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| CIEEM_Primary Logo (no background) | Chartered Institute of Ecology and Environmental Management  Application for Associate or Full Membership  **Evidence of competence** |

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| Use this form is to present evidence of your competence in your selected competencies. Please note that the evidence in this form is the only information that will be sent for assessment of your competence.  **nb: If you are applying for membership for the first time you will need to submit a personal details form.**  All applicants are expected to be familiar with the content of CIEEM’s Membership Regulations, Code of Professional Conduct and Competency Framework before completing this form. These can be found on the [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpage.  *Please type in the boxes provided. Please leave blank or write ‘not applicable’ in any sections you cannot complete. Please note that failure to complete forms fully is likely to delay assessment. It is important that you stick within the required word limits where applicable.* |

**Personal details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Forename(s):** |  | | | **Surname:** | | |  |
| **Home address:** | |  | | | | | | | |
| **Home email:** | |  | | | | | | | |
| **Home tel:** | |  | | | **Home mobile:** | | |  | |
| **Employer:** | |  | | | **Position:** | | |  | |
| **Work address:** | |  | | | | | | | |
| **Work email:** | |  | | | | | | | |
| **Work tel:** | |  | | **Work mobile:** | | |  | | |

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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. | | |
| **Type of submission:** | Choose an item. | **Submission no**. (only applicable for Qualifying upgrades)**:** | Choose an item. |
| **Number of competencies with evidence in this form:** | Choose an item. | | |

**About your Sponsors**

Sponsors play a critical role in upholding the integrity of the standards of membership and making sure that we continue to be a body that you would be proud to be a member of. Sponsor endorsements are therefore an essential part of the assessment process. Sponsors must confirm that the information contained in your application form about your competence and professionalism is correct. To do this they must have sufficient knowledge of the quality of your practice as a professional.

We would encourage you to choose your sponsors at the earliest stages of the process and to seek their guidance as to which competencies they think you should claim and that they would be happy to endorse. Your sponsors should be consulted regularly as you gather your evidence of competence.

Make sure that your sponsors read your application and endorse your statements before submitting their own information at the end of this form.

Please note that:

* at least two sponsors are required to confirm the accuracy of the information submitted;
* it is preferable, but not essential, that sponsors are members of CIEEM. Those that are, should be members at the same grade as that being applied for or above;
* sponsors should ideally have known you for at least 12 months; and
* sponsors cannot be related to applicants.

We recognise that your career path may well have varied over time and that some of your claimed competencies might be best endorsed by an additional, alternative sponsor. In these circumstances it is permissible and preferable to identify a third sponsor to endorse those specific competencies. If you do so, please just copy and paste the table on page 18 and ask them to complete their information as normal.

All non-member sponsors must be suitably experienced and working at or above the level of competence you are claiming. A copy of their CV or work profile must be provided to demonstrate their suitability as a sponsor. It is your responsibility to request this information from any non-member sponsors and supply it with your application.

**Submitting your evidence of competence**

In the following section of the form, you are required to submit evidence of competence for your selected competencies. The requirements of each competency are detailed in the relevant section of the Competency Framework.

The number of competency statements you need to submit using this form is determined by the stage of the application process you have reached. Please follow the instructions below to identify the appropriate route.

* If you are not currently a member of CIEEM – [go to page 3](#Non)
* If you are a current Qualifying member of CIEEM - [go to page 5](#Quals)
* If you are a current Associate member of CIEEM - [go to page 7](#Assoc)

**For applicants that are not yet members of CIEEM**

To apply for Associate or Full membership you must be able to meet the following criteria:

1. You must be an ‘active’ ecologist or environmental manager whether in an employed, self-employed, retired or otherwise voluntary capacity.
2. You must be willing to comply with CIEEM’s mandatory minimum Continuing Professional Development (CPD) requirement of 30 hours per annum. Members may be asked to supply evidence of continuing to meet this requirement through a random auditing process.
3. You must meet the minimum competence requirements as defined by CIEEM’s Competency Framework for the grade of membership you intend to apply for. i.e. **Capable** level for Associate membership or **Proficient** level for Full membership.

You must attain **7** competencies at the required level of competence, with the correct ratio of technical and transferable competencies, as defined by CIEEM’s Competency Framework. CIEEM’s Competency Framework is made up of a wide range of competencies, divided into technical and transferable competencies and grouped into themes. The Competency Framework recognises four levels of increasing competence: **Foundation; Capable; Proficient and Authoritative**. The minimum expected levels of competence at the **Capable** and **Proficient** levels are defined below.

