Certified Environmental Practitioner (CEnvP) Scheme

April 2014
Where has CEnvP come from?

The Certified Environmental Practitioner Scheme is an initiative of the Environment Institute of Australia and New Zealand (EIANZ). It was developed over a 2 year period (2003-04). The reason for the initiative can clearly be seen in the purpose of the EIANZ:

- facilitate interaction among environmental professionals;
- promote environmental knowledge and awareness; and
- advance ethical and competent environmental practice.
Why was it implemented?

- The environment profession was maturing (although it is still a young profession) and becoming increasingly specialised
- Community was demanding a greater environmental accountability from industry and government
- Professional indemnity insurance was becoming more expensive and harder to get for environmental professionals
- Some incompetent and unethical behaviour was undermining the credibility of the profession
Where are we today?

- CEnvP initiative established under an EIANZ by-law in 2004
- Strong governance arrangements in place (Board, Appeal process, budget, insurances)
- Certification Board, Assessment Panels & Registrar established for first applicants in late 2004
- There are currently 529 CEnvPs*, including 12 Environmental Impact Assessment Specialists, and 10 Ecology Specialists
- Next application intake closes 5 September 2014

*Source: CEnvP as at 3 April 2014
The increasing number of CEnvPs

Source: CEnvP 3 Apr 2014
Current CEnvPs by Location

By Industry Sector

<table>
<thead>
<tr>
<th>Industry Sector</th>
<th>Count</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Consultancies</td>
<td>359</td>
<td>80</td>
</tr>
<tr>
<td>Govt Bodies</td>
<td>28</td>
<td>6</td>
</tr>
<tr>
<td>Engineering &amp; Construction</td>
<td>26</td>
<td>6</td>
</tr>
<tr>
<td>Water, Energy Companies</td>
<td>21</td>
<td>5</td>
</tr>
<tr>
<td>Mining</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Transport</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Food &amp; Beverage</td>
<td>3</td>
<td>0.7</td>
</tr>
<tr>
<td>Oil &amp; Gas</td>
<td>1</td>
<td>0.2</td>
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<tr>
<td>Educational Institutions</td>
<td>1</td>
<td>0.2</td>
</tr>
<tr>
<td>Law &amp; Regulatory</td>
<td>1</td>
<td>0.2</td>
</tr>
</tbody>
</table>

Source: CEnvP 3 Apr 2014
Certification Requirements I

- A relevant environment-related degree.
- Five years of full time experience in the functional areas of environmental practice during the last 10 years.
- Statement of ethical conduct
- Nomination by three respected environmental professionals who are willing to act as referees for the candidate.
- Evidence in the form of referee statements (at least two), publications, citations, curriculum vitae, reports etc that the candidate is a respected, competent, ethical and active member of the profession.
Certification Requirements II

- Ongoing commitment to training and professional improvement (in the order of 100 points\(^*\) of training, professional improvement, service to professional practice over a two year period).

- A signed (and witnessed) statement of claim covering qualifications, experience, ethics, commitment and the accuracy of materials provided to the Certification Board.

An interview with an Assessment Panel is an essential part of the application process.

*Download the CPD Log and Guidance notes from the CEnvP website for more details
Certification Review and CPD

Certification will be reviewed on a two yearly basis. At this time the applicant will need to provide evidence of Continued Professional Development and a statement verifying any changed circumstances including employment and ethical conduct.
EIANZ Code of Ethics & Professional Conduct

- Compliance with this Code of Ethics and Professional Conduct is central to sound environmental practice and the credibility of the profession, and is required for persons who are members of the EIANZ and also for Certified Environmental Practitioners.

http://www.eianz.org/aboutus/eianz-code-of-ethics
Certification Categories

General Certification

- A relevant environment-related degree.
- **Five years** of full time experience in the functional areas of environmental practice during the last 10 years.
- Statement of ethical conduct
- Nomination by three respected environmental professionals who are willing to act as referees.
- Evidence in the form of referee statements (at least two), publications, citations, curriculum vitae, reports etc that the candidate is a respected, competent, ethical and active member of the profession.
- Ongoing commitment to training and professional improvement (in the order of 100 points* of training, professional improvement, service to professional practice over a two year period).
- A signed (and witnessed) statement of claim covering qualifications, experience, ethics, commitment and the accuracy of materials provided to the Certification Board.
- An interview with an Assessment Panel is an essential part of the application process.

