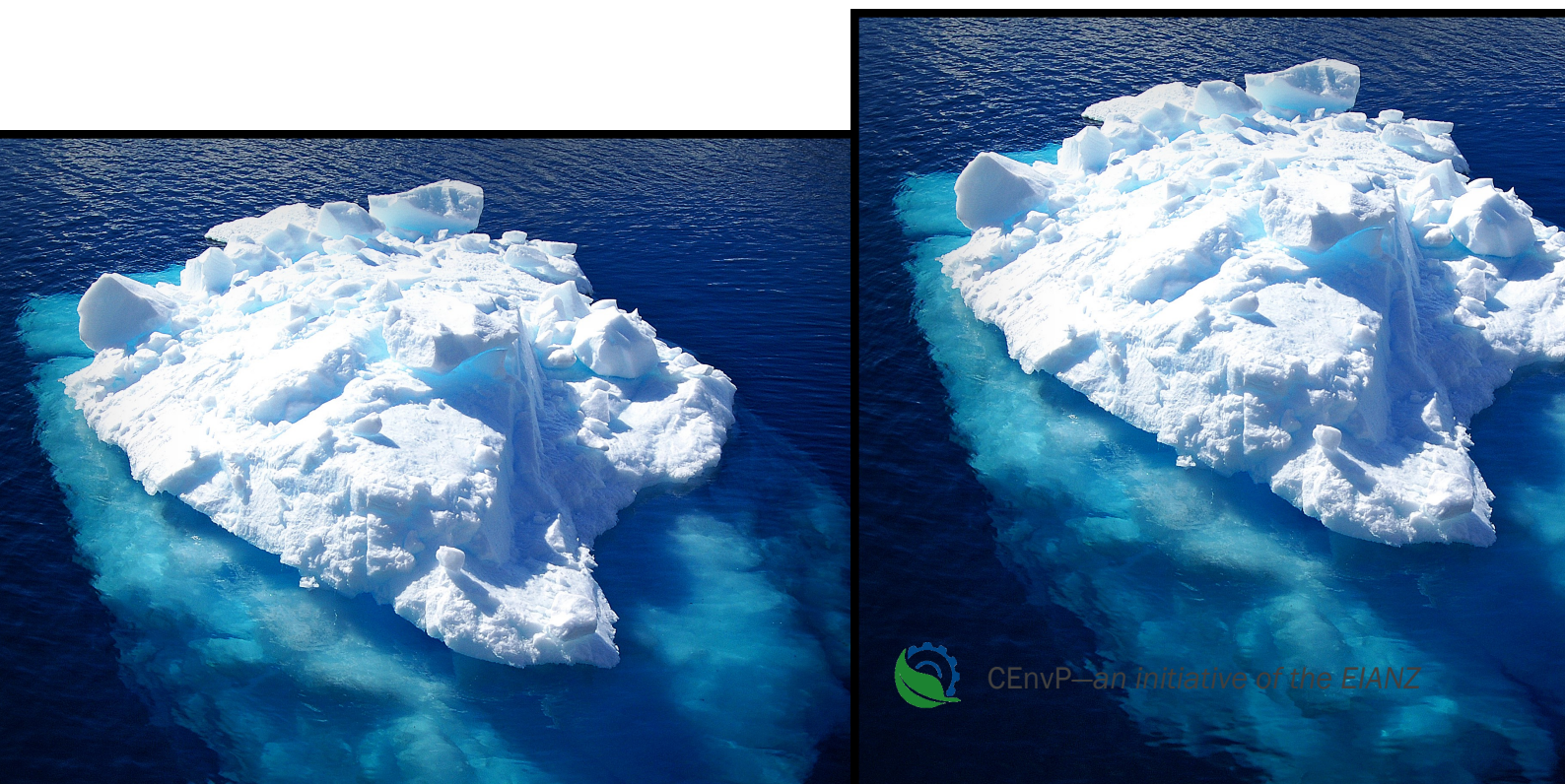




Guidance Notes

Apply for CEnvP (CC Specialist)



CEnvP—an initiative of the EIANZ



# CEnvP Climate Change Specialist

## CLIMATE CHANGE

These guidelines are for Practitioners applying for CEnvP Climate Change Specialist.

