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

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| **Please read the Membership Regulations, Code of Professional Conduct and Competency Framework found on the CIEEM website before completing this form.**  Please ensure that:   1. all declarations have been signed; and 2. payment has been authorised.   Failure to complete this form fully and accurately will delay admission. |

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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| **How did you learn about CIEEM?** |  |

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| If you are a current Student member upgrading to Qualifying membership, please tick here: |  |

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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 |

Details of higher education qualifications obtained or in progress

(If this section does not apply to you please leave it blank)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course title** | **Institution / Awarding body** | **Qualification**  *(e.g. PhD, MSc, BSc)* | **Dates**  **(from – to)** | **CIEEM accredited degree? (Y/N)** |
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Details of your current engagement with the sector

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| **Briefly describe how you are currently involved in the sector (250 - 500 words)** |
| *e.g. full-time or part-time paid or voluntary employment, work experience, apprenticeship, volunteer roles. Provide details of employers or organisations you are involved with and how long you have been working with them.* |
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Future development areas

As you are in the early stages of your career in the ecological and environmental sector CIEEM is here to support you over the coming years along that exciting journey. An important start point is to engage with our Competency Framework. At the moment you will be at or working towards a ‘Basic’ level of competence. By reviewing the details of the Framework, you will be able to identify particular areas you want or need to be developing in order to achieve your career goals and to move up to the next level of competence and CIEEM membership.

The Competency Framework is broken down into **Transferable**skills which you may use when working within the sector but also in other areas of business or aspects of your life. These include communication skills, customer care and data management. There is also then a **Technical**section of the Framework that focuses on key skills needed within our sector. Examples include species and habitat identification, raising environmental awareness and advising on policy requirements.

To get you thinking about developing your competence level we need you to complete the table below and identify six competencies from the Competency Framework which you will look to develop over the next couple of years. We have already included Professional Conduct in your list as this is a mandatory competency all of our new applicants or members upgrading their membership are asked to evidence when applying for membership. In line with an application for one of our competency assessed grades you will need to select **two** transferable competencies, **three** technical competencies and the last one can be from any part of the Framework.

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| Future development areas | |
| Transferable | PC1 - Professional Conduct |
| Transferable | Choose an item. |
| Transferable | Choose an item. |
| Technical | Choose an item. |
| Technical | Choose an item. |
| Technical | Choose an item. |
| For your final competency, choose from just **one** of the drop-down lists below: | |
| Transferable | Choose an item. |
| Technical | Choose an item. |

You will not be expected to necessarily choose these competencies when you feel suitably competent to upgrade your membership. This exercise is included as part of the application process to help you engage with our Competency Framework and think about development areas for you to focus on to progress in your career.

**CIEEM reserves the right to refuse admission to the Qualifying membership grade to applicants that are deemed to be clearly working at a higher level of competence.**

Personal statement

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| **Briefly summarise in a maximum of 800 words:** |
| * your activities related to the sector to date; * your ambitions for your future within the sector; and * how you propose to develop your competence in the areas identified in the previous section. |
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Sponsor’s declaration

**Sponsors cannot be related to applicants.** You are asked to certify that:

1. you have read the Membership Regulations and Code of Professional Conduct;
2. you consider the applicant to be a person of integrity and that he/she is suitable for admission as a Qualifying member; and
3. that the information contained herein is accurate to the best of your knowledge.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | |
| **Position:** | |  | | | | | | |
| **Capacity in which you know the applicant:**  *(e.g. colleague, manager)* | | |  | | | | | |
| **Are you a CIEEM member?** | | |  | | Yes | |  | No |
| **Qualifications/Professional memberships:**  *(e.g. BSc, MSc, CEnv, CEcol, MCIEEM)* | | |  | | | | | |
| **Address:** | |  | | | | | | |
| **Email:** | |  | | | | | | |
| **Tel:** | |  | | | | | | |
| **I confirm points 1-3 above and consider that to the best of my knowledge the applicant fulfils the Chartered Institute’s conditions for Qualifying membership.** | | | | | | | | |
| **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:

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| **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.

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|  | 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:

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|  | You have signed the declaration and dated this application |
|  | Your sponsor has signed and dated this application |
|  | You have included the correct payment details or authorisation |
|  | You have checked your application thoroughly *(e.g. spell check)* |

**Please note:**

* Applications will normally be processed within six weeks, but failure to complete this form adequately will delay admission.
* CIEEM reserves the right to refuse admission to the Qualifying membership grade to applicants that are deemed to be clearly working at a higher level of competence.

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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**. |