Impact Assessment Specialist

- A relevant environment-related degree.
- **Ten years** of full time experience in the functional areas of environmental practice during the last 15 years, 5 must be EIA specific.
- Statement of ethical conduct
- Nomination by three respected EIA professionals who are willing to act as referees.
- Evidence in the form of referee statements (at least two), publications, citations, curriculum vitae, reports etc that the candidate is a respected, competent, ethical and active member of the profession.
- Ongoing commitment to training and professional improvement (in the order of 100 points* of training, professional improvement, service to professional practice over a two year period).
- A list of documents to demonstrate the required competencies of Impact Assessment practice. These documents must cover a minimum period of 3 years active IA practice
- A brief personal testimony describing how you have achieved the six key proficiencies for practicing ecologists (see over for list)
- A list of published Ecology citations

Ecology Specialist

- A relevant environment-related degree.
- **Ten years** of full time Ecology experience.
- Statement of ethical conduct
- Nomination by three respected ecology professionals who are willing to act as referees.
- Evidence in the form of referee statements (at least two), publications, citations, curriculum vitae, reports etc that the candidate is a respected, competent, ethical and active member of the profession.
- Ongoing commitment to training and professional improvement (in the order of 100 points* of training, professional improvement, service to professional practice over a two year period).
- Assigned (and witnessed) statement of claim covering qualifications, experience, ethics, commitment and the accuracy of materials provided to the Certification Board.
- An interview with an Assessment Panel is an essential part of the application process.
- A brief personal testimony describing how you have achieved the six key proficiencies for practicing ecologists (see over for list)
- A list of published Ecology citations
Expanding the Specialist Categories

- The CEnvP Board is expanding the range of specialist categories later this year; including
  - Contaminated Land
  - Climate Change

... and more will follow
## Certification Costs

<table>
<thead>
<tr>
<th>CEnvP Applications</th>
<th>Application Fee</th>
<th>Annual Renewal Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Applicant</td>
<td>A$ 390</td>
<td>A$ 300</td>
</tr>
<tr>
<td>EIANZ Member Applicant</td>
<td>A$ 260</td>
<td>A$ 205</td>
</tr>
<tr>
<td>EIANZ Fellow Applicant</td>
<td>A$ 125</td>
<td>A$ 125</td>
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</table>

<table>
<thead>
<tr>
<th>Specialist Applications</th>
<th>Application Fee</th>
<th>Annual Renewal Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Applicant</td>
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<td>A$ 395</td>
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<tr>
<td>EIANZ Member Applicant</td>
<td>A$ 390</td>
<td>A$ 300</td>
</tr>
<tr>
<td>EIANZ Fellow Applicant</td>
<td>A$ 255</td>
<td>A$ 220</td>
</tr>
</tbody>
</table>

Fees correct as at Apr 2014
Application Process I

Applications submitted to the Certification Registrar

Applications assessed by the Certification Registrar (for completeness and preliminary checks). Applicants advised of receipt and if any further information is required.

Applications sent to appropriate Assessment Panel and to the Certification Board.

Assessment Panel assesses application and convenes assessment interview. Makes recommendation to the Certification Board.
Panel recommendation accepted or rejected by the Certification Board.

The Board (through the Certification Registrar) notifies the applicant as to whether their application has been accepted or otherwise.

If successful and on payment of certification fee, Certificate and Registration Card will be sent to the applicant, and the applicant’s name will be added to the publicly-available register of CEnvP professionals.