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| **Associate membership: Capable level competence** |
| 1. Has the knowledge and experience essential to carry out standard tasks consistently, to the required standard, without supervision. 2. Is likely to need to seek advice before carrying out complex or non-standard tasks. 3. This means that:    * You understand the terminology and concepts and are aware of any policy and legislative drivers supporting this activity.    * You demonstrate an awareness of and follow good practice guidelines, legislation and standards.    * You have significant experience of putting this activity into practice unsupervised and may supervise others.    * You can consistently carry out this activity to the expected standard when straightforward.    * You can carry out this activity in more complex situations with advice and guidance as necessary.    * You can identify when things are generally being done as they should and you can spot if things are not right.    * You can judge your own limits with regards to this activity and when to seek advice. |
| **Full membership: Proficient level competence** |
| 1. Has the knowledge and experience of this activity to carry out complex, specialist, or non-standard tasks to the required standard and consistently. 2. Is aware of alternative options and approaches and can provide guidance, instruction, and advice to others on this activity. 3. This means that:  * You are knowledgeable about this activity and are able to explain it to a range of different audiences. * You have experience of this activity in both straightforward and complex situations. * You can deal effectively with difficult or complex issues relating to this activity and both propose and evaluate alternate solutions. * 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. |

**The Process**

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**Please note:**

* If you have already attained some competencies at the required level in an earlier application, these can be attributed to your overall application and you need not submit these again.
* You will have received feedback for any competencies that you did not successfully evidence first time. You can choose to use this feedback and submit these competencies again, or to select alternative competencies.
* If you choose to select alternative competencies, you must make sure that:
  + You pay attention to the ratio of technical and transferable competencies needed overall;
  + Any newly selected competencies are reviewed by your sponsors prior to submission. If these competencies cannot be endorsed by your current sponsors, you may select an additional sponsor to do so.

Now [go to page 9](#Submission) to submit your evidence of competence.

**For current Qualifying members of CIEEM**

Current Qualifying members seeking to upgrade to Associate or Full membership must be able to meet the following criteria:

1. You must have evidence of compliance with CIEEM’s mandatory minimum Continuing Professional Development (CPD) requirement. You may be asked to supply evidence of continuing to meet this requirement through a random auditing process.
2. You must meet the minimum competence requirements as defined by CIEEM’s Competency Framework for the grade of membership you intend to apply for. i.e. **Capable** level for Associate membership or **Proficient** level for Full membership.

You must attain **7** competencies at the required level of competence, with the correct ratio of technical and transferable competencies, as defined by CIEEM’s Competency Framework. The Competency Framework is made up of a wide range of competencies, divided into technical and transferable competencies and grouped into themes. The Competency Framework recognises four levels of increasing competence: **Foundation; Capable; Proficient and Authoritative**. The minimum expected levels of competence at the **Capable** and **Proficient** levels are defined below.

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| **Associate membership: Capable level competence** |
| 1. Has the knowledge and experience essential to carry out standard tasks consistently, to the required standard, without supervision. 2. Is likely to need to seek advice before carrying out complex or non-standard tasks. 3. This means that:    * You understand the terminology and concepts and are aware of any policy and legislative drivers supporting this activity.    * You demonstrate an awareness of and follow good practice guidelines, legislation and standards.    * You have significant experience of putting this activity into practice unsupervised and may supervise others.    * You can consistently carry out this activity to the expected standard when straightforward.    * You can carry out this activity in more complex situations with advice and guidance as necessary.    * You can identify when things are generally being done as they should and you can spot if things are not right.    * You can judge your own limits with regards to this activity and when to seek advice. |
| **Full membership: Proficient level competence** |
| 1. Has the knowledge and experience of this activity to carry out complex, specialist, or non-standard tasks to the required standard and consistently. 2. Is aware of alternative options and approaches and can provide guidance, instruction, and advice to others on this activity. 3. This means that:  * You are knowledgeable about this activity and are able to explain it to a range of different audiences. * You have experience of this activity in both straightforward and complex situations. * You can deal effectively with difficult or complex issues relating to this activity and both propose and evaluate alternate solutions. * 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. |

**The Process**

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Description automatically generated

**Please note:**

* If you have already attained some competencies at the required level in an earlier application, these can be attributed to your overall application and you need not submit these again.
* You will have received feedback for any competencies that you did not successfully evidence first time. You can choose to use this feedback and submit these competencies again, or to select alternative competencies.
* If you choose to select alternative competencies, you must make sure that:
  + You pay attention to the ratio of technical and transferable competencies needed overall;
  + Any newly selected competencies are reviewed by your sponsors prior to submission. If these competencies cannot be endorsed by your current sponsors, you may select an additional one to do so.

