



**Chartered Ecologist:
Guidance for Applicants
Stage 1: The written application**

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The Chartered Ecologist Register

CIEEM's Register of Chartered Ecologists, created under powers conferred by the granting of a Royal Charter on 1st 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.

Becoming a Chartered Ecologist represents the final stage in the CIEEM membership journey and reflects a high degree of expertise and experience across a wide range of ecological and technical competencies. Applying to become a Chartered Ecologist is a straightforward but necessarily testing process. This guidance document will give you an understanding of the application and assessment processes and should be used alongside the application form and CIEEM's Competency Framework. 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 and minimum competence requirements

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

- i. You must be, or be willing to become, a Full member or Fellow of CIEEM, or be a member of another professional body which has been 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 CIEEM's mandatory minimum Continuing Professional Development (CPD) requirement¹ of 30 hours per annum, at least 20 hours of which should be structured CPD². 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 professional 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.

¹ CIEEM members should submit their annual CPD records using the online CPD tool in the members area. Non-member applicants should append their evidence of CPD to their application.

² See separate CIEEM Guidance on CPD, located in the Members' area of the CIEEM website or by contacting membership@cieem.net

CIEEM's Competency Framework is made 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.

<p>Accomplished</p>	<p>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.</p>	<ul style="list-style-type: none"> • You are knowledgeable on this activity and are capable of explaining it to a range of different audiences. • You have extensive experience of this activity in both straightforward and complex situations. • You can deal effectively with difficult or complex issues concerning this activity and propose and evaluate alternate solutions. • You can make decisions confidently regarding this activity. • You can provide guidance, instruction and advice to others and may provide mentoring and/or coaching about this activity. • You may provide formal education or professional training about this activity up to this competence level. • You may contribute to the production of guidance or standards on this activity.
<p>Authoritative</p>	<p>Is widely recognised as an authority, both by others within the organisation and/or by external peers, for the knowledge and experience they demonstrate in some or all of the activities covered by this competency.</p>	<ul style="list-style-type: none"> • You have a detailed level of knowledge relating to the activity and its application in many and varied circumstances. • You share your knowledge with others and have done so extensively with a wide range of audiences. • You are routinely consulted on this activity by others in the profession. • You can solve highly complex problems independently relating to this activity and may have set new related standards and industry benchmarks. • You may lead on or substantially contribute to the development of industry policy, standards and guidelines relating to this activity. • You may be called upon as an expert witness in relation to this activity. • You may deliver formal training and education to others on this activity at all levels of competence. <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. An online self-assessment tool is available on the CIEEM website to assist with this process. 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. You might also consider using the CIEEM online mentoring platform to find a suitable member with whom you can discuss your experience and competence.

The Application Process: an overview

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 your current CIEEM membership status.

If you are a current CIEEM Full member and are unsure which route you have previously taken to achieve Full member status please contact membership@cieem.net to request confirmation. We will also confirm the options available to you when you request an application form.

The application process is a straightforward one, and is split into two stages:

- **Stage 1: the written application**

This stage of the process requires you to provide details of your career and experience to date, as well as written evidence of your competence in the minimum number of competencies required, depending on whether you apply as a Specialist or Generalist. It is possible to carry forward evidence that has been submitted previously and assessed as being sufficient, for example as part of an application for CIEEM Full membership or a previous application for Chartered Ecologist status, to reduce the total number of competencies required.

If the examples you submit are assessed as being sufficient evidence of your claimed level of competence, you will be invited to attend a Professional Review Interview. If you are not assessed as having successfully evidenced your claimed level of competence at Stage 1, you will be provided with feedback to assist in a new application or in developing your competence so that you can re-apply in the future. Any successfully evidenced competencies may be carried forward as part of the reapplication process.

- **Stage 2: the Professional Review Interview (PRI)**

The PRI is your opportunity not only to expand upon the evidence you gave in the first stage of the process, but it is also when our assessors will be seeking to understand more about you, your wider knowledge and understanding, your aspirations, and your commitment and actions as a role model and champion for the profession.