## SECTIONS

- MINIMUM CRITERIA
- PART A: Administration
- PART B: Qualifications
- PART C: Ethical Conduct
- PART E: Work Experience
- PART F: Commitment to CPD
- PART G: Further Evidence
- PART H: Statement of Claim
- APPLICATION PROCESS
- CERTIFICATION BOARD
- PAYMENT OF FEES
- POST NOMINAL
- CHECKLIST

Environmental practitioners wishing to become Certified should complete all sections of the application form. Practitioners do not need to be an EIANZ member to be eligible for certification.

The Certified Environmental Practitioner Scheme has implemented certification categories to recognise specialist areas of practice in the environmental sector requiring unique subsets of competence and ethical standards. Practitioners of Climate Change require specialist knowledge and experience specific to the field whether it is broadly science, mitigation or adaptation.

The establishment of a specialist Climate Change (CC) certification under the CEnvP Scheme will help promote sound climate change practice by recognising ethical and professionally competent climate change practitioners within Australia and New Zealand. This should lead to improved confidence and outputs in professional climate change practice.

A CEnvP (CC Specialist) applicant must first meet the requirements for CEnvP certification. It is not necessary to be a CEnvP at the time of application



## CERTIFICATION OBJECTIVE

At application and over time, a practitioner will need to demonstrate practice that is likely to improve our climate or help adaptation to a changing climate.



## KEY PROFICIENCIES OF CLIMATE CHANGE SPECIALISTS

Proficiencies will evolve over time. The proficiencies listed in Attachment A (page 18) are in draft form and should be referenced in a written application, at interview and in continuing professional development. Proficiencies are aligned to the EIANZ STEPS Program.

[www.eianz.org/careers/the-steps-program](http://www.eianz.org/careers/the-steps-program)







## MINIMUM CRITERIA FOR CC SPECIALIST CERTIFICATION

### TO QUALIFY FOR CENVP CC SPECIALIST YOU WILL NEED:

- A climate change-related degree and evidence thereof.
- Nomination by three respected climate change professionals who are willing to act as referees for the candidate.
- Ten years of full time equivalent experience in professional practice during the last fifteen years. A minimum of five years must be climate change specific, and of these, at least three years must be supported by documentary evidence such as reports or other publications.
- Evidence of and ongoing commitment to training and professional improvement (at least 100 points of training, professional improvement, service to professional practice over a two year period). Fifty percent must be directly related to climate change practice.
- Evidence that the candidate is a respected, competent, ethical and active member of the climate change profession in the form of at least two referee statements (with at least one external to the applicants current place of employment), a personal testimony, reports, publications, citations, conference/seminar presentations, etc. and a detailed curriculum vitae.
- A signed and witnessed Statement of Claim covering qualifications, experience, ethics, commitment and the accuracy of the materials provided to the Certification Board.

These Guidance Notes are provided to assist prospective applicants assess their eligibility for CEnvP CC Specialist certification and complete the necessary application requirements.

To further assist applicants with the application process, answers to frequently asked questions (FAQs) can be found on the CENVP website, [www.cenvp.org/faq.php](http://www.cenvp.org/faq.php).



## ORIGINAL PAGES

You are required to post the witnessed 'Part H: Statement of Claim' and certified copies of your qualification documents to the CEnvP office. Both items will need the original certifying/witness signatures on the hard copy.

Everything outside these pages can be emailed to [applications@cenvp.org](mailto:applications@cenvp.org).

## COMPLETED APPLICATIONS

Incomplete or flawed applications will be delayed until all missing materials are received, and may result in an application being held until the following intake.



## NOTES FOR PRACTITIONERS APPLYING FOR CENVP AND CC SPECIALISATION CONCURRENTLY

Practitioners can apply for both CEnvP and CC Specialist certification at the same time. An applicant will not be recommended for CC Specialist certification, however, unless they are also deemed eligible by the Panel for standard CEnvP certification.

Please see the Checklist (Column B) on Page 17 for required documentation.

A one-time non-refundable CEnvP Certification Application fee PLUS the Specialist Certification fee applies (refer to [www.cenvp.org/apply/payment](http://www.cenvp.org/apply/payment)), and is due at the time of application.

## NOTES FOR CURRENT CENVPs APPLYING FOR CC SPECIALISATION

Please see the Checklist (Column A) on Page 17 for required documentation.

