membership category** *(if relevant)* | **Date accepted into this category** |
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Details of current professional activity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Employment Status:**  *(e.g. Self-employed, employed, volunteer)* | |  | | |
| **Position:**  *(if relevant)* |  | | **Full/Part time:** |  |
| **Employer:** |  | | **Commencement date:** |  |
| **Description of current professional role(s)** | | | | |
| 1. *Please indicate grade or seniority level held.* 2. *Describe the main purpose or scope of the role.* 3. *Give details of some relevant tasks or projects undertaken.*   ***If you provide information here which is directly applicable to evidence presented in the Summary of Competence section of the form, it would be sensible to make a brief reference to it within the evidence submitted for that competency to ensure it is taken into consideration during the assessment of individual competencies.*** | | | | |
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Previous relevant experience

Summary of all previous relevant projects/appointments held (including periods of voluntary work, work undertaken whilst self-employed and previous posts with a current or previous employer if relevant). **If you wish to attach a CV in support of your application, please append.**

1. Begin with the most recent.
2. Part time (PT) work must be detailed in full (*i.e.* number of days per week and/or month).
3. Do not leave any unexplained gaps. If there are any gaps, give the start and end dates of the gap, put not applicable (n/a) in the next four columns and then briefly indicate the reason in the final column.

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| --- | --- | --- | --- | --- | --- |
| **Start date**  *(mm/yy)* | **End date**  *(mm/yy)* | **Organisation** | **Role** | **FT/PT** | **Relevant duties and/or experience** *(including projects, responsibilities)* |
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Continuing Professional Development (CPD)

**If you are a new applicant**, please describe any relevant training or CPD undertaken in the last three years *(e.g. courses organised by CIEEM, external training providers or by your employer)* in the table below.

**For upgrade applications**, please submit your records within the online CPD tool that can be accessed via the [My CIEEM](https://events.cieem.net/login.aspx?Type=AREA) area of the CIEEM website before you submit your application. Please note that for Student members who are upgrading this is not a requirement, but you are encouraged to record CPD.

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| --- | --- | --- | --- | --- | --- |
| **Date**  *(mm/yy)* | **No. of**  **hours** | **Title & Description of CPD activity** | **Provider** | **Structured or unstructured**  *(S or U/S)* | **Knowledge area or skill developed and how it has been applied to your professional practice** *(max 100 words)* |
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Sponsors

Two sponsors are required to support applications for Full or Associate membership to confirm the accuracy of the information contained within it. At least one sponsor must be the same CIEEM membership level, or above, as that being applied for by the applicant. 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 membership level being applied for. 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. **Sponsors cannot be related to applicants.**

As sponsors of this application we encourage you to read through the information available on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpageto ensure that you feel able to support this application. If you would like sponsors’ information to be emailed to you, please contact the membership team via [membership@cieem.net](mailto:membership@cieem.net) or on 01962 868626.

As a sponsor you may be in breach of the Chartered Institute’s Code of Professional Conduct (or that of another professional body of which you are a member) if you knowingly endorse false claims of competence. In the interests of clarity, further information may occasionally be sought from sponsors.

In order to sponsor this applicant please:

1. complete the relevant sponsor statements for all of the competencies you feel able to support as evidenced by the applicant in the ‘summary of competence’ section of the form;
2. supply your personal details in the ‘Declaration by Sponsors’ section of the form and sign the declaration statements.

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| **Data protection**:  By agreeing to act as a sponsor you will be providing CIEEM with some of your personal data. If you are a current CIEEM member we may use this data to update our records where it differs from that which we currently hold about you and for the duration of the applicant’s membership should your own membership cease. If you are not currently a CIEEM member we will securely retain this information for:   * the duration of the assessment and appeals processes; * the duration of the applicant’s membership if this application is successful; * a limited time in line with our retention policy if this application is unsuccessful.   We will only share this information with relevant parties integral to our assessment, appeals and disciplinary processes. We will never share or sell your information to any other organisations without your consent. We will never send you information unrelated to this application without first obtaining your consent. Thank you. |

Summary of competence

**Applicant**

With reference to CIEEM’s Competency Framework please provide evidence of your relevant skills and experience. You must provide evidence of competence for a total of **seven** competencies, one of which must be Professional Conduct (PC1). A minimum of **three** of the competencies should be from the **Technical** list and **two** from the **Transferable** list (other than Professional Conduct). The table below provides details of the minimum level of competence you must demonstrate depending on which level of membership you are applying to upgrade to:

|  |  |
| --- | --- |
| **Membership level** | **Minimum competence level** |
| Associate | Capable |
| Full | Accomplished |

Please note that there is a **maximum of 250 words** per competence and a **minimum of 100 words**. Use the drop down boxes to select your competency choices and ensure you structure your evidence using the **STARE method**. Please ensure your statements of competence are written in the first person.

More information about how to complete this section of the application form, including the STARE method, is available in our Detailed Guidance Document available on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage.

