CIAT Chartered Environmentalist (CEnv) Register **Candidate Application Form**

**Before completing this form, please ensure that you have read the *Chartered Environmentalist Candidate Guidance Notes*.**Please ensure you complete the entire form and submit the required additional documents and appropriate payment. Failure to do so will result in a delay in processing your application.

**Part 1 – Confirmation of application requirements checklist** *(Please write yes or no in column on right)*

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| --- | --- |
| *Have all the basic requirements for a successful application been met?* |  |
| * Fully completed application form
 |  |
| * Proof of payment
 |  |
| * Relevant academic and professional qualifications attached
 |  |
| * An up-to-date CV attached
 |  |
| * Summary of Experience completed
 |  |
| * Competence Sections A-D statements completed
 |  |
| * Competence Mapping List
 |  |
| * Evidence appendices
 |  |
| Have you selected and described two case studies (in 100-150 words initially) for use in Sections A-D to demonstratehow you meet the competency requirements? |  |
| If you are submitting an application that references more than two case studies across the five sections, please confirm that you got permission to do this in advance (by emailing cenv@ciat.global). |  |
| Have you submitted a portfolio of evidence in support of each Case Study that is clearly referenced and organised and indexed? |  |
| Do the evidence appendices meet a minimum of 5 pieces or maximum of 12 pieces per case study? |  |
| Have you submitted clear Evidence Appendix lists and collated all your evidence appropriately? |  |
| Do the written sections (Summary of Experience and Sections A-D) meet a minimum of 500 wordsand a maximum of 750 words? |  |
| Has each of the written sections been spell-checked/proofread? |  |
| Is it easy to see where a Competence has been referenced in the written sections (and which one it is)? |  |

**Part 2 – Contact details** *(All applicants)*

Title: Mr/Mrs/Miss/Ms/Dr/Other *(please specify)*

Surname:

Forename(s):

Home address:

Postcode:

Telephone:

Mobile:

Email address:

Membership number:

Practice reference number *(if applicable):*

**Work Details**

Employer:

Address:

Postcode:

Telephone:

Email address:

Website:

**Part 3 – Summary of experience and case study descriptions**

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| **Summary of Experience** |
| Word count (500-750 words): |
| Briefly describe your professional experience and how this relates to the scheme competences.  |
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| **Case study 1: description** |
| Please state word count (100-150 words): |
| In the box below, briefly describe the project that you will be using to draw your examples from for the following sections, and your role in it:* Project title
* Location
* Nature of the project
* Listing status
* Relevant dates and budget
* Your official role/title
 |
| *Write your description here (100-150 words)*  |

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| **Case study 2: description** |
| Please state word count (100-150 words): |
| In the box below, briefly describe the project that you will be using to draw your examples from or the following sections, and your role in it:* Project title
* Location
* Nature of the project
* Listing status
* Relevant dates and budget
* Your official role/title
 |
| *Write your description here (100-150 words)*  |

**PART 4 – Competencies**

Use the projects you write about in your case studies and reflect upon the decisions you made in the course of your professional work. Briefly explain what you did, how you did it, its impact/result and if you would do it in the same way in the future or how you might adjust your actions in the future.

The written account must include how you have shown professional judgement in the form of analyses, professional opinion, advice, proposals and conclusions to further demonstrate your suitability to qualify as a Chartered Environmentalist.

Please note which case study you are referring to, and note the competences in brackets (e.g. A2) directly after the sentence in which they are referenced.

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| **Section A: Competences A1, A2 and A3** |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

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| --- |
| **Section B: Competences B1, B2 and B3** |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

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| --- |
| **Section C: Competences C1 and C2** |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

|  |
| --- |
| **Section D: Competences D1, D2 and D3**  |
| Please state word count (500-750 words): |
| *Write your statement here (500-750 words)* |

**Part 5 – Declaration**

In support of this application, I submit this form, 2 portfolios/appendices of case studies evidence, evidence appendix table of contents lists, a competence mapping list, and an up-to-date CV.

I fully understand the requirements as a Chartered Environmentalist as set out in the *Chartered Environmentalist Guidance Notes*. I agree to accept the decision of the Institute regarding my eligibility for registration. I also declare that I will comply with CPD requirements as laid down by my Constituent Body, CIAT.

