



## CEvP (SIA Specialist) – Application Checklist

As part of your CEvP (SIA Specialist) application, you must submit documentary evidence. **Make sure you carefully read the Guidance Notes before preparing the application documentation.**

All application documentation must be saved in one folder and shared via any cloud-based storage system link (such as Dropbox, Google Drive, One Drive, etc) at the end of the application form. All shared documents will be downloaded and stored in a manner that reasonably protects them from misuse, loss, unauthorised access, modification, or disclosure.

The checklist below shows mandatory and optional information and documentation requirements and the conventions followed to label each file.

\* Denotes required

<sup>1</sup> Documentary evidence templates can be downloaded directly from the online application form.

New applicants applying for both CEvP and SIA Specialist certification should submit items listed in column **A**  
Existing CEvPs, applying for SIA Specialist certification only, should submit items listed in column **B**

A	B	Have you included:	Documentary evidence label
<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 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>6. Work Experience</b>	2.1.1_Education_Your Initials 2.1.2_Education 2_Your Initials 2.1.3_Education 3_Your Initials  2.2_ Name Change_Your Initials
<b>3. CV*</b>			
		Detailed CV including your full work history, qualifications, and a list of relevant projects  Optional: you can also include your LinkedIn profile (this does not substitute for your CV)	3_CV_Your Initials
<b>4. AREAS OF PRACTICE*</b>			
		1 to 3 areas of social practice nominated	



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A	B	Have you included:	Documentary evidence label
<b>5. KEY PROFICIENCIES AND PROFESSIONAL COMPETENCY*</b>			
		<p>4 work evidence documents including a detailed account of at least 5 years of SIA specific experience. There are two ways to submit the reports:</p> <ul style="list-style-type: none"> <li>• If publicly available online – please include url in the accompanying statement</li> <li>• If the report is not publicly available online – please submit the report in your supporting documentation</li> </ul>	<p>5.1.1_Evidence 1_Your Initials            5.1.2_Evidence 2_Your Initials            5.1.3_Evidence 3_Your Initials            5.1.4_Evidence 4_Your Initials</p>
		Answers to the Professional Competency questions	<p>5.2_Competency_Your Initials            Template Available<sup>1</sup></p>
<b>6. WORK EXPERIENCE*</b>			
		<p>10 years of full-time equivalent experience in the functional areas of Social Practice gained in the past 17 years. At least 5 of these 10 years must be in the functional area of SIA</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 the following work experience in lieu of the above requirements:</p> <ul style="list-style-type: none"> <li>• 15 years of full-time equivalent experience in the functional areas of Social Practice gained in the past 17 years (5 years must be in the functional area of SIA) <u>or</u></li> <li>• 10 years in the functional area of SIA</li> </ul>	
		<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> <li>• Are they also nominated as a referee</li> </ul>	



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A	B	Have you included:	Documentary evidence label
<b>7. REFEREES*</b>			
		Details of 3 nominated referees, who have known you for at least 2 years. They must be experienced environmental or social professionals. <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 SIA professional (at least 1 required)</li> <li>Are they also nominated as a work verifier</li> </ul>	
<b>8. COMMITMENT TO CONTINUING PROFESSIONAL DEVELOPMENT*</b>			
	<b>X</b>	CPD log from the past 2 years (recommended) <u>or</u> a statement about your past CPD	8.1_Past CPD log_Your Initials 8.1_Past CPD statement_Your Initials Templates available <sup>1</sup>
	<b>X</b>	Detailed Statement about your plan on how you will achieve the requirement of 100 CPD points biennially once certified.	8.2_CPD Plan_Your Initials Template available <sup>1</sup>
<b>9. 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>10. ADDITIONAL SUPPORTING DOCUMENTATION - optional</b>			
		Document listing all additional supporting documentation including content and context	10_Summary_Your Initials Template available <sup>1</sup>
		Any supporting documentation you wish to provide	10.1_Your Initials 10 10.2_Your Initials Etc.
<b>11. STATEMENT OF CLAIM</b>			
		Fully filled Statement of Claim document witnessed by an authorized signatory in your country of residence	11_Statement of Claim_Your Initials Template available <sup>1</sup>