A one time non-refundable CEnvP Specialist Certification fee applies, and is due upon submission or application in order for a candidate's application to be considered.



## ORIGINAL PAGES

You are required to post the witnessed 'Part H: Statement of Claim' and certified copies of your qualification documents to the CEnvP office. Both items will need the original certifying/witness signatures on the hard copy.

Everything outside these pages can be emailed to [applications@cenvp.org](mailto:applications@cenvp.org).

## COMPLETED APPLICATIONS

Incomplete or flawed applications will be delayed until all missing materials are received, and may result in an application being held until the following intake.

## PART A

### ADMINISTRATION & PAYMENT

The application form must be completed in full and submitted with supporting evidence of claim (complete with signatures and certified copies of qualifications). Please review the Application Checklist at the back of these guidance notes.

Completed application forms should be submitted via our website with the payment of the application fee, details below.

Upload your scanned application form and all supporting materials to <http://www.cenvp.org/submit-your-application/>. You can also access this page via the dropdown menu on our website— click 'Apply', then 'Submit your application'.

*Note: you will need to post the witnessed 'Part H: Statement of Claim' and certified copies of your qualification documents to the CEnvP Office. Both items need the original certifying/witness signatures on the hard copy.*



A climate change-related degree and evidence thereof.

## PART B

### EDUCATIONAL QUALIFICATIONS

A degree that includes core elements of climate change study will generally constitute the minimum requirement.

The tertiary qualification may be for example an environmental, economic, social, science, engineering, accountancy, health degree that included climate change courses or electives. Verification of climate change content must be provided, e.g. a transcript or academic record.

In exceptional circumstances, ten years of appropriate work experience may be submitted in lieu of a suitable tertiary qualification.

Because CC is a young profession, some climate change practitioners may not have a suitable climate change related tertiary qualification. They may have learnt either by doing, e.g. policy development, fire management, or have studied before qualifications were available. They will need to verify that they have developed skills over at least 10 years of on-the-job learning (see Part E).

Evidence of these qualifications in the form of certified copies is required (see <http://www.ag.gov.au/statdec> for suggested Authorised Signatories in Australia, and <http://www.legislation.govt.nz/act/public/1957/0088/latest/DLM314584.html> in New Zealand).

**A certified A4 sized copy must be posted to CEnvP. Do not send your original parchment/testamur as it will not be returned.**

Current CEnvPs applying for Specialist Certification do not need to provide evidence of their educational qualifications again.







Nomination by three respected environmental professionals who are willing to act as referees for the candidate.

## **PART C**

### **STATEMENT OF ETHICAL CONDUCT**

Ensure that the form is fully completed, and you have signed and dated in the relevant boxes showing you understand and agree to abide by the EIANZ Code of Ethics and Professional Conduct.

## **PART D**

### **REFEREES**

Three respected CC professionals willing to act as referees are required. Each must have known the applicant for at least two years.

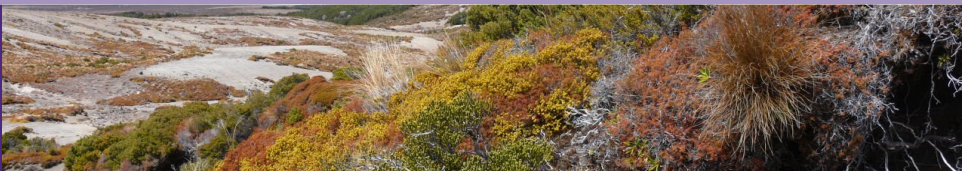
The applicant must include information on referees' qualification, employment and relationship to the applicant.

Referee Reports must be provided from at least two of the nominated referees, including:

- an experienced CC practitioner who is a CEnvP CC Specialist or would be eligible to apply for CEnvP CC Specialist themselves.
- A CC professional external to the applicant's current place of work who is familiar with the applicant's skills and attributes as they relate specifically to climate change practice, ethics and professional integrity.

See Referee Reports in PART G.





## PART E

### WORK EXPERIENCE

The minimum requirement is ten years of full time equivalent professional experience gained during the last 15 years. Five years must be recent in the functional areas of climate change. For those without a suitable climate change related qualification, the five years climate change practice is extended to ten years.

