

CEnvP Scheme General Certification Guidance Notes



CEnvP Scheme

info@cenvp.org | +61 482 634 024 | +61 482 634 349



General Certification Guidance Notes

Table of Contents

Introduction.....	3
Overview.....	3
Eligibility and Evidence	3
Educational qualifications	3
Work experience	4
Referees.....	4
Commitment to CPD.....	5
Additional information	5
Statement of claim and ethical conduct.....	6
Application Process	6
Application fees.....	6
Once certified	7
Annual Renewal Fees.....	7
CPD	7
Seals and Certificates.....	7
Further information.....	7



General Certification Guidance Notes

Introduction

For the purposes of General Certification, “Environmental Practice” is considered to be “Investigation, management, assessment, regulation, policy or training related to practice (i.e. with some practical application or practice-related outcome) in one or more aspects of the environment where the experience claimed is at professional level, and the practitioner is responsible for outcomes, or is professionally-supervised”.

Overview

To qualify for CEnvP General certification, you need:

- an environment-related degree, or a degree with a substantial environmental component, and evidence thereof.
- five years of full-time equivalent experience in the functional areas of environmental practice during the last twelve years.
- nomination by three experienced environmental professionals who are willing to act as your referees.
- evidence of past commitment to training and professional development completed over the past 2 years.
- evidence of ongoing commitment to training and professional development (CPD plan for the future to meet the requirements once certified).
- evidence that you are a respected, competent, ethical and active member of the profession in the form of at least two referee statements (with at least one external to your current place of employment), a detailed curriculum vitae and any additional documentation you might choose to submit such as reports, publications, citations, conference/seminar presentations, etc.
- a signed and witnessed statement of claim covering qualifications, experience, ethics, commitment, and the accuracy of the materials provided to the Certification Board.

Eligibility and Evidence

Educational qualifications

Evidence of your qualifications is required in the form of certified copies (see suggested Authorised Signatories in [Australia](#), and in [New Zealand](#)). These must be uploaded and submitted together with the online application. Alternatively, direct access via My eQuals is also accepted.

In exceptional circumstances, ten years of appropriate work experience may be submitted in lieu of a suitable tertiary qualification; eligibility of the use of this clause will be evaluated on a case-by-case basis by the CEnvP Board.

Evidence of Name Change will be required if your current name differs from the name on the educational qualifications.



General Certification Guidance Notes

Work experience

The minimum requirement is five years of full-time equivalent experience in the functional areas of environmental practice gained during the last 12 years*.

*The 12-year window should allow part-time workers as well as those returning to the workforce from a long leave period associated with caring, illness or parental leave, to meet the required full-time equivalence work experience.

Full time work is defined as per the Australian Public Service Commission or the New Zealand State Services Commission as Full Time/1.0 (35 hrs/week), 4 days/0.8 (28 hrs/week), 3 days/0.6 (21 hrs/week), 2 days/0.4 (14 hrs/week), 1 day/0.2 (7 hrs/week). No more than 35hrs per week will be recognised (even if working for more than one employer at the time).

Volunteer work, research, policy, regulation, community development work, teaching and supervision may contribute to the 5 years 'functional experience', providing you can demonstrate how these have contributed to relevant competence.

The experience claimed for the minimum five years must be fully relevant to management and improvement of the environment and be independently verified by a third party (e.g. current or former employer, senior colleague, referee who knew the applicant at that time). These individuals may be contacted during the application process.

The applicant must nominate a maximum of three areas of Environmental Practice. The nominated areas will be discussed during your interview and once certified these nominated areas will be used in online profiles and directories.

NB: An area of environmental practice is a field you are currently or have been working in. It is not recognised as a CEnvP specialisation.

Referees

Three experienced environmental professionals are required to act as referees for your application in a professional capacity. Each must have known you in a professional capacity for at least two years in roles such as supervisor, educator, senior peer or client.

Only the name, contact details and work relationship of your nominated referees are required for the application. When you have submitted your application, an official CEnvP Referee Report Form will be sent to your nominated referees' email address by the CEnvP Applications Team. You must make sure the referees are notified beforehand.

A referee must:

- be a respected environmental professional.
- be familiar with your skills and attributes as they relate to environmental practice, ethics, and professional integrity. They will be required to cover these aspects in their referee report.
- at least one must be external to your current place of employment.



General Certification Guidance Notes

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

Commitment to CPD

If you have accrued CPD points in the last 2 years, you will need to submit evidence of this, either in the form of a statement or ideally a CPD log.