If an application is rejected, the applicant can lodge an appeal to the CEnvP Certification Board.
Application Advice

- Take seriously, the process is rigorous.
- Make sure you have the requisite experience and qualifications – you need to be able to provide evidence to the Assessment Panel. Contact the Registrar if you are not certain.
- Seek referees that are your peers. Seek at least one referee that works for a different company to your current employer.
- Submit a typed application with no missing or incomplete materials. Review the checklist given in the Guidance Notes before submission.
- Include a detailed CV, CPD Log (Continued Professional Development) and any other supporting documents.
- Ensure you post ‘Part H: Statement of Claim’ of the application form, and certified copies of your Qualifications to the CEnvP office. Everything outside of these 2-3 pages can be submitted via email.
Interview Advice

- Bring any outstanding documentation requested by the Registrar to the Interview.
- Take the requirement for Continuing Professional Development seriously and bring materials demonstrating your commitment.
- Bring any additional references, reports, certificates or other materials supporting your Application.
Further Information

Application Forms, Guidance Notes and Further information can be obtained by visiting our website at www.CEnvP.org

Certified Environmental Practitioner Scheme
Suite 16, 79 High Street, Kew VIC 3101

Australia: 03 9001 6948 | New Zealand: 03 741 3102

info@CEnvP.org
The CEnvP Website

Certified Environmental Practitioner (CEnvP)

The Certified Environmental Practitioner (CEnvP) Scheme aims to ensure that talented, skilled and ethical environmental professionals are given due recognition in line with their professional counterparts from engineering, accounting, planning and architecture.

Certification provides a greater level of assurance to the community, employers, clients and professional associates of the credentials and peer recognition of an environmental professional. By certifying practitioners that meet high standards of professionalism and ethical conduct, the Scheme assists in improving environmental practice and environmental outcomes.

The CEnvP Scheme was established in 2004 as an initiative of the Environment Institute of Australia and New Zealand (EIANZ). It is Australia's first certification scheme for general environmental practice, and one of the first in the world. The development of CEnvP was supported by the Australian Government Department of the Environment and Heritage.

In 2010 CEnvP launched two specialist certification categories in Ecology and Impact Assessment.

There are currently over 370 CEnvPs across Australia and New Zealand.

Find out more about certification requirements and the certification process here.

Already Certified as a CEnvP? Click here for information about adding Environmental Impact Assessment and/or Ecology Specialist Certifications to your current status.

7 Reasons you need a CEnvP

A Certified Environmental Practitioner (CEnvP) is a dedicated professional who has demonstrated their environmental professionalism beyond the standard requirements of education.

Looking for a Certified Environmental Practitioner?

Click here to find the right CEnvP for you with the searchable CEnvP Directory.

View our current list of Continuous Professional Development Events

All events listed are eligible for CPD points. Click here for our current list.
Certified Environmental Practitioner – an initiative of the EIANZ

CEnvP Application Forms & Materials

Apply for Certified Environmental Practitioner Status

The Scheme is open to all environmental professionals who can meet the requisite competency criteria of training, experience, professional conduct and ethical behavior.

Criteria

To be eligible to apply for Certified Environmental Practitioner status you must have the relevant education, training, experience and carry out your work to high professional and ethical standards. You will need:

1. an environment-related degree;
2. five years of relevant environmental experience over the past ten years;
3. three referees prepared to vouch for your skills, performance and professional conduct;
4. a signed statement of ethical conduct;
5. commitment to a minimum of two years of 50 hours of continued professional development; and
6. additional supporting evidence of claim including at least two referee reports.

In addition, there are now specialist categories of CEnvP which require additional criteria, including 10 years’ environmental experience. Click on the links to find further details on each.

Application Process

There are two intakes of Certified Environmental Practitioner applications each year, occurring in March and September. The next intake deadline is 21 October 2011 (followed by 16 March 2012).

You will need to decide which application best applies to you: standard CEnvP, CEnvP for Ecology Specialist, or CEnvP for IA Specialist. If you do not yet meet the minimum criteria for the Specialist Certification category, you are welcome to apply for CEnvP for general practice now, and upgrade to the Specialist certification at a later stage.

