



## CEnvP Impact Assessment Specialist – Application Checklist

As part of your CEnvP Impact Assessment Specialist application, you must submit supporting documentation. **Make sure you carefully read the Guidance Notes before preparing the application documentation.**

All application documentation must be uploaded to the application form. Please wait to upload documents **at the end**, after you have completed all the required information and are ready to submit your application. Documents will **not** be saved if you use the “Save and Resume Later” option, which means you will have to upload all your documents again when ready to submit.

The checklist below shows mandatory and optional information and documentation requirements.

\* Denotes required.

Documents from sections 2 and 11 below must be signed by an [authorised signatory](#) before being uploaded to the application form.

New applicants applying for both CEnvP General and Impact Assessment Specialist certification should submit items listed in column **A**. Existing CEnvP Generals, applying for Impact Assessment Specialist certification only, should submit items listed in column **B**.

A	B	Have you included:
<b>1. PERSONAL DETAILS*</b>		
		<ul style="list-style-type: none"> <li>• Personal Details *</li> <li>• Contact details               <ul style="list-style-type: none"> <li>○ Preferred *</li> <li>○ Alternative</li> </ul> </li> </ul>
<b>2. EDUCATION*</b>		
	<b>X</b>	Evidence of educational qualifications (certified copy or access to My eQuals required) Evidence of Name change (if the name on your degree differs from your current name) ** If you do not have an eligible qualification, the Grandparent Rule can be requested. Refer to item <b>7. Work Experience</b>
<b>3. STATEMENT OF ETHICAL CONDUCT*</b>		
	<b>X</b>	<ul style="list-style-type: none"> <li>• Sign the statement of ethical conduct and agree to abide by the EIANZ Code of Ethics &amp; Professional Conduct</li> <li>• Disclose matters relevant to past issues of professional conduct, ethics, and integrity</li> </ul>
<b>4. COMMITMENT TO CONTINUING PROFESSIONAL DEVELOPMENT*</b>		



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A	B	Have you included:
	X	CPD log from the past 2 years (recommended)
	X	Detailed Statement about your plan on how you will achieve the requirement of 100 CPD points biennially once certified*
<b>5. REFEREES*</b>		
		<p>Details of 3 nominated referees, who have known you in a professional capacity for at least 2 years. They must be experienced environmental professionals.</p> <ul style="list-style-type: none"> <li>• Relationship to you</li> <li>• Organisation</li> <li>• Current position</li> <li>• Contact details</li> <li>• Are they an experienced Impact Assessment practitioner (at least 1 required)</li> <li>• Are they also nominated as a work verifier</li> </ul>
<b>6. AREAS OF PRACTICE*</b>		
		1 to 3 areas of environmental practice nominated
<b>7. WORK EXPERIENCE*</b>		
		<p>10 years of full-time equivalent experience in environmental practice gained in the past 17 years. At least 5 of these 10 years must be in the functional area of Impact Assessment.</p> <ul style="list-style-type: none"> <li>• Organisation Name</li> <li>• Position held</li> <li>• Start and End dates</li> <li>• Average weekly hours (if not a full time position)</li> <li>• Description of roles/activities undertaken</li> </ul> <p><i>**Grand Parent Rule:</i> Should you not meet the educational requirements, you may still be eligible for certification by submitting 10 years in the functional area of IA instead of 5 years.</p>
		<p>Details of one work verifier for each work experience</p> <ul style="list-style-type: none"> <li>• Current organisation</li> <li>• Current position</li> <li>• Relationship to you</li> <li>• Contact details</li> </ul>



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A	B	Have you included:
		<ul style="list-style-type: none"> <li>• Are they also nominated as a referee</li> </ul>
<b>8. CV* AND ADDITIONAL INFORMATION</b>		
		<ul style="list-style-type: none"> <li>• Detailed CV including your full work history, qualifications, and a list of relevant projects</li> <li>• Optional: you can also include your LinkedIn profile (this does not substitute for your CV)</li> </ul>
		<ul style="list-style-type: none"> <li>• Any additional information you wish to provide (optional)</li> </ul>
<b>9. IMPACT ASSESSMENT KEY PROFICIENCIES*</b>		
		<p>Essay style document demonstrating the 3 IA Key Proficiencies</p> <ul style="list-style-type: none"> <li>• Methods</li> <li>• Analytical capability</li> <li>• Interpersonal skills</li> </ul>
<b>10. REPORTS + ACCOMPANYING STATEMENTS *</b>		
		<p>At least four reports must be submitted to demonstrate professional competency, analytical capability and the interpersonal skills required for effective IA processes, which should be referenced in your essay. These should include a detailed account of at least three years of IA specific experience over the past ten.</p> <p>For each of the four submitted reports, applicants must provide an accompanying statement answering 8 questions.</p> <p>The reports (4) and accompanying statements (4) should be shared on the application form via a link to any cloud-based storage system (e.g. Dropbox, OneDrive, etc). Any documents subject to confidentiality should be clearly noted.</p>
<b>11. STATEMENT OF CLAIM*</b>		
		<p>Completed Statement of Claim document witnessed by an authorised signatory in your country of residence.</p>