Full time work is defined as 35 hours or more per week. Part-time work, volunteer work and work conducted during post graduate study may also be recognised where appropriate.

Refer for more details to the proficiencies in Attachment A (page 18).

Demonstration of work experience and professional proficiencies is shown by work verification signatures for ten years of professional practice over the past 15 years and a current detailed CV.

**The experience claimed for the minimum ten years must be fully relevant to management and improvement of the environment (five years must be climate change specific), and all should be independently verified by signature** (e.g. current or former employer, senior colleague, referee who knew the applicant at that time). These individuals may be contacted by the Assessment Panel or Certification Board.

The applicant must nominate a maximum of three areas of Environmental Practice. The nominated areas will be used to assess your eligibility for CEnvP and once certified these nominated areas will be used in online profiles and directories.

Ten years of full time equivalent experience in professional practice during the last fifteen years. A minimum of five years must be climate change specific, and of these, at least three years must be supported by documentary evidence such as reports or other publications.





Evidence of and ongoing commitment to training and professional improvement (at least 100 points of training, professional improvement, service to professional practice over a two year period). Fifty percent must be directly related to climate change practice.

## PART F

### COMMITMENT TO CONTINUING PROFESSIONAL DEVELOPMENT

Standard CEnvP Continuing Professional Development (CPD) requirements apply. Once accepted for certification, applicants must keep a log of professional development undertaken. A points system has been devised to describe the CPD and the total of 100 points requirement.

CC Specialist CPD requirements must be fulfilled through climate change specific activities, with at least fifty points related to CC practice such as researching latest trends and consisting of activities that directly contribute to the field's higher level processes, policy and strategy.

A guide with examples is provided in the CEnvP CPD Log available at [www.CEnvP.org/apply](http://www.CEnvP.org/apply).

**Certification is reviewed every two years. At this time the applicant will need to provide evidence of CPD and a statement verifying any changed circumstances including employment and ethical conduct.**

Specialist applicants must provide evidence supporting any claims of any recent CPD activity with the application. Must be completed on the official CEnvP CPD Log Form available at [www.CEnvP.org/apply](http://www.CEnvP.org/apply).



## **PART G**

### **FURTHER EVIDENCE OF CLAIM**

#### **Referee Reports**

Referee Reports must be provided from at least two of the nominated referees in PART D, including:

- an experienced practitioner who is a CEnvP CC Specialist or would be eligible to apply for CEnvP CC Specialist themselves
- A CC professional external to the applicant's current place of work who is familiar with the applicants work as they specifically relate to CC practice.

The Referee Reports must provide sufficient information to demonstrate how the nominated referees meet the above requirements.

Referee Reports must cover the applicant's skills and attributes as they specifically relate to CC practice, ethics and professional integrity, and must be completed on the official CEnvP Referee Report Form available at [www.CEnvP.org/apply](http://www.CEnvP.org/apply).

The Referee should follow the instructions and complete all questions separately as marked on the form, otherwise there may be delays in processing the application. The document must be signed by hand, but can be scanned and submitted by email.





Evidence that the candidate is a respected, competent, ethical and active member of the climate change profession in the form of at least two referee statements (with at least one external to the applicants current place of employment), a personal testimony, reports, publications, citations, conference/seminar presentations, etc. and a detailed curriculum vitae.

#### **Four Examples of Professional Proficiency**

Applicants should be able to demonstrate professional proficiency analytical capability and interpersonal skills required in effective in efficient climate change through a minimum of four documents. These include a detailed account of at least three years of climate change specific experience over the past ten. Refer for more details to the proficiencies in Attachment A (page 18).

It is not necessary to provide copies of supporting documentation to be submitted, if a list of materials is provided in “PART G: Further evidence of Claim” table. Web addresses should be provided for documents available on the web. The Registrar and/or Assessment Panel will indicate when arranging Assessment Panel interviews which documents should be brought, or provided prior, to the interview.

The size of documents sent electronically should be restricted to 20mb.

#### **A Brief Personal Testimony**

The testimony must explain your role and responsibilities and demonstrate how you achieved CC proficiencies in the four examples you submit.

You may also summarise other evidence such as the documents you have listed.





### **Educational Qualifications**

See Page 7 for details.