Download the Application Form & Guidance Notes

Application Process

Submit your Application to CEnvP

Congratulations to the newest CEnvPs

www.CEnvP.org/apply
CEnvP Newsletter and CPD Event Calendar
<table>
<thead>
<tr>
<th>CPD Category No.</th>
<th>CPD Activity</th>
<th>Typical Evidence</th>
<th>Points Limit of points that can be credited</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Formal education and training, including distance education, where there is a formal assessment</td>
<td>Certificates of attendance or attainment; Certificates / degrees / diplomas awarded from formal assessment</td>
<td>2 No limit</td>
</tr>
<tr>
<td>2</td>
<td>Short courses, including in-house training</td>
<td>Certificates of attendance or attainment</td>
<td>2 No limit</td>
</tr>
<tr>
<td>3</td>
<td>Attending Conferences, meetings, seminars, including Professional Environmental Practice (PEP) talks</td>
<td>Attendance records, receipts of payments made to attend a seminar or conference</td>
<td>1 No limit</td>
</tr>
<tr>
<td>4</td>
<td>Service activities to EIANZ – committees, Board, CEnvP Panels, and service activities to the environment profession by non-EIANZ members, or within other environmental-related professional associations such as CASANZ, SSEE, AWA where the activity is predominantly environment-profession related including committees etc, with a maximum of 40 points allowed per 2 year period.</td>
<td>Minutes of meetings, attendance records</td>
<td>1 40 per 2 year period</td>
</tr>
<tr>
<td>5</td>
<td>Presentations to conferences/seminars where there is a contribution to the environment profession. For a presentation where the paper is not published in a refereed journal, 10 points per hour of presentation has been allocated to allow for preparation of the presentation, and its delivery, with a minimum of not less than 5 points per presentation</td>
<td>Acceptance letter/email from Conference Organiser; Handout notes; conference brochures which name the person and the paper etc</td>
<td>10 No limit, but a minimum 5 per time</td>
</tr>
<tr>
<td>6</td>
<td>Publication of technical or research papers: In a refereed journal, allow 30 points per paper; In the case of presenting the paper as a technical or research paper to a conference, allow 20 points per paper rather than the 10 points per hour of duration of the presentation as in category 5 above</td>
<td>The actual publication in which the paper appears; acceptance letter from an editor, conference organiser</td>
<td>NA No limit</td>
</tr>
<tr>
<td>7</td>
<td>Part-time or guest lecturer to environmental courses at academic institutes (Points are per hour of actual face-to-face presentation and allows for time of preparation of the lecture material), and a minimum of not less than 5 points per presentation.</td>
<td>Academic institute records, course notes presented, receipts of payments made as a lecturer</td>
<td>5 40 per 2 year period, with a minimum of 5 per time</td>
</tr>
<tr>
<td>8</td>
<td>EIANZ Mentoring program, up to a maximum of 40 points allowed per 2 year period</td>
<td>Diary records, statement from recipient of mentoring, records from local Mentor organiser</td>
<td>1.5 40 per 2 year period</td>
</tr>
<tr>
<td>9</td>
<td>Private study of journals, texts etc (informal learning activities), up to a maximum of 20 points per 2 year period</td>
<td>Diary records, personal declaration</td>
<td>0.5 20 per 2 year period</td>
</tr>
<tr>
<td>10</td>
<td>Pro bono activities, including involvement with local community environmental committees, eg at Local Council level</td>
<td>Records of the organisation with which the involvement takes place; diary entries</td>
<td>1 No limit</td>
</tr>
<tr>
<td>11</td>
<td>Academia involvement in industry</td>
<td>Diary entries; Time sheets or similar attendance records; academic institute records</td>
<td>1 No limit</td>
</tr>
</tbody>
</table>
To become a CEnvP (Ecology Specialist) I