Now [go to page 9](#Submission) to submit your evidence of competence.

**For current Associate members of CIEEM**

Current Associate members seeking **Full** membership must be able to meet the following criteria:

1. You must have evidence of compliance with CIEEM’s mandatory minimum Continuing Professional Development (CPD) requirement. You may be asked to supply evidence of continuing to meet this requirement through a random auditing process.
2. You must attain **7** competencies at the **Proficient** level of competence, with the correct ratio of technical and transferable competencies, as defined by CIEEM’s Competency Framework.

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| **Full membership: Proficient level competence** |
| 1. Has the knowledge and experience of this activity to carry out complex, specialist, or non-standard tasks to the required standard and consistently. 2. Is aware of alternative options and approaches and can provide guidance, instruction, and advice to others on this activity. 3. This means that:  * You are knowledgeable about this activity and are able to explain it to a range of different audiences. * You have experience of this activity in both straightforward and complex situations. * You can deal effectively with difficult or complex issues relating to this activity and both propose and evaluate alternate solutions. * 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. |

**The Process**

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**Please note:**

* If you have already attained some competencies in an earlier application, these can be attributed to your overall application and you need not submit these again.
* You will have received feedback for any competencies that you did not successfully evidence first time. You can choose to use this feedback and submit these competencies again, or to select alternative competencies.
* If you choose to select alternative competencies, you must make sure that:
  + You pay attention to the ratio of technical and transferable competencies needed overall;
  + Any newly selected competencies are reviewed by your sponsors prior to submission. If these competencies cannot be endorsed by your current sponsors, you may select an additional one to do so.

Now [go to page 9](#Submission) to submit your evidence of competence.

**Submitting your evidence of competence**

In the following section of the form, you should provide evidence of your relevant skills and experience with reference to CIEEM’s Competency Framework. To achieve Associate or Full membership you must provide evidence of competence for a total of **seven** competencies. You may need to do this in a single application, or if upgrading from Qualifying membership you can do this in stages.

Whichever route you are taking, to achieve the desired grade of membership:

* one of the 7 competencies **must** be Professional Standards (PS1);
* a minimum of **three** should be from the list of **Technical** competencies;
* a minimum of **two** should be from the list of **Transferable** competencies (other than PS1).

We strongly recommend that you initially complete a self-assessment of your level of competence against all of the competencies that are relevant to your work. The online self-assessment tool, available on the CIEEM website, has been designed and built to offer as much flexibility as possible. You can choose to assess yourself against a single competency, a number of competencies that fall under the same theme, or the entire Framework. Take time to read the descriptions of what each theme and competency covers before completing your self-assessment. When you go on to complete this form, you will need to provide convincing written evidence of your chosen areas of competence, so choose the ones that you feel most confident in.

To complete this section of the form, you should have read pages 6 and 7 of the Competency Framework and understood:

* What is meant by Foundation, Capable, Proficient and Authoritative competence levels.
* The difference between Technical and Transferable competencies.
* The areas of knowledge and skill each of the competencies typically covers.

Choose a variety of examples of your work and projects to demonstrate that you have the breadth of competencies required. Assessors tell us that a good statement of evidence makes it clear in the first sentence that this activity has been carried out several times and then uses the rest of the word count to focus on specific examples that demonstrate the required skills and experience for that competency.

You should use the STARE method of providing evidence of competence:

* Explain the **S**ituation or **T**ask you were involved in.
* Identify the **A**ction you took as an individual, and why.
* Explain what the **R**esult was.
* **E**valuate the outcomes in relation to your competence level. This is essential.

Please note that there is a **maximum of 350 words** per competency and a **recommended minimum of 300 words**. Please ensure your statements of competence are written in the first person, making it clear what you yourself did, especially if your examples involve working as part of a team.