You must also provide a detailed statement about your plan on how you will accrue 100 CPD points biennially once certified. This should include the type of activities and the number of hours you are expecting to spend for each of them. Any specific example of upcoming activity, with the name of the organisation is encouraged.

CPD activities may include:

- formal courses at accredited education or training institutes, which may be directly face-to-face, by distance learning (correspondence), internet course, or a combination of these where there is a formal assessment at the completion;
- short courses for which there is no actual assessment, but which will result in a Certificate of Attendance (evidence of doing the course);
- participation at technical meetings, seminars and conferences relevant to the environment profession;
- dedicated volunteer assistance with the CEnvP Scheme in roles such as Registrar, Interview Panel Member, SEAC Member, or assisting a similar professional organisation with a strong environmental component in a similar capacity;
- presentations at conferences, seminars and technical meetings;
- publication of technical or research papers in journals;
- part-time or guest lectures in environmental studies at accredited education or training institutes or organisations;
- assistance to junior members of the profession through the mentoring program;
- private study of journals, magazines and reference texts;
- provision of 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); and
- industry/professional involvement for academia.

Previously accrued CPD, and CPD plan are assessed as part of the application process. Submitting a CPD log of the past 2 years of activities is strongly recommended to enable the Registrar, Assessment Panel and CEnvP Board to ascertain your understanding of the requirement post certification (there is no number of points requirement). The activity can be completed on the official CEnvP CPD Log, please see [CPD guidelines](#) for more information. If you did not accrue points in the past two years, or you are not able to provide a log, you should provide a statement instead, explaining your past activities.

Additional information

A current and detailed CV is required. Your CV must fully describe experience, roles and responsibilities, skills, outcomes, achievements, citations, presentations etc.



General Certification Guidance Notes

You also have the possibility to submit additional supporting documentation, it may include but not necessarily be limited to testimonials, academic records, publications, citations, reports, training records, written statements of service, or information supplied by a witness, associate, or referee.

Statement of claim and ethical conduct

You are required to sign a statutory declaration that the materials you 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). You must provide the details of the location where the declaration is being made.

The EIANZ Code of Ethics and Professional Conduct is within the online application form. Please ensure you have read, understood, and ticked that you will abide by it before proceeding onto the next section of the form.

Application Process

Applications can be submitted online anytime during the year and are usually processed within 4 months. Please note, incomplete applications may delay the process for up to 12 months. For more information, please refer to the [Application Process](#).

Please note:

- Once started, your online application for certification is active for 30 days.
- When clicking the 'Save and Resume Later' button you will receive a link to your application via email. If you do not enter your email address and send the link, you will have to start the application again. A new link valid for 30 days will be created each time you 'Save and Resume'.
- If a link has expired, we will not be able to retrieve it, and you will have to start a new application form.
- Incomplete or flawed applications will be delayed until all missing documentation is received. This may delay your application process.

Application fees

The lodged application form must be accompanied by a non-refundable application fee. Please check our website for current fees.

You will be sent a receipt for the application fee within 1-2 business days.

Provided the required supporting material has been submitted, the application is forwarded to the relevant Registrar for a preliminary check to ensure that the application is complete, meets the requirements, and is ready to be forwarded to an Assessment Panel.

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



General Certification Guidance Notes

Once certified

Annual Renewal Fees

Certification renewal fees must be paid annually to maintain CEnvP status. These fees are charged in Australian or New Zealand Dollars depending on the practitioner's place of residency.

The annual fee for the first financial year is calculated on a pro-rata basis from the month the practitioner was certified.

Please check our website for current renewal fees.

CPD

Re-certification is reviewed every two years. At this time, the practitioner will need to provide evidence of 100 CPD points and a statement verifying any changed circumstances including employment and ethical conduct.

We recommend certified practitioners to keep their log from our [CPD guidelines](#) updated regularly throughout the 2 year-period.

Seals and Certificates

If you are granted certification and once the pro-rata annual fees are paid, you will receive a personalised seal, and a certificate for your CEnvP certification. The seal and the certificate will include the period of certification and an individual certification number.

A new seal will be sent each financial year and a new certificate will be sent every two years, upon receipt of yearly renewal fees and a CPD log biennially.

Further information

For further information regarding the completion of the application form, please contact the CEnvP Office at info@cenvp.org or call us on 0482 634 024 from Australia and 03 741 3102 from New Zealand.