**Sponsors**

Please refer to the top of the application form to see which level of membership and its associated level of competence the applicant is applying for. You are asked to confirm whether or not you endorse the evidence the applicant has provided for each competency choice they have selected. If you do endorse a competency you must provide a brief statement confirming this and comment on the evidence the applicant has provided. We would expect you to do this in approximately 100 – 150 words per competency. Please only endorse the competencies you feel able to at the level being claimed.

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| --- | --- | --- |
| Competency 1 | | |
| Transferable | | **PC1 – Professional Conduct** |
| **Relevant evidence:**  *(minimum 100 - maximum 250 words)* | |  |
|  | | |
| **First sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| --- | --- | --- |
| Competency 2 | | |
| Transferable | | Choose an item. |
| **Relevant evidence:**  *(minimum 100 - maximum 250 words)* | |  |
|  | | |
| **First sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| --- | --- | --- |
| Competency 3 | | |
| Transferable | | Choose an item. |
| **Relevant evidence:**  *(minimum 100 - maximum 250 words)* | |  |
|  | | |
| **First sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 4 | | |
| Technical | | Choose an item. |
| **Relevant evidence:**  *(minimum 100 - maximum 250 words)* | |  |
|  | | |
| **First sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 5 | | |
| Technical | | Choose an item. |
| **Relevant evidence:**  *(minimum 100 - maximum 250 words)* | |  |
|  | | |
| **First sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 6 | | |
| Technical | | Choose an item. |
| **Relevant evidence:**  *(minimum 100 - maximum 250 words)* | |  |
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| **First sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |
| **Second sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | |
|  | | |
|  | I confirm I have read and agree with the statements provided for this competency. | |
|  | I am unable to endorse the statements provided for this competency. | |

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| Competency 7 | | | |
| Choose **one** of the following options for your final competency choice. | | | |
| Transferable | |  | Choose an item. |
| Technical | |  | Choose an item. |
| **Relevant evidence:**  *(minimum 100 - maximum 250 words)* | | |  |
|  | | | |
| **First sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | | |
|  | | | |
|  | I confirm I have read and agree with the statements provided for this competency. | | |
|  | I am unable to endorse the statements provided for this competency. | | |
| **Second sponsor statement in support of competency:** *(approximately 100 - 150 words)* | | | |
|  | | | |
|  | I confirm I have read and agree with the statements provided for this competency. | | |
|  | I am unable to endorse the statements provided for this competency. | | |

Declaration by sponsors

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First sponsor | | | | | | | | | |
| **Name:** | |  | | | | | | | |
| **Position:** | |  | | | | | | | |
| **Are you a CIEEM member?** | | |  | | | Yes |  | No | |
| **Capacity in which you know the applicant:**  *(e.g. colleague, manager)* | | |  | | | | | | |
| **Duration of time you have known the applicant:** *(e.g. months, years)* | | |  | | | | | | |
| **Qualifications/Professional memberships:**  *(e.g. BSc, MSc, CEnv, CEcol, MCIEEM)* | | |  | | | | | | |
| **Address:** | |  | | | | | | | |
| **Email:** | |  | | | | | | | |
| **Tel:** | |  | | | | | | | |
| As a sponsor of this applicant you are asked to confirm that: | | | | | | | | | |
| 1. you have read the CIEEM Competency Framework, Code of Professional Conduct and the Membership Regulations. (All these documents can be found on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage; | | | | | | | | |  |
| 1. you consider the applicant to be a person of integrity and that he/she is suitable for election to the grade of membership applied for; | | | | | | | | |  |
| 1. to the best of your knowledge the applicant has practised, currently practises and is likely to continue to practise in a manner which accords with the principles and objectives of the Chartered Institute’s Code of Professional Conduct; | | | | | | | | |  |
| 1. to the best of your knowledge all the information contained in the application is accurate. | | | | | | | | |  |
| **Signed:** |  | | | **Date:** |  | | | | |

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| Second sponsor | | | | | | | | | |
| **Name:** | |  | | | | | | | |
| **Position:** | |  | | | | | | | |
| **Are you a CIEEM member?** | | |  | | | Yes |  | No | |
| **Capacity in which you know the applicant:**  *(e.g. colleague, manager)* | | |  | | | | | | |
| **Duration of time you have known the applicant:** *(e.g. months, years)* | | |  | | | | | | |
| **Qualifications/Professional memberships:**  *(e.g. BSc, MSc, CEnv, CEcol, MCIEEM)* | | |  | | | | | | |
| **Address:** | |  | | | | | | | |
| **Email:** | |  | | | | | | | |
| **Tel:** | |  | | | | | | | |
| As a sponsor of this applicant you are asked to confirm that: | | | | | | | | | |
| 1. you have read the CIEEM Competency Framework, Code of Professional Conduct and the Membership Regulations. (All these documents can be found on our [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage; | | | | | | | | |  |
| 1. you consider the applicant to be a person of integrity and that he/she is suitable for election to the grade of membership applied for; | | | | | | | | |  |
| 1. to the best of your knowledge the applicant has practised, currently practises and is likely to continue to practise in a manner which accords with the principles and objectives of the Chartered Institute’s Code of Professional Conduct; | | | | | | | | |  |
| 1. to the best of your knowledge all the information contained in the application is accurate. | | | | | | | | |  |
| **Signed:** |  | | | **Date:** |  | | | | |