### **Detailed Curriculum Vitae**

Your CV must be detailed and describe experience, roles and responsibilities, skills, outcomes, achievements, citations (evidenced in journals, articles, reports, books etc), presentations etc.

### **Additional Supporting Materials**

Information may include but not necessarily be limited to testamurs, academic records, publications, citations, reports, training records, record of CPD activities undertaken, written statements of service, or information supplied by a witness, associate or referee.





## PART H

### STATEMENT OF CLAIM STATUTORY DECLARATION

All applicants are required to sign a statutory declaration that the materials they have provided are accurate and complete in the presence of an appropriately authorised witness authority (e.g. Justice of the Peace or other relevant qualification in the jurisdiction).

Please see <http://www.ag.gov.au/statdec> for suggested Authorised Signatories in Australia, and <http://www.legislation.govt.nz/act/public/1957/0088/latest/DLM314584.html> in New Zealand.

Applicants must initial the relevant box next to their applicable location as indicated by 'x'.

The original Statement of Claim Statutory Declaration must be posted to CEnvP.

A signed and witnessed Statement of Claim covering qualifications, experience, ethics, commitment and the accuracy of the materials provided to the Certification Board.



## Application Process

Applications will be sought and processed in batches biannually. Applicants can expect a period of up to two months before they are notified of a requirement to attend an interview. Typically, March and September intake interviews are held in May and November, respectively.

Application processing times typically take around 6 months, but may take up to 12 months, particularly where an insufficient or incomplete application is provided.

## CEnvP Certification Board & Assessment Panels

The Certification Board oversees the Certification process and is made up of respected environmental practitioners from Australia and New Zealand.

The Certification Board is supported by Assessment Panels. The panels consist of panel members who will undertake a detailed assessment of applications and conduct assessment interviews. The panel members are highly respected climate change professionals who are well known for their experience, proficiency and ethical behaviour.

The Assessment Panel will convene to consider an application and on condition that all relevant information is provided with the application, make arrangements for an interview with the applicant.

Interviews for specialist applications are generally undertaken by teleconference. The applicant will be advised of the time and place for the interview and what additional documentation, if any, must be provided. At the assessment interview, candidates will be asked questions relating to experience, proficiencies and ethical conduct. The interview will take approximately one hour.

Following the interview, the Assessment Panel submits a Panel Report to the Board Application Ratification Committee (BARC), who review both the Application and Panel Report in detail before making a formal recommendation to the Certification Board.

The Certification Board then ratify the BARC recommendation and assign a delegate to advise the Applicant.



## Post-Nominal Designation

Upon certification the additional qualification of Certified Environmental Practitioner Climate Change Specialist, or “CEnvP (CC Specialist)”, will follow a professional’s name denoting a peer recognised level of ethical and professional proficiency in climate change practice.

## Payment of Fees

The returned application form must be accompanied by the non-refundable application fee (refer to table on [www.cenvp.org/apply/payment](http://www.cenvp.org/apply/payment)).

The Assistant Registrar will record details of the application in the CEnvP database. Provided the core materials have been submitted, the application is forwarded to the relevant Registrar for preliminary checks to ensure that the application is ready to be forwarded to an Assessment Panel.

An advice of receipt of the application will be sent to the candidate. In the case of an incomplete application, it will be referred back to the candidate for correction.

Application fees are non-refundable unless it is obvious to the Registrar that the applicant cannot meet certain criteria, in which case the application will be returned to the applicant together with a portion of the application fee.

If the application is successful applicants will be certified on receipt of their annual certification fee.

Specialist Certification renewal fees are in addition to standard CEnvP renewal fees. Annual Renewal Fees are due at the outset of each calendar year.

### References:

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## COMPLETED APPLICATION CHECKLIST

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

Current CEnvP s should submit items listed in Column A. New Applicants applying for both CEnvP and Specialist Certification concurrently should submit items listed in Column B.

