

# Membership Structure and Application Process FAQ

## Membership and benefits

1. [Why did EMAHK revise the membership structure in 2014?](#)
2. [Why is EMAHK membership not free?](#)
3. [What types of events and activities will EMAHK organize each year?](#)
4. [What are the different membership categories?](#)
5. [Why is there a new category called Certified Member?](#)
6. [What is the difference between a Full Member and a Certified Member?](#)
7. [What is the validity of membership?](#)
8. [How is membership renewal conducted?](#)
9. [What benefits will EMAHK members enjoy?](#)
10. [Can I participate in EMAHK events or activities if I am not a member?](#)

## Application process

11. [How long does it take to process my application?](#)
12. [What will you do with my submitted documents?](#)
13. [I have been an EMAHK member for several years in the past. Do I still need to fill in the application form?](#)
14. [I have discontinued my membership for 1 or more years. Do I need to re-apply?](#)
15. [How do I pay the membership fee?](#)
16. [Why do we need a Supporter and who can I ask?](#)
17. [I am already a Full Member. Do I still need to fill out all parts of the application form for Certified Member?](#)

## