



CERTIFIED PRACTISING ECOLOGICAL CONSULTANT



2018 APPLICATION FORM¹

PART 1: APPLICANT'S DETAILS

Name:	Title: Dr Mr Mrs Ms Miss Other
Employer:	Employers Contact Details:
Work Address:	Home Address:
Work Telephone:	Home Telephone:
Mobile:	
Work email:	Home email:
Declaration I, _____, declare that the information contained in this application is true and correct and agree to the terms of the 'Certification Scheme for Ecological Consultants in NSW' as set out in the attached Annexure, including, for example, the objects and outcomes, certification procedures and ongoing obligations, and any conduct and disciplinary regulations. Signature _____ Applicant	

¹ No information is shared with anyone outside of the ECA, please contact us if any of your details change

PART 2: EDUCATIONAL QUALIFICATIONS

Qualification	Major Discipline	University/Institution	Year

PART 3: APPLICATION REQUIREMENTS

The following eight (8) criteria must be met before an application can be assessed.

CPEC Certification Criteria	Documentation Required	Criteria Completed and Documentation Provided
1. Be a Practising Member of the ECA (NSW) and / or have signed the ECA Code of Business Practice, Professional Conduct and Ethics.	Provision of evidence of membership (please obtain a signed statement from ECANSW Administration Assistant admin@ecansw.org.au). Provision of signed copy of the Code of Business Practice, Professional Conduct and Ethics.	Evidence of membership provided Provided sign copy of Code <input type="checkbox"/>
2. Have at least five (5) years of consulting experience in a relevant ecological field.	Provide a full <i>Curriculum vitae</i> showing evidence of 5 years consulting experience within a 10 year period leading up to the date of application. NOTE: <i>Curriculum vitae</i> must be signed by the applicant as a true and honest record.	Signed <i>Curriculum vitae</i> provided <input type="checkbox"/>
3. Demonstrate your knowledge of and ability to undertake ecological assessments.	Provide an example of the applicant's work, either as a report (5 years or less old) or published document (10 years or less old). Relevant sections of any report may be deleted to ensure confidentiality of the client. An estimate of the percent contribution by the applicant to the writing of the report or publication must be provided. With the application for CPEC examples should be provided which demonstrate ongoing professional development and a commitment to maintaining an appropriate understanding of current sound ecological assessment methodologies (see Table below for ideas of acceptable activities).	Applicant's work provided <input type="checkbox"/> A Professional Development log provided <input type="checkbox"/>
4. Be respected by peers within the ecological consulting industry.	Provide two (2) recommendations from full members of the ECA and two (2) from within the applicants area/areas of particular interest (these shall not include the employer of the applicant or an employee of the applicant) – four (4) references in total.	Reference 1 <input type="checkbox"/> Reference 2 <input type="checkbox"/> Reference 3 <input type="checkbox"/> Reference 4 <input type="checkbox"/>

CPEC Certification Criteria	Documentation Required	Criteria Completed and Documentation Provided
5. Have good written and oral communication skills, and have a good understanding of ecological processes within Australia, particularly NSW.	Provide a written statement of 500 words summarising career and relevant interests and an example of the applicant's work (see Point 3), as well as attendance at an interview if requested by the certification panel.	Written statement supplied <input type="checkbox"/> Available for interview if requested
6. Hold appropriate licences and approvals for any fields listed as a professional role and have Professional Indemnity Insurance applicable to their area of consulting.	Provision of copies of appropriate licences and approvals, and Certificate of Currency for Professional Indemnity Insurance (where appropriate).	Copies of licences, approvals and Certificate of Currency provided (if required) <input type="checkbox"/>
7. Agree to the terms of the 'Certification Scheme for Ecological Consultants in NSW' as set out in the attached Annexure, including all disciplinary procedures designed to uphold the integrity of the profession.	Completed and signed application form	Completed and signed application form <input type="checkbox"/>
8. Pay the nominated application set out in Part 4 below.	Payment	Payment made <input type="checkbox"/>

Examples of acceptable documentation which demonstrates a commitment to professional development and maintaining an appropriate understanding of current sound ecological assessment methodologies required for submission with CPEC application.

Activity	Documentation Required
ECA and other training workshops.	Certificate of attendance, Admin Officer log.
Attendance at Ecological Conferences (e.g. ESA, ECA etc.)	Attendance records, receipt of payment to conference
Presentation at Ecological Conference	Acceptance letter from Conference organiser, Conference proceedings which includes name of person and paper title.
Publication of research paper in a refereed journal	The publication in which the paper appears. Must be accompanied by an explanation of the authorship contribution made by the applicant to the publication.
Private study of journals, texts (informal learning activities)	Diary records and statutory declaration
Academia involvement e.g. teaching, presentations.	Diary entries; time sheets or other attendance records

PART 4: APPLICATION LODGEMENT

Nature of Fees & Charges	Amount plus GST
CPEC Application Fee	\$350.00
CPEC Accreditation Fee	\$300.00
Renewal fee (every two years)	\$300.00

Applications are to be lodged with:

Administration Assistant,

Ecological Consultants Association of NSW,

415 Parishes Rd, Hilldale, NSW 2420.

Payment of fees can be by direct deposit (ensure your name is in the description) or cheque.

PLEASE NOTE: Fees for certification will not be refunded if an application is not successful.

Account Name: Ecological Consultants Association

Bank: Westpac

Branch: New Lambton NSW

BSB 032-507

Account No: 122011

Please email the administration assistant at admin@ecansw.org.au and the treasurer at treasurer@ecansw.org.au following a successful internet deposit to confirm payment.

Annexure

Certification Scheme for Ecological Consultants

[#insert document setting out certification Scheme for Ecological Consultants after this page]