If you are invited to a PRI you will have the opportunity to find out in advance more about the process and what is expected of you. A separate guidance document will also be provided.

Stage 1: the written application

The number of competencies you are required to evidence successfully in the assessment process is determined by whether you apply as a Specialist or a Generalist, as detailed below:

ROUTE 1: GENERALIST	ROUTE 2: SPECIALIST
Applicants must demonstrate...	Applicants must demonstrate...
Accomplished level (or above) competence in the mandatory competencies: i. SM3. ii. PC1. iii. C1.	Accomplished level (or above) competence in the mandatory competencies: i. SM3. ii. PC1. iii. C1.
Six additional technical competencies and two additional transferable competencies at the Accomplished level or above.	Two additional technical competencies at the Authoritative level and one additional transferable competency at the Accomplished level or above.
One further technical or transferable competency at Accomplished level or above.	Three additional competencies at the Accomplished level or above.
Total number of competencies required = 12	Total number of competencies required = 9

The Stage 1 process is summarised below:

1. Request an application form and guidance document via the CIEEM website.
2. Read the guidance document and any additional resources supplied.
3. If yet to do so, approach suitable sponsors and try to involve them in the process from this point onwards. Guidance on fulfilling the role of a sponsor is available.
4. Complete a self-assessment using the Competency Framework – an online tool is available via the CIEEM website to assist you.
5. Decide if you want to take the **Generalist** or **Specialist** route to Chartered Ecologist status.
6. Determine which **entrant band** you fall into using the table on page 8 and note the requirements.
7. If applicable, decide which, if any, of your previously submitted competencies are still areas of strength for you and should be taken forward as part of your application.
 - a. Be aware that you will need to be able to provide credible answers to questions about these competencies at your interview, so they should still be current or recent strengths.
 - b. Remember that you may need to rewrite some at Authoritative level if you choose to apply under the **Specialist** route.
8. Decide which other competencies you will offer as written evidence, considering the total number required and the expected ratios of technical and transferable competencies.
9. Complete the written competencies, considering 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.
10. Complete the rest of your application, proofread it, gather your CPD records, and ask your sponsors to sign the form. There are no application deadlines, so submit it to CIEEM as soon as you are ready.
11. Wait for an acknowledgement and supply any additional information requested promptly.
12. Await your Stage 1 assessment outcome.

Entrant band	Description	Requirements	Notes
A	CIEEM Full member or Fellow, with Full member status having been achieved through an assessment of competence (i.e. after May 2014).	<ul style="list-style-type: none"> • To achieve Full membership you will have already demonstrated competence at an Accomplished level in up to seven competencies. You may therefore carry forward any of these competencies 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, but are still required to do so for the balance of additional competencies as required by the Generalist or Specialist route. • It is permissible to carry forward any of the three mandatory competencies if these have been previously evidenced successfully. • If you would like to claim Authoritative level competence in any of your previously evidenced competencies, you will need to provide fresh written evidence of your claim. 	<ul style="list-style-type: none"> • Competencies carried forward will not be reassessed as part of your written application, but you will be expected to be able to provide sufficiently detailed examples that demonstrate a minimum of Accomplished level competence in these areas at a Professional Review Interview. • If since you achieved Full member 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 not to carry the related competencies forward but to submit fresh written evidence for a different competency based on your current strengths and more recent experience. • If required, the CIEEM Secretariat can advise you on when you achieved Full member status and which competencies you may carry forward.
B	CIEEM Full member or Fellow, with Full member status having been achieved <u>prior</u> to the introduction of assessment of competence (i.e. before May 2014).	<ul style="list-style-type: none"> • As you achieved Full membership prior to the introduction of the competence-assessed process, you do not have any pre-assessed competencies to carry forward. However, so that you are not at a disadvantage, it is permissible for you to nominate up to six competencies at the Accomplished level (or above) as part of your application (or up to three if you apply as a Specialist). This means that you will only need to provide detailed written evidence of your competence for the balance of additional competencies as required by the Generalist or Specialist route. • It is permissible to nominate any of the three mandatory competencies. 	<ul style="list-style-type: none"> • You will be expected to be able to answer questions confidently on <u>all chosen competencies</u>, including nominated competencies, at your Professional Review Interview. You will therefore need to prepare 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. Doing so may in fact assist your preparation for a potential Professional Review Interview.