A	B	Have you included:
<b>PART A : ADMINISTRATION</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Contact Details and Application Fee
<b>PART B : EDUCATIONAL QUALIFICATIONS</b>		
-	<input type="checkbox"/>	Evidence of educational qualifications (must be Certified Copies, see Page 7).
<b>PART C : STATEMENT OF ETHICAL CONDUCT</b>		
-	<input type="checkbox"/>	Signed statement of ethical conduct and agreement to abide by the EIANZ Code of Ethics & Professional Conduct
<b>PART D : REFEREES</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Details of 3 nominated referees who are respected environmental professionals including their:
		<input type="checkbox"/> Qualifications
		<input type="checkbox"/> Current position
		<input type="checkbox"/> Relationship to the applicant
		<input type="checkbox"/> Contact details
		<input type="checkbox"/> If referee is also listed on Part E, have they signed Part E?
<b>PART E : WORK EXPERIENCE</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Verification of work experience with signatures of verifiers
		<input type="checkbox"/> Signatures for at least 10 years of professional work experience, with at least 5 years specifically in climate change practice?
<b>PART F : COMMITMENT TO CONTINUING PROFESSIONAL DEVELOPMENT</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Signed commitment to a minimum of 100 points of professional development over a 2-year period
<b>PART G : FURTHER EVIDENCE OF CLAIM</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Have you listed each item supporting your evidence of claim?
<input type="checkbox"/>	<input type="checkbox"/>	Referee reports from at least 2 of your nominated referees, with a least one from an external referee from outside your current workplace, that are:
		<input type="checkbox"/> an experienced CC practitioner, who is or would be eligible to apply for CEnvP CC Specialist
		<input type="checkbox"/> an CC professional external to the applicant's current place of work who is familiar with the applicants work as they specifically relate to CC practice
		<input type="checkbox"/> completed on the Referee Report form provided at <a href="http://www.CEnvP.org/apply">www.CEnvP.org/apply</a>
		<input type="checkbox"/> signed (providing evidence that the referee is aware of the purpose of her/his report)
<input type="checkbox"/>	<input type="checkbox"/>	Detailed curriculum vitae including at least the last fifteen years of working experience
<input type="checkbox"/>	<input type="checkbox"/>	A brief personal testimony describing how the candidate believes they achieve CC proficiencies.
<input type="checkbox"/>	<input type="checkbox"/>	Four examples of Professional CC Proficiency and a statement.
<input type="checkbox"/>	<input type="checkbox"/>	A list of recent Continuing Professional Development activities. CPD form is provided at <a href="http://www.CEnvP.org/apply">www.CEnvP.org/apply</a> .
<b>PART H : STATEMENT OF CLAIM STATUTORY DECLARATION</b>		
<input type="checkbox"/>	<input type="checkbox"/>	A signed and witnessed Statement of Claim, that is:
		<input type="checkbox"/> Initialled in the appropriate box to indicate your State/jurisdiction
		<input type="checkbox"/> Witnessed by an appropriately qualified authority (see page 7)
		<input type="checkbox"/> Includes the witness' qualification to witness statutory declarations in a legible format

## ATTACHMENT A - PROFICIENCIES FOR CLIMATE CHANGE PRACTITIONERS (DRAFT)

The table below defines core and enabling proficiencies for Climate Change practitioners working in the fields of Adaptation, Greenhouse Gas (GHG) Quantification and GHG Verification. They are early draft proficiencies only to guide practitioners in their application.