**Scanned or electronic signatures will be accepted, however, to enable the application to be processed, we will confirm your sponsorship of the applicant via email if signatures are typed.**

Declaration by applicant

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| By entering my name in the box below, I certify that the information in this application to be true and correct, to the best of my knowledge. I agree that this information can be used for the purpose of processing my application for membership of the Chartered Institute of Ecology and Environmental Management (CIEEM), subject to approval by the Governing Board, and may be shared with approved third parties solely for this purpose.  I agree that details pertinent to my application and membership history will be held and used by CIEEM, under the terms of the Data Protection Bill and GDPR (General Data Protection Regulations), for the purposes of establishing and maintaining membership of CIEEM and administering activities for members.  I confirm that I have read and agree to be bound by the terms and conditions of membership stated in the Membership Regulations or any subsequent amendments thereof. I confirm that I have read and agree to be bound by the Code of Professional Conduct or any subsequent amendments thereof.  I understand that my application for membership may be refused, or my membership may be later withdrawn, if I have provided false or untrue information or if I am found not to have complied with the Membership Regulations or Code of Professional Conduct. | | | |
| **Signed:** |  | **Date:** |  |

Payment information

An administration fee, if applicable, will be invoiced on receipt of your application. You will be asked to pay this and then a subscription fee on admission.

**For new member admissions**, current subscription fees can be found on our [Membership Fees webpage](https://cieem.net/i-am/membership/membership-fees/).

**For upgrade admissions**, the upgrade fee is the difference in costs between the amount you paid for your latest renewal and the current subscription fee for the grade being applied for.

Each subscription year, you will be sent an invoice for the grade of membership you hold at the beginning of our annual renewal process. Should you have an upgrade form submitted (or submit one to us during this time) you will still be required to pay the renewal invoice for the grade you currently hold. If your upgrade is successful a second invoice will be generated, you will then be asked to ‘top up’ your subscription to the grade of membership offered.

**Please note that:**

* The administration fee, if applicable, will be invoiced on receipt of your application and payment is required according to the terms stated on the invoice. Failure to pay will prevent your application from undergoing assessment and you will not be admitted.
* Should your application be successful, an invoice for your first year of membership at the grade being applied for will be issued and payment is required according to the terms stated on the invoice. If not paid your offer of membership may be withdrawn.
* All invoices will be raised using the current pricelist in place at the time.
* All membership renewals are payable on the 1st October each year. Therefore, the invoice for your first year of membership at the grade being applied for will be generated on a pro-rata basis. Any new members admitted in September will be invoiced for a full years’ fee for the following subscription year in addition to the pro-rata membership fee. Please see the following table for more information:

|  |  |
| --- | --- |
| **Month application is successful** | **Proportion of subscription fee due** |
| October, November, December | Full amount |
| January, February, March | Three quarters full amount |
| April, May, June | Half full amount |
| July, August, September\*  *(\*upgrades only)* | One quarter full amount |
| September  *(new admissions)* | One and one quarter full amount |

A copy of your invoice will be made available for you to download within the ‘My invoices’ section of the [My CIEEM](https://events.cieem.net/login.aspx?Type=AREA) area of the CIEEM website to pass on for payment accordingly.

Please advise us in **one** of the tables below whether your invoice should be issued to yourself, your employer, or a third party.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | My invoice address is the same as my **home** details. | | | |
|  | | | | |
|  | My invoice address is the same as my **work** details. | | | |
| **Invoice details:**  *(e.g. PO number)* | |  | | |
|  | | | | |
|  | Please raise an invoice to a third party with the below details: | | | |
| **Invoice to:** | |  | **Invoice details:**  *(e.g. PO number)* |  |
| **Invoice address:** | |  | | |

A payment confirmation will be emailed out to you on receipt of payment.

Professional Indemnity and Public Liability Insurance

Members of CIEEM are required to ensure that they have adequate Professional Indemnity and/or Public Liability insurance for any relevant work they might undertake. In many cases this requirement will be satisfied by your employer. You may be required to show proof of this from time to time.

Application checklist

Please tick the boxed below to confirm that:

|  |  |
| --- | --- |
|  | You have signed the declaration and dated this application |
|  | Your sponsors have signed and dated this application, and if they are not CIEEM members you have enclosed a copy of their CV’s |
|  | You have included the correct invoicing details |
|  | You have spell checked your application |
|  | You have completed answers where applicable within the required word limits |

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| **When you’re ready to submit your application, email a copy to:** [**membership@cieem.net**](mailto:membership@cieem.net) |
| If you have any queries regarding the application form or process, please contact the Membership team on the above email or call the office on **01962 868626**. |