- Must cover the requirements of CEnvP, plus
  - 10 years of professional experience in ecology practice
  - The 2 signed Referee Reports must be from Ecology professionals
  - The commitment to a minimum of 100 points of continued professional development (CPD) in each two year period following certification must be 50% directly related to Ecology
  - A brief personal testimony describing how you have achieved the six key proficiencies for practicing ecologists (see over for list)
  - A list of published Ecology citations

- View the Guidance Notes for further details, in particular the last page showing the ‘Application Checklist - Column B’
Six Key Proficiencies for Practicing Ecologists

- Plan and engage in continuous learning.
- Identify impact sources, use appropriate environmental tools/techniques/methods, and compile relevant information.
- Use appropriate information technology and techniques.
- Understand environmental values, current principles and frameworks.
- Plan, implement, evaluate and improve systems, policies and procedures. Understand, assess conformance to and design regulatory frameworks, accountabilities and standards for policies and activities.
- Analyse data, assess its reliability and accuracy, interpret and present.

View the Guidance Notes for further details
To become a CEnvP (IA Specialist)

- Must cover the requirements of CEnvP, plus
  - CV must cover at least 10 years, of which 5 years must be directly related to Impact Assessment practice
  - The 2 signed Referee Reports must be from Impact Assessment professionals
  - The commitment to a minimum of 100 points of continued professional development (CPD) in each two year period following certification 50% must be directly related to Impact Assessment
  - A list of documents to demonstrate the required competencies of Impact Assessment practice. These documents must cover a minimum period of 3 years active IA practice

- View the Guidance Notes for further details, in particular the last page showing the ‘Application Checklist - Column B’
Benefits for the Profession

For the Environmental practitioner, CEnvP certification can:

- Provide formal, Australia and New Zealand wide recognition of one’s competence to perform environmental work.
- Facilitate easier access to interesting and challenging career opportunities.
- Improve one’s ability to relocate.
- Encourage ongoing upgrading of skills.
- Provide career opportunities which may lead to promotions and higher wages.
- Provide easier access to professional indemnity insurance.
- Provide credibility and accountability in the profession.
Benefits for the Profession II

Certification can demonstrate to employers, clients and professional associates that environmental skills and knowledge meet national standards.

Certification can provide a basis for international comparability and reciprocal recognition, facilitating the mobility of environmental professionals.
Benefits - Employers

For Employers, CEnvP certification can:

- Provide an easier means of evaluating the competence of an employee or prospective employee.
- Decrease costs associated with the employee selection process.
- Provide greater assurance that competent employees are hired.
- Demonstrate a commitment to responsible environmental management.
- Improve access to capital and insurance.
- Reduce incidents that result in environmental liability.
- Assist in providing a due diligence defense.
Benefits - Environment Industry

For the Environment Industry, CEnvP certification can:

- Assist in improving the image of the industry.
- Increase public awareness of and trust in the environmental profession.
- Assist in ensuring that Australia and New Zealand maintains a competent environmental work force.
- Assist in the harmonisation of State and national standards.
- Assist in promoting the export of professional practice in the environmental sector.
Application Form and Guidance Notes

Visit www.cenvp.org/apply
PART A: Administration

APPLICANTS CONTACT DETAILS

Applying for:
☐ Standard CEnvP
☐ Low Emission Specialisation
☐ Impact Assessment Specialisation

Name: ___________________________ Title: ___________________________

Employer: ___________________________ Job Title: ___________________________

Business Address: ___________________________ Home Address: ___________________________

Work Tel: ___________________________ Home Tel: ___________________________

Fax: ___________________________ Mobile: ___________________________

Email: ___________________________ Email: ___________________________

Nature of Work: ___________________________

Note: We will not share information with anyone outside CEnvP and EIANK unless legally required to do so. Please notify CEPA@envp.org if your contact details change at any point throughout the application process.
### PART B : Educational Qualifications

Please detail your educational qualifications in the table below. Evidence of these qualifications in the form of original documents or Certified copies is required (please see the Relevant Guidance Notes for suggested Authorised Signatories).

<table>
<thead>
<tr>
<th>Certified Copy Included in Application</th>
<th>Qualification</th>
<th>Discipline</th>
<th>Education Provider</th>
<th>Country</th>
<th>Year</th>
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<tbody>
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<td>☐ Included</td>
<td>M Env Sc</td>
<td>Environmental Science</td>
<td>Massey University</td>
<td>Australia</td>
<td>1991</td>
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</table>
ENVIRONMENT INSTITUTE OF AUSTRALIA AND NEW ZEALAND

Code of Ethics

Under the Rules of Association of the Environment Institute of Australia and New Zealand, membership is conditional upon the member conforming with the letter and spirit of the Code of Ethics and Professional Conduct which from time to time is adopted by the Council of the Institute and notified to members of the Institute in a General Meeting.

The following Code of Ethics and Professional Conduct was adopted by the Council of the Institute in April 1989 and notified to members of the Institute in a General Meeting on the 18th day of October 1989. Until revised or amended in accordance with the Rules of Association the Code of Ethics and Professional Conduct is that governing the professional activities of members of the Institute.

• The member shall carry out his or her professional activities, so far as possible, in accordance with the highest standards of environmental protection.
• The member shall at all times place the welfare of the national environment and the health, safety and welfare of the human community above any commitment to sectional or private interests.

PART C: Statement of Ethical Conduct

It is intrinsic to the CEnvP Scheme that Certified Practitioners behave with the highest levels of integrity and professional conduct. Applicants are therefore asked to disclose matters relevant to past issues of professional conduct, ethics and integrity.

<table>
<thead>
<tr>
<th>Have you ever had a professional licence revoked?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever had any certification revoked?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever had a Professional Indemnity claim made against you or are there any such claims pending?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been convicted of an offence that involved dishonesty and/or a false statement?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been convicted of a criminal offence?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been dismissed from your workplace or project on the grounds of proven dishonesty or a false statement?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If you have answered "Yes" to any questions above, please provide a written explanation:


Thereby declare that the information provided above is complete, true and correct. I have read and agree to abide by the Environment Institute’s Code of Ethics (see page 6).

Signature: ___________________________ Date: ___________________________

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www.CEnvP.org/apply
PART D: Referees

Please provide details of at least three nominated respected environmental professionals willing to act as referees. At least one must be independent of your current employer. You must have known these individuals, such as a supervisor, manager, educator or senior peer for a minimum of two years. They should be familiar with your experience, skills and attributes as they relate to environmental practice, ethics and professional integrity. Refer to the Guidance Notes for additional requirements.

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<thead>
<tr>
<th>Referee 1</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Current Position</td>
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<td>Address</td>
<td>Relationship to Applicant</td>
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<tr>
<td></td>
<td>(supervisor, employer, etc)</td>
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<tr>
<td>Contact</td>
<td>Qualifications</td>
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<th>Signed Referee Report Attached</th>
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<td>Address</td>
<td>Relationship to Applicant</td>
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<tr>
<td></td>
<td>(supervisor, employer, etc)</td>
</tr>
<tr>
<td>Contact</td>
<td>Qualifications</td>
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<tr>
<td>Telephone</td>
<td></td>
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<table>
<thead>
<tr>
<th>Referee 2</th>
<th>Signed Referee Report Attached</th>
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</thead>
<tbody>
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<td>Name</td>
<td>Current Position</td>
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<td>Address</td>
<td>Relationship to Applicant</td>
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<tr>
<td></td>
<td>(supervisor, employer, etc)</td>
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<tr>
<td>Contact</td>
<td>Qualifications</td>
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<tr>
<td>Telephone</td>
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<table>
<thead>
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<th>Referee 4</th>
<th>Signed Referee Report Attached</th>
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</thead>
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<td>Name</td>
<td>Current Position</td>
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<tr>
<td>Address</td>
<td>Relationship to Applicant</td>
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<tr>
<td></td>
<td>(supervisor, employer, etc)</td>
</tr>
<tr>
<td>Contact</td>
<td>Qualifications</td>
</tr>
<tr>
<td>Telephone</td>
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<tr>
<td>Email</td>
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</tbody>
</table>
PART E : Work Experience

Five years of full time (equivalent) professional experience in the functional areas of environmental practice in the last 10 years is required for standard CEnvP applications.

Ecology Specialisation applicants require 10 years of full time (equivalent) professional experience in the functional areas of ecology practice in the last 15 years. IA Specialisation applicants require 10 years of full time (equivalent) experience in the functional areas of environmental practice in the last 15 years, including at least 5 years experience in IA.

<table>
<thead>
<tr>
<th>Applicants Areas of Practice</th>
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<tbody>
<tr>
<td>Nominate a maximum of 3 applications (eg EIA, EMS, Environmental Auditing, Ecology, Waste Management, etc)</td>
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<tr>
<th>Period of Work</th>
<th>Start Date</th>
<th>Present Date</th>
<th>Person Verifying Experience</th>
<th>Persons Name</th>
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<td>Position Title</td>
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<td>Contact Tell</td>
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<tr>
<td>Brief description of roles/activities undertaken</td>
<td>If not full time, state hours per week</td>
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PART F: Commitment to Continuing Professional Development

Applicants are required to commit to a minimum of 100 points of professional development over a two-year period. These activities include:

a) Formal courses at accredited training institutes which may be directly face-to-face, by distance learning (correspondence), online course, or a combination of these where there is a formal assessment at the completion.

b) Attending short courses for which there is no actual assessment, but which will result in a Certificate of Attendance (evidence of doing the course).

c) Participant at technical meetings, seminars and conferences relevant to the environment profession.

d) Assisting in the management and organisation of EIANZ by being a Member of a Divisional Committee, a National Councillor, member of the Executive, Member of a Certification Panel, Member of the Certification Board, or Policy Review Committee OR assisting a similar professional environmental organisation in a similar capacity.

e) A presenter at conferences, seminars and technical meetings.

f) Publication of technical or research papers in journals.

g) A part-time or guest lecturer in environmental studies at accredited training institutes or organisations.

h) Assisting junior members of the profession through the mentoring program.

i) Private study of journals, magazines and reference texts.

j) Providing pro bono advice and assistance to community groups, including expert witness duties and expert advice for the Environmental Defenders Office (promotion of the environment profession and principles).

k) Industry/professional involvement for academia.

Specialist Certification: Ecology, Impact Assessment

Specialist CPD requirements must be fulfilled through specific activities, with at least 50 percent consisting of activities that directly contribute to the field’s higher level processes, policy and strategy. See relevant Guidance Notes for further details.

After Certification

Once accepted for certification, applicants must keep a log of professional development undertaken. A guide with examples is provided in the CEnvP Continuing Professional Development Log.

I have actively participated in professional development activities as defined under the CEnvP Scheme prior to making this application, and I commit to continuing this CPD for the minimum of 100 points over each two year period.

As evidence of my commitment to ongoing improvement and updating of skills, I have undertaken approximately ______ hours of relevant continuing professional development over the past two years.

Signature __________________________ Date ______________

Certified Environmental Practitioner – an initiative of the EIANZ (Dec 2010)
Guidance Notes and Application Checklist

In order to ensure your application has been filled out correctly and completely, please use the Completed Application Checklist below.

Applicants applying for Specialist Certification should use the Checklist in the Relevant Specialisation Guidance notes.

**PART A: ADMINISTRATION**
- Application Fee & Nature of Work

**PART B: EDUCATIONAL QUALIFICATIONS**
- Evidence of educational qualifications (must be Certified Copies, please see Guidance notes).

**PART C: STATEMENT OF ETHICAL CONDUCT**
- Signed statement of ethical conduct and agreement to abide by the EIANZ Code of Ethics.