**Every claimed competency must be endorsed by at least one sponsor. Please ensure that each sponsor ticks one box per competency.**

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

**Submission summary:**

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| --- | --- | --- | --- |
| **Competency** | **Level Claimed** | **Written evidence supplied in this form** | **Previously attained** |
| **MANDATORY COMPETENCY** | | | |
| PS1 – Professional Standards | Choose an item. |  |  |
| **Technical competencies (x3)** | | | |
| Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. |  |  |
| **TRANSFERABLE competencies (x2)** | | | |
| Choose an item. | Choose an item. |  |  |
| Choose an item. | Choose an item. |  |  |
| **TECHNICAL OR TRANSFERABLE competencY (1 from either CATEGORY)** | | | |
| Choose an item.  Choose an item. | Choose an item.  Choose an item. |  |  |

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| **Competency 1** | | |
| **MANDATORY** | | **PS1 – Professional standards** |
| **Relevant evidence:**  *(recommended minimum 300 - maximum 350 words)* | |  |
| **Licences:**  Use this section to list recognised licences resulting from examination or assessment that will support your claim of competence in this competency. If you are required to work under licence to carry out the activity you have described above, make sure that this is detailed here. Please add when the licence was obtained. The possession of a licence in itself is not sufficient to evidence competence. | | |
|  | | |
| **Every claimed competency must be endorsed by at least one sponsor.** | | |
| **First sponsor** | | |
|  | 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** | | |
|  | 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:**  *(recommended minimum 300 - maximum 350 words)* | |  |
| **Licences**:  Use this section to list recognised licences resulting from examination or assessment that will support your claim of competence in this competency. If you are required to work under licence to carry out the activity you have described above, make sure that this is detailed here. Please add when the licence was obtained. The possession of a licence in itself is not sufficient to evidence competence. | | |
|  | | |
| **Every claimed competency must be endorsed by at least one sponsor.** | | |
| **First sponsor** | | |
|  | 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** | | |
|  | 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:**  *(recommended minimum 300 - maximum 350 words)* | |  |
| **Licences**:  Use this section to list recognised licences resulting from examination or assessment that will support your claim of competence in this competency. If you are required to work under licence to carry out the activity you have described above, make sure that this is detailed here. Please add when the licence was obtained. The possession of a licence in itself is not sufficient to evidence competence. | | |
|  | | |
| **Every claimed competency must be endorsed by at least one sponsor.** | | |
| **First sponsor** | | |
|  | 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** | | |
|  | 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:**  *(recommended minimum 300 - maximum 350 words)* | |  |
| **Licences**:  Use this section to list recognised licences resulting from examination or assessment that will support your claim of competence in this competency. If you are required to work under licence to carry out the activity you have described above, make sure that this is detailed here. Please add when the licence was obtained. The possession of a licence in itself is not sufficient to evidence competence. | | |
|  | | |
| **Every claimed competency must be endorsed by at least one sponsor.** | | |
| **First sponsor** | | |
|  | 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** | | |
|  | 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:**  *(recommended minimum 300 - maximum 350 words)* | |  |
| **Licences**:  Use this section to list recognised licences resulting from examination or assessment that will support your claim of competence in this competency. If you are required to work under licence to carry out the activity you have described above, make sure that this is detailed here. Please add when the licence was obtained. The possession of a licence in itself is not sufficient to evidence competence. | | |
|  | | |
| **Every claimed competency must be endorsed by at least one sponsor.** | | |
| **First sponsor** | | |
|  | 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** | | |
|  | 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:**  *(recommended minimum 300 - maximum 350 words)* | |  |
| **Licences**:  Use this section to list recognised licences resulting from examination or assessment that will support your claim of competence in this competency. If you are required to work under licence to carry out the activity you have described above, make sure that this is detailed here. Please add when the licence was obtained. The possession of a licence in itself is not sufficient to evidence competence. | | |
|  | | |
| **Every claimed competency must be endorsed by at least one sponsor.** | | |
| **First sponsor** | | |
|  | 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** | | |
|  | 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. | | |
| Technical | | Choose an item. |
| Transferable | | Choose an item. |
| **Relevant evidence:**  *(recommended minimum 300 - maximum 350 words)* | |  |
| **Licences**:  Use this section to list recognised licences resulting from examination or assessment that will support your claim of competence in this competency. If you are required to work under licence to carry out the activity you have described above, make sure that this is detailed here. Please add when the licence was obtained. The possession of a licence in itself is not sufficient to evidence competence. | | |
|  | | |
| **Every claimed competency must be endorsed by at least one sponsor.** | | |
| **First sponsor** | | |
|  | 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** | | |
|  | 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**

Sponsors are encouraged to read the information available on the [Applying for membership](https://cieem.net/i-am/membership/applying-for-membership/) webpageof the CIEEM websiteto ensure that they feel able to support the application. Sponsor guidance can also be emailed: please contact the membership team at [membership@cieem.net](mailto:membership@cieem.net) to request this.