<p>C</p>	<p>CIEEM Associate member.</p>	<ul style="list-style-type: none"> To achieve CIEEM Associate membership you may have already demonstrated competence at the Capable level in up to seven competencies and should be familiar with CIEEM’s Competency Framework. Whilst these competencies are not at the right level to be carried forward as part of an application, it is permissible for you to apply directly to become a Chartered Ecologist without first becoming a Full CIEEM member. This means that you will need to provide detailed written evidence of your competence in the full number of competencies as required by the Generalist or Specialist route. 	<ul style="list-style-type: none"> If you are successful in your application to become a Chartered Ecologist you will also be awarded Full member status as part of the process. If you are <u>not</u> successful in your application to become a Chartered Ecologist you may be offered Full member status if you have reached the required minimum standard for that level of membership. If you are <u>not</u> successful in your application, any competencies successfully evidenced at the Accomplished level or above will be stored against your membership record and may count towards a future application for Full membership or Chartered Ecologist status.
<p>D</p>	<p>Professional Ecologist <u>not</u> currently a member of CIEEM.</p>	<ul style="list-style-type: none"> As you are not currently a CIEEM member you will not have any previously assessed competencies to carry forward as part of your application. However, it is now permissible for you to apply directly to become a Chartered Ecologist without first becoming a Full CIEEM member. This means that you will need to provide detailed written evidence of your competence in the full number of competencies as required by the Generalist or Specialist route. 	<ul style="list-style-type: none"> If you are successful in your application to become a Chartered Ecologist you will also be awarded Full member status as part of the process. If you are <u>not</u> successful in your application to become a Chartered Ecologist you may be offered Full member status if you have reached the required minimum standard for that level of membership. If you are <u>not</u> successful in your application, any competencies successfully evidenced at the Accomplished level or above will be stored and may count towards a future application for CIEEM membership or Chartered Ecologist status.
<p>E</p>	<p>Eligible member of a professional body licensed by CIEEM to nominate candidates.</p>	<ul style="list-style-type: none"> If you are a member of a professional body licensed by CIEEM to nominate candidates for Chartered Ecologist, please consult their procedures in the first instance. 	<ul style="list-style-type: none"> There are currently no professional bodies that have been awarded a license.

Completing the written application

Your 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. 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.

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 relevant previous appointments. 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. You need to provide evidence for how a range of your achievements best demonstrate how you have used your knowledge, experience and influence to promote and advance 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 may be returned to you for editing.

Summary of competence

Mandatory Competencies

The following competencies have been identified as being core requirements 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 encounter 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 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 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 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. Make full use of the word count available to you. The word count is an indication of the amount of information necessary to sufficiently evidence a competency. Applicants will be contacted if their submission has significantly underused (or exceeded) the word count. 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 Professional Conduct.

It cannot be stressed enough how important it is to provide evidence to demonstrate the level of competence that you are claiming. Assessors report that the most common things seen in unsuccessful applications include:

- **Failing to evidence being Accomplished rather than Capable, or Authoritative rather than Accomplished. Do use the generic competence levels as well as the general descriptions of what they look like to demonstrate your claims.**
- **A lack of clarity over the applicant's specific role in a project delivered by a team.**
- **Not explaining satisfactorily the factors that made projects cited as examples sufficiently complex or challenging.**
- **Not fully evidencing the competency and relying on assessors to read between the lines.**
- **Not using the STARE method (Situation, Task, Action, Result, Evaluation). In particular, applicants often neglect Evaluation in their submission and focus too much on single projects rather than drawing out collective evidence from multiple projects or activities.**
- **Relying on only one or two examples of the same type of project to evidence most or all the competencies. The assessors are looking for a depth and breadth of experience.**
- **Using acronyms without making their meaning clear in the first instance of use.**

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.