**PART D: REFERENCES**
- Details of 3 nominated referees who are respected environmental professionals including:
  - Qualifications
  - Current position
  - Relationship to the applicant
  - Contact details
- If referee is also listed as Part E, have they signed Part E?

**PART E: WORK EXPERIENCE**
- Verification of work experience with signatures of verifiers
  - Have you got signatures for at least 5 years of professional work experience?

**PART F: COMMITMENT TO CONTINUING PROFESSIONAL DEVELOPMENT**
- Signed commitment to a minimum of 100 points of professional development over a 2 year period

**PART G: FURTHER EVIDENCE OF CLAIM**
- Have you listed each item supporting your evidence of claim?
  - Reference reports from at least 2 of your nominated referees, with at least one from an external referee outside your current workplace
  - Completed on the form provided at www.CEnvP.org/apply
  - Signed (providing evidence that the referee is aware of the purpose of her/his report)
- Detailed Curriculum Vitae including at least the last ten years of working experience
- A list of recent Continuing Professional Development activities can assist in demonstrating your commitment. Suitable CDP forms are provided at www.CEnvP.org/apply

**PART H: STATEMENT OF CLAIM STATUTORY DECLARATION**
- A signed and witnessed Statement of Claim, that is:
  - Initiated in the appropriate box to indicate your jurisdiction
  - Witnessed by an appropriately qualified authority (see page 5)
  - Includes the witness’ qualification to witness statutory declarations in a legible format.
FAQs

Certified Environmental Practitioner Scheme
Building the Environment Profession in Australia & New Zealand

Frequently Asked Questions

Below are answers to Frequently Asked Questions about the Certified Environmental Practitioner Scheme. Many answers can also be found in the presentation developed by the CEnvP Scheme. Further information and advice for applications is also available.

Applications

Why should I become a CEnvP?

What are the advantages of CEnvP to the Practitioner?

What are the advantages of CEnvP to the employer?

What are the minimum requirements to become Certified?

How do I apply?

Who will be assessing me for CEnvP?

Do I have to join EIANZ to become a CEnvP?

Can I apply for EIANZ membership at the same time?

I have recently applied for EIANZ membership, can I pay the discounted application fee for CEnvP?

Isn’t CEnvP just setting up a Closed Shop for EIANZ environmental professionals?

Do I really need CEnvP since I am already certified/chartered in the environmental field with another standards body?

Why is there an application fee and annual fee?

How long with the process take from the time of my initial application?

Will there be a Register kept of CEnvP awardees that is available for general access?

CEnvP on Twitter
CEnvP Register

A searchable directory of CEnvPs is available on the CEnvP website, which reflects the currency and scope of the CEnvP professional’s registration. By being in the public domain it provides additional assurance that anyone who states that they are a CEnvP professional really is one.

All CEnvPs can have a profile in the directory, with more in-depth information about their qualifications and experience. For added exposure, these are featured on the CEnvP homepage and newsletter.
Is CEnvP and EIANZ a ‘Closed Shop’?

It is not necessary to be a member of EIANZ to be a CEnvP.

The Scheme is open to all environmental professionals who can meet the requisite competency criteria of training, experience, professional conduct and ethical behaviour.
Alleged Malpractice / Misconduct

The Scheme includes a mechanism for third party complaints against a CEnvP, and this will be treated in the strictest confidence.

The CEnvP Certification Board will determine the matter and if it is established that the complaint is justified and is not frivolous, malicious or mischievous then the CEnvP person may be struck off the Register. In that event, the practitioner may exercise a right of appeal to an Appeals Committee.
Other Initiatives

- Specialist Certification for environmental professionals in particular fields of practice, with a requirement for additional years of experience and demonstrated expertise, based on criteria developed by EIANZ Special Interest Sectors (SISs). Impact Assessment and Ecology have already been released. More planned

- EIANZ STEPS Program (Staged Training for Environmental Practitioners) to provide professional development and training, to guide and help early-career professionals develop the proficiencies required for environmental practice and certification