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

To sponsor this applicant please:

1. refer to the first page of this form to see which level of membership and associated level of competence the applicant is applying for. You are asked to indicate whether you endorse the evidence the applicant has provided at the level being claimed for each competency they have chosen. Please only endorse those competencies you feel able to.
2. supply your personal details in the ‘Declaration by Sponsors’ section of the form below 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. |

**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.**

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| **First sponsor** | | | | | | | |
| **Name:** | |  | | | | | |
| **Position:** | |  | | | | | |
| **Email:** | |  | | | | | |
| **Are you a CIEEM member?** | | | Yes | | | No | |
| **Capacity in which you know the applicant:**  *(e.g. colleague, manager)* | | |  | | | | |
| **Length of time you have known the applicant:** *(e.g. months, years)* | | |  | | | | |
| As a sponsor of this applicant, you are asked to confirm that: | | | | | | | |
| 1. you have read and agree to the data protection statement detailed on page 17; | | | | | | |  |
| 1. you have read the CIEEM Competency Framework, Code of Professional Conduct and the Membership Regulations. | | | | | | |  |
| 1. to the best of your knowledge, you consider the applicant to be a person of integrity and that they are 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:** | |  | | | | | |
| **Email:** | |  | | | | | |
| **Are you a CIEEM member?** | | | Yes | | | No | |
| **Capacity in which you know the applicant:**  *(e.g. colleague, manager)* | | |  | | | | |
| **Length of time you have known the applicant:** *(e.g. months, years)* | | |  | | | | |
| As a sponsor of this applicant, you are asked to confirm that: | | | | | | | |
| 1. you have read and agree to the data protection statement detailed on page 17; | | | | | | |  |
| 1. you have read the CIEEM Competency Framework, Code of Professional Conduct and the Membership Regulations. | | | | | | |  |
| 1. to the best of your knowledge, you consider the applicant to be a person of integrity and that they are 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:** |  | | |

**Submission and fees**

Before submitting your application, take some time to ensure you have provided all the required information. This will enable us to process your application more quickly and efficiently. All applications are acknowledged by email, typically within one week of receipt.

All current application and subscription fees can be found on the website.

**Please note that:**

* **For all applicants:** An administration fee 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. Administration fees are non-refundable should an application be withdrawn, or an outcome not accepted.
* **For new member admissions**: the current subscription fee for the grade awarded is due on admission.
* **For current Qualifying members of CIEEM:** to support your progression there are two options available:
  + 1. if you decide to submit all 7 required competencies in one application then a single administration fee is payable on submission and the current subscription fee for the grade awarded is due on admission, calculated on a quarterly pro-rata basis. If you are unsuccessful on this first attempt, subsequent submissions will be subject to the current administration fee.
    2. if you decide to submit evidence of competencies as you gain them (through multiple applications), then the standard upgrade administration fee is payable on **each** submission. To avoid you paying a disproportionate amount in administration fees, we require you to group your submissions into no fewer than three competencies on your first submission and no fewer than two competencies on subsequent submissions. Once the process has been completed, the current subscription fee for the grade awarded is due on admission, calculated on a quarterly pro-rata basis.
* **For current Associate members of CIEEM:** an upgrade fee is due on admission to Full membership. The upgrade fee is the difference between the annual Associate and Full subscription fees, calculated on a quarterly pro-rata basis.
* **All membership renewals** are payable on the 1st of October each year. Therefore, the invoice for your first year of membership at the grade you are awarded will be generated on a pro-rata basis. New members admitted in September will be invoiced for a full years’ fee for the following subscription year. Please see the table below for more information:

|  |  |
| --- | --- |
| **Month application is successful** | **The 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 | One-quarter full amount |
| September | Full amount for following subscription year. |

Please confirm who to invoice for your application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Please invoice me using the **home** address on page 1 of this form. | | | |
|  | Please invoice me using the **work** address on page 1 of this form. | | | |
|  | Please invoice me using the **new information** provided below. | | | |
| **Invoice to:** | |  | **Invoice details:**  *(e.g. PO number)* |  |
| **Invoice address:** | |  | | |
| **Invoice email address:** | |  | | |

A payment confirmation will be emailed out to the relevant address on receipt of payment.