For current CIEEM member applicants, the CPD records for the past three years will be downloaded directly from the CIEEM online CPD tool so please make sure that your record is up to date before you submit your application. Reports should be uploaded to the Membership Upgrade Area and should be structured to reflect the CPD years in place at the time of application. Each CPD year (1st October to 30th September) should contain 30 hours of CPD of which a minimum of 20 hours must be structured. Please refer to the latest guidance on how to use the CPD tool. If you have any difficulties using the CPD tool, please contact the CPD team at cpd@cieem.net in the first instance.

Applicants that are not current CIEEM members or from other professional bodies should submit their three-year CPD record in the appropriate space on the application form, but must ensure that this meets the minimum 30-hour requirement observed by CIEEM members and that the record includes a description of both the CPD activity and some reflection on the 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. Your sponsors should ideally be Fellows or Full members of CIEEM or the equivalent grades of other Professional Bodies. When a sponsor is not a CIEEM member 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 line manager or a close work colleague may act as a sponsor. Your sponsors need not be members of the same professional body. Sponsors cannot be related to 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 Professional 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 handwritten signature from the sponsor, we understand this is not always possible and 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 Professional 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 prepared application as a Microsoft Word document to membership@cieem.net.

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

An application administration fee will be invoiced once your application has been checked for completeness. 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.

Upon being invited to attend a Professional Review Interview a further 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 for each stage of the process can be found on the CIEEM website.

Stage 1 assessment and outcomes

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 volunteered for the role and have been trained as assessors. Once the assessors have confirmed there is no potential conflict of interest in their involvement with your application, 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. Here is a summary of the process:

1. The three assessors review your written evidence independently and have no way of conferring with any of the other assessors reviewing the application.
2. Each assessor returns their review to CIEEM, providing scores to reflect their assessment of each competency and feedback that might support any future resubmission of competencies assessed as insufficiently evidenced. Scores are attributed by assessors according to the following criteria:

Score	Definition	Examples/clarification
3	Excellent response, exceeding what would be expected for the level of competence claimed.	Meets requirements of the competency claimed and, in at least one aspect, meets the requirements of the competency at the level above that being claimed (where applicable).
2	Response that meets the requirements for the level of competence claimed.	Covers the necessary elements of the competency description. As long as the majority of the descriptors for this competency are evidenced this is deemed sufficient in proving competence.
1	Response that meets some aspects of what is required but not all, or not at the expected level.	Evidence that would fall in this category includes: <ul style="list-style-type: none"> • Inadequate application of STARE (especially competence claimed but no supporting evidence provided (i.e. no Evaluation)). • Some aspects of the competency covered adequately but evidence does not sufficiently address the breadth of the competency. • Only a small proportion of descriptors are evidenced.
0	Evidence fails to address the competency in any meaningful way.	Wrong competency claimed (i.e. confusion between EcIA and EIA) or misunderstanding of the competency (as often happens with Data & Document Management and interdisciplinary collaboration). Evidence does not meet the requirements of the competence level being claimed or even the level below.
R (Referral)	Response raises significant concerns about the applicant being suitable for membership at the level they are applying for.	For example, they describe doing protected species surveys but do not show that they are aware this needs to be covered by an appropriate license. Evidence under any competency that suggests they may have acted in contravention of the Code of Professional Conduct.

3. CIEEM Secretariat staff collate all the submitted scores and feedback and calculate the majority outcome for each competency. Each competency needs to be awarded a score of 2 or higher by at least two of the three assessors to be deemed successfully evidenced. All evidenced competencies need to be successful for an applicant to be invited to move on to Stage 2 of the process. Competencies carried forward from previous assessment and any nominated competencies are not assessed at this stage.
4. Possible outcomes at this stage are as follows:
 - a. **Proceed to Stage 2:** all written competencies evidenced to the required standard.
 - b. **Resubmit some evidence of competence:**
 - For a maximum of one competency if 6 or fewer written competencies submitted.
 - For a maximum of two competencies if more than 6 written competencies submitted.