*As a Chartered Environmentalist I will:*

* Act in accordance with the best principles for the mitigation of environmental harm and the enhancement of environmental quality.
* Strive to ensure that the uses of natural resources are fair and sustainable taking account of the needs of a diverse society.
* Use my skills and experience to serve the needs of the environment and society.
* Serve as an example to others for responsible environmental behaviour.
* Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination; and
* Commit to maintaining my personal professional competence and strive to maintain the integrity and competence of my profession.

I declare that I have read and understood the Code of Conduct for the Society for the Environment and will endeavour to uphold these principles in my professional capacity. I understand an annual subscription fee must be paid initially after acceptance into the Register and then every year following on 1 May to remain included on the CIAT Chartered Environmentalist Register, subject to retention of Chartered or Fellow Membership of CIAT. Failure to pay said subscription fees will result in termination of my register entry.

Once entered onto the CIAT Chartered Environmentalist Register, I am happy for my details to be made available to the public, by CIAT and its services, with respect to environmental work. Should this change, I will contact the Institute. I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership. Submissions remain the property of CIAT and will be used in publicity material accordingly.

I declare that I will comply with the CPD requirements as laid down by CIAT and its Code of Conduct.

**Data protection**

I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the General Data Protection Regulations (GDPR) 2018.

I also understand that details pertinent to my application, registration and Chartered status history will be held on computer in terms of the General Data Protection Regulations (GDPR) 2018. I agree to my contact details being used for the purposes of establishing and maintaining registration or support for the Society for the Environment or providing or administering activities for Chartered Environmentalists.

Signature of applicant: Date: / /

**Each application needs to be supported by two referee declarations which are on the
application form.**

Referee declarations can be provided by former employers, Chartered Architectural Technologists or suitably qualified Built Environment peers who are able to comment on your Environmentalist-related work and competence. The two referees who submit declarations should have been in some sort of supervisory or mentoring role with regard to you and at least one previous project. If someone agrees to submit a referee declaration on your behalf, it should mean that they are familiar with you in a professional capacity and your work for at least two years and have worked alongside you – in a Senior position – or in some sort of supervisory role.

**Declaration of Referee One:**

I am a current CIAT Chartered Environmentalist, former employer, Chartered Architectural Technologist or suitably qualified Built Environment Professional and am willing to act as referee in support of this applicant, as I consider them to be suitable for accreditation or to re-join the Institute’s Chartered Environmentalist Register (CEnv).

The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant. (N.B. a relative is defined as an immediate, close or extended family member, including in-laws and step-family. If you are unsure, please check with cenv@ciat.global).

Signature of applicant: Date: / /

Name of referee:

Job title of referee:

Professional qualification/s of referee:

Email of referee:

Address of referee: **Declaration of Referee Two:**

I am a current CIAT Chartered Environmentalist, former employer, Chartered Architectural Technologist or suitably qualified Built Environment Professional and am willing to act as referee in support of this applicant, as I consider them to be suitable for accreditation or to re-join the Chartered Environmentalist Register (CEnv).

The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant. (N.B. a relative is defined as an immediate, close or extended family member, including in-laws and step-family. If you are unsure, please check with cenv@ciat.global).

Signature of applicant: Date: / /

Name of referee:

Job title of referee:

Professional qualification/s of referee:

Email of referee:

Address of referee:

**Disclosure**

All personal data will be held in keeping with General Data Protection Regulation principles. If you have any queries or requests, then contact cenv@ciat.global. Our Privacy Policy can be viewed at architecturaltechnology.com/privacy-policy.html – N.B. You cannot elect to be excluded from CIAT related mailings (via mail or email).

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| **Checklist for applicants** |
| *I have completed the following:** All sections of the application form
* Summary and report of relevant projects in portfolio
* Written statement
* Signed the declaration
* Enclosed copies of my proof of qualifications
* Enclosed two referee declarations
* Made payment by card or bank transfer to: Sort code: 30-93-68, account number:17672960, account name: CIAT Subscriptions with Chartered Institute of Architectural Technologists. Please use your name and membership number as the reference.
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**For internal use only**

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| **CIAT Representative** | **Decision** | **Date** | **Initials and signature** |
| Central Office | Checked, all documentationprovided and approved |  |  |

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| --- | --- | --- | --- |
| **CEnv Assessor** | **Decision** | **Date** | **Initials and signature** |
| Central Office | Checked, all documentationprovided and approved |  |  |

**Please return this form to** **cenv@ciat.global**

**For any queries please contact:**T. +44 (0)20 7278 2206
E. cenv@ciat.global
architecturaltechnology.com

## END

Revised and updated August 2023. It supersedes all previous versions of this document.

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