**Applicant declaration:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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:** |  |

**Application checklist**

Please tick the boxes below to confirm that:

|  |  |
| --- | --- |
|  | You have signed the ‘Applicant 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 CVs. |
|  | You have completed answers where applicable within the required word limits. |
|  | You have provided information for invoicing purposes. |
|  | You have completed the ‘Submission summary’ table. |

|  |
| --- |
| **When you are ready to submit your application, please email a copy to** [**membership@cieem.net**](mailto:membership@cieem.net)  **If this is your first application, please also send a completed ‘Personal details’ form, available from the CIEEM website.** |
| We are here to help. If you have any queries regarding the application process or your application, please contact the Membership Team on 01962 868626 or [membership@cieem.net](mailto:membership@cieem.net). |

**What happens next?**

1. Your application will be checked to ensure it is complete. If anything is missing you will be asked to submit this information to allow the continued processing of your application. Please note that at the busiest times of the year it can take up to four months from receipt of application to outcome. Therefore, please allow sufficient time for your application to be processed if you require membership by a specific date.
2. The ‘Evidence of competence’ section of your application is sent to up to three current senior members of the Institute who have volunteered to be trained as assessors. These assessors review your written evidence independently and have no way of conferring with the other assessors.
3. Each assessor returns their assessment to CIEEM, providing scores and feedback to reflect their assessment of each competency and to support any future submission of competencies deemed to be 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** | A 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** | A 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:   * Inadequate application of STARE (e.g. insufficient supporting evidence for competence claimed (i.e. no **E**valuation)). * Some aspects of the competency covered adequately but the evidence does not sufficiently address the breadth of the competency. * Only a small proportion of descriptors are evidenced. |
| **0** | The evidence fails to address the competency in any meaningful way. | The wrong competency claimed (e.g. confusion between EcIA and EIA) or misunderstanding of the competency (as often happens with IM1: Data & Document Management).  Evidence does not meet the requirements of the level being claimed **or** the immediate level below. |
| **R (Referral)** | Response raises significant concerns about the applicant being suitable for membership at the level they are applying for. | For example, the applicant describes doing protected species surveys but does not show that they are aware this needs to be covered by an appropriate licence. Evidence under any competency that suggests an applicant may have acted in contravention of the Code of Professional Conduct. |

1. CIEEM staff calculate the majority outcome for each competency. Each competency needs to be awarded a score of 2 or higher from the majority of the assessors to be deemed successfully evidenced. Every claimed competency needs to be successful for an applicant to be admitted at the level they have applied for. Competencies attained through any previous assessment need not be assessed again.
2. You will be informed of the outcome of your application by email. There are several possible outcomes:

* **Your application is successful.**

You will be admitted as a member at the grade for which you applied.

* **You may be offered a lower grade of membership.**

Any competencies that were not successfully evidenced at the level being claimed may be assessed at the competency level below if applicable. This may result in you being offered a lower grade of membership. All competencies successfully evidenced will be stored against your record and can be carried forward as part of any future application without the need for further assessment.

* **Your application is unsuccessful.**

For all competencies which were not sufficiently evidenced at the level being claimed, feedback will be provided. All competencies successfully evidenced will be stored against your record and can be carried forward as part of any future application without the need for further assessment.

**NB:** You are not allowed to claim membership or use any applicable post-nominals/suffix until after your admission has been confirmed in writing. A false representation of your status is a breach of the Code of Professional Conduct. You can, however, tell people that you have applied for a particular grade of membership.

**What if I disagree with the outcome?**

It is possible to appeal the outcome of an application using the procedure below.

1. 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.
2. 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.
3. An appeal must be lodged in writing with the Secretariat within 30 days of notification of the outcome 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.
4. Appeals will be considered by CIEEM’s Membership 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) for review. A decision to send an application for review does not constitute acceptance that an appeal is justified or should be upheld.
5. Should the Chair of the 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.
6. 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.