ESIANZ STEPS	Climate Change (Adaptation)	Climate Change (GHG Quantifier)	Climate Change (GHG Verifier)
<b>Environmental Proficiencies</b>			
<b>Environmental Awareness</b>	Understands current climate projections and climate science at global and local levels	Understands the environmental, political, social, cultural and economic context of their work	Understands the environmental, political, social, cultural and economic context of their work
	Understands and uses the right tools for effective climate adaptation decision making, e.g. understands principles for developing adaptation pathways	Understands and uses the right tools for effective environmental decision making	Understands and uses the right tools for effective environmental decision making
	Understands relevant legislation and compliance measures	Understands greenhouse gas, energy, accounting and mitigation legislation and compliance measures, including voluntary programmes' compliance requirements	Understands greenhouse gas, energy, accounting and mitigation legislation and compliance measures, including voluntary programmes' compliance requirements
<b>Environmental Ethics</b>	Makes decisions and acts in a professional and ethical way	Makes decisions and acts in a professional and ethical way	Makes decisions and acts in a professional and ethical way
	Gives impartial and forthright advice, justifying their own position when needed	Gives impartial and forthright advice, justifying their own position when needed	Draws impartial, independent and unbiased conclusions, substantiating their own position when needed
	Resolves ethical issues in line with accepted standards and practices	Resolves ethical issues in line with accepted standards and practices	Confirms independence and conforms to ethical standards and requirements in line with accepted standards and practices
<b>Policy &amp; Planning</b>	Uses appropriate policies, systems and frameworks in decision making	Uses appropriate international standards, policies, systems and frameworks in decision making	Uses appropriate international standards, policies, systems and frameworks in decision making
	Understands and uses the right tools for effective climate adaptation decision making	Understands and uses the right tools for effective decision making, including required competencies of the individual / team	Understands and uses the right tools for effective decision making, including required competencies of the individual / team
	Identifies and complies with regulatory and legislative obligations	Identifies and complies with regulatory and legislative obligations	Identifies and complies with regulatory and legislative obligations
<b>Analysis &amp; Risk Assessment</b>	Undertakes objective and systematic analysis and draws accurate conclusions based on evidence	Undertakes objective and systematic analysis and draws accurate conclusions based on evidence	Undertakes objective and systematic analysis and draws accurate conclusions based on evidence
	Understands and uses impact and risk assessment tools, techniques and methods, e.g. AS5334, ISO31000	Understands and uses risk assessment tools, techniques and methodologies during quantification.	Understands and uses verification or assurance planning risk assessment tools, techniques and methods, in line with standards
	Collects, analyses and interprets data effectively	Collects, analyses and interprets data effectively to reduce uncertainty	Analyses and interprets data effectively to plan the verification or assurance.
	Evaluates data to inform decision making	Evaluates data to inform decision making	Evaluates data to inform decision making both qualitatively and quantitatively.

EIANZ STEPS	Climate Change (Adaptation)	Climate Change (GHG Quantifier)	Climate Change (GHG Verifier)
<b>Enabling Proficiencies</b>			
<b>Decision Making</b>	Analyses problems and finds effective and targeted solutions	Analyses problems and finds effective and targeted solutions	Analyses problems and finds effective and targeted solutions
	Understands the strategic and organisational context of their work	Understands the strategic and organisational context of their work	Understands the strategic and organisational context of their work
	Uses risk and opportunity assessment and understands methods for assessing costs and benefits of potential adaptation strategies	Can prioritise what is important	Can prioritise what is material and still meet the verification / assurance standards.
	Applies sound reasoning and judgement to decision making	Applies sound reasoning and judgement to decision making	Applies evidence-based judgement to decision making
	Can adapt to change and explore innovative solutions	Can adapt to change and explore innovative solutions	Can adapt to change and manage conflict resolutions effectively during the verification / assurance.
<b>Professional Practice</b>	Works in a professional way	Works in a professional way	Works in a professional way
	Able to assemble and work with a team of relevant technical and professional experts	Understands how to work in and be part of an organisation	Understands how to work with an organisation and maintain independence.
	Plans and manages work and projects effectively and efficiently	Plans and manages work and projects effectively and efficiently	Plans and manages the verification including team members effectively and efficiently
	Understands what is expected and delivers what is required	Understands what is expected and delivers what is required	Understands what is expected and delivers what is required
	Reflects and learns from the experience of others and from their personal performance	Reflects and learns from the experience of others and from their personal performance	Reflects and learns from the experience of others and from their personal performance
	Has the appropriate technical skills to do their job	Has the appropriate technical skills to do their job	Has the appropriate technical skills to do their job, or to identify the need for a subject-matter expert
<b>Communication</b>	Identifies and uses effective and appropriate communication methods	Identifies and uses effective and appropriate communication methods	Identifies and uses effective and appropriate communication methods
	Can identify and engage with stakeholders	Can identify and engage with stakeholders	Can identify and engage with stakeholders
	Can write well in a range of formats	Can write well in a range of formats	Can write well in a range of formats
	Understands how to communicate within the reporting and delegation requirements of their organisation	Understands how to communicate within the reporting and delegation requirements of their organisation	Understands how to communicate within the reporting and delegation requirements of their organisation





### Further Information

For further information regarding the completion of the application form please contact the CEnvP Office at [info@CEnvP.org](mailto:info@CEnvP.org).