



Application Checklist – CEnvP General certification

Congratulations on taking the first step to applying for CEnvP General certification.

Due to the intricate nature of the application process and certification requirements, please make sure to carefully read the Certification Process and corresponding Guidance Notes pages on our website before applying.

When you are ready to apply you must submit an online application form. We recommend using this checklist document to ensure you have all the information and supporting documentation required to successfully complete the online form.

The online application form can be accessed via the Apply Now button, located at the bottom of the Guidance Notes page on the website, and consist of the following main sections:

- Personal Details**
- Educational qualifications**
- Statement of Ethical Conduct**
- Commitment to continuing professional development.**
- Referees**
- Areas of environmental practice.**
- Work experience**
- CV and supporting documents.**
- Statement of Claim**

Important notes:

- As evidence of your educational qualifications, copies of your degree(s) or academic transcript(s) are required to be signed by an authorised witness. Alternatively, direct access via My eEquals is also accepted.
- A CEnvP Statement of Claim (downloadable here) must be completed and signed by an authorised witness.
- Refer to the following sites for a list of authorised witnesses in Australia and New Zealand.
- 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.)
- All shared documents will be downloaded and stored in a manner that reasonably protects them from misuse, loss, unauthorised access, modification, or disclosure.

To ensure your application is filled out correctly and completely, please use the Completed Application Checklist below.

() Denotes required.*

(O) Denotes optional.

(R) Denotes recommended.

COMPLETED APPLICATION CHECKLIST

Have you included:	
1. PERSONAL DETAILS	
	Personal and contact details (*)
2. EDUCATIONAL QUALIFICATIONS	
	Evidence of educational qualifications (Refer to important notes in Page 1) (*)
	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 section 7. Work Experience)
3. STATEMENT OF ETHICAL CONDUCT	
	Signed statement of ethical conduct and agreement to abide by the EIANZ Code of Ethics & Professional Conduct (*)
	Disclosure of matters relevant to past issues of professional conduct, ethics, and integrity (*)
4. COMMITMENT TO CONTINUING PROFESSIONAL DEVELOPMENT (CPD)	
	Signed commitment to a minimum of 100 points of professional development over a 2-year period (*)
	Detailed statement describing your plan to achieve the required 100 CPD points biennially once certified (*)
	Log of the CPD activities undertaken during the past 2 years or so (R)
	** A list of recent CPD activities will enable the Registrar, Assessment Panel and Board to ascertain your understanding of the CPD points requirement post certification. Suitable CPD log template is provided here.
5. REFEREES	
	Details of 3 nominated referees who are respected environmental professionals (*) including their:
	o Relationship to you
	o Organisation they are currently working for
	o Current job title
	o Contact details (email and phone number)
	o If referee is also listed as a work verifier in section 7. Work Experience
	** At least one referee must be external to your current place of employment.
	** All referees must have known you for at least 2 years as your supervisor, manager, educator, or senior peer and be familiar with your experience, skills and attributes related to environmental practice, ethics, and professional integrity.
6. AREAS OF ENVIRONMENTAL PRACTICE	
	1 to 3 areas of environmental practice (*)
	** An area of environmental practice is a field you are currently or have been working in. It is not recognised as a CEnvP specialisation. These will be discussed during the interview and displayed on the CEnvP online directory if certified.
7. WORK EXPERIENCE	
	Verification of at least 5 years of post-qualification full time equivalent experience as an environmental practitioner.
	Details of each relevant work experience (*) including:
	o Organisation name
	o Position held
	o Start and end dates
	o Average weekly hours (if not a full-time position)
	o Description of roles/activities undertaken
	o Details of work verifier (*) including:
	o Organisation they are currently working for
	o Current job title
	o Relationship to you
	o Contact details (email and phone number)
	o If they are also nominated as a referee
	** Grandparent Rule: in exceptional circumstances, ten years of appropriate work experience may be submitted in lieu of a suitable tertiary qualification.
8. CV AND SUPPORTING DOCUMENTATION	
	Detailed CV (*) including full work history, qualifications, and list of relevant projects.
	** Include as much relevant information as possible to support your application and efficiently move through the vetting process.
	Link to your LinkedIn profile (O)
	Any additional supporting documentation such as certificates, awards, letters of reference, etc. (O)
9. STATEMENT OF CLAIM	
	A signed and witness Statement of Claim, that is:
	o Initialled in the appropriate box to indicate your State/jurisdiction.
	o Witnessed by an appropriate qualified authority (Refer to important notes in Page 1)
	o Includes the witness' qualifications to witness statutory declarations in a legible format