This resubmitted evidence, which should be produced having taken feedback into account, will be sent to the assessors that scored the original evidence at less than '2'. If the majority of assessors then score the new submission as a '2' or higher the applicant will be invited to proceed to Stage 2. All resubmitted competencies need to be successfully evidenced. An additional administration fee will apply.

- c. **Application unsuccessful at Stage 1:** an insufficient number of written competencies have been assessed as successfully evidenced.
 - All written competencies successfully evidenced at Stage 1 will be stored against the applicant's record and can be carried forward as part of a new application without the need for further assessment.
 - One further application at Stage 1 can be made within 12 months of the outcome.
 - Non-CIEEM member applicants may be offered Full membership of CIEEM, and will be encouraged to continue to work towards CEcol status, if they successfully evidence the appropriate number of competencies, and if those competencies satisfy the required ratios of technical and transferable evidence, for Full membership.

Stage 2: 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.

More information about the format and expectations of the Professional Review Interview will be provided in a separate guidance document if you are successful at Stage 1.

Registration

If you have successfully completed Stages One and Two of the assessment process you will be notified as soon as possible after 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'.

Please note that you are not permitted 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.

Upon notification that your application has been successful, an invoice for your CEcol Registration fee will be issued. Payment is required according to the terms stated on the invoice. The fee is VAT exempt and includes your first annual CEcol subscription payment.

Details of all of the current fees can be found on the CIEEM website or by contacting CIEEM.

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, but we will keep you informed of the progress of your application throughout.

Reassessment

Reassessment of eligibility for continuing inclusion on the Register is a requirement of the Royal Charter that created it. The Governing Board, which is responsible for maintaining the Register, has determined that Chartered Ecologists may remain on the Register for a maximum of seven years (provided there has been no reason for the Registrant to be removed from the Register in the interim) before requiring reassessment. There is no fee for the reassessment process and Registrants will be reminded on or around the sixth anniversary of their registration that they should prepare to apply to be reassessed. Registrants who fail the reassessment process will no longer be entitled to the award of Chartered Ecologist and will be removed from the Register on reaching the seventh anniversary of their registration/re-registration. Registrants removed from the Register have recourse to the standard CEcol appeals process in operation at that time.

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.

It is possible to appeal the outcome of an application at each stage of the process using the procedure below.

- i. Unsuccessful candidates will be notified and given feedback as to why their application has failed as soon as possible after a decision has been reached.
- ii. Any applicant who feels that their application has been failed incorrectly has recourse to an Appeals Process, provided they have sufficient grounds for appeal. The only grounds on which the Secretariat shall consider an appeal are failure of process – for example if an applicant thinks that assessment criteria have been incorrectly applied – and not simply a difference of opinion.
- iii. An appeal must be lodged in writing with the Secretariat within 30 days of notification of the failure of the application and must be accompanied by the appropriate administration fee which will be refunded if the appeal is upheld. The appellant must clearly state their grounds for appeal, providing evidence of the proposed failure of process.
- iv. Appeals will be considered by CIEEM's Membership Operations Manager or Head of Membership in the first instance. Should these officers agree that the appellant has presented sufficient evidence to justify further investigation, the original application and this evidence will be sent to the Chair of the Membership Admissions Committee (MAC) or, in the case of applications to Chartered Ecologist, to the Chair of the Registration Authority (RA) for review. A decision to send an application for review does not constitute acceptance that an appeal is justified or should be upheld.
- v. Should the Chair of the relevant committee have played any part in the assessment process prior to the appeal being lodged, the review will be undertaken by the Vice Chair of that committee.
- vi. The outcome of this 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 membership fee shall be refunded but the application administration fee is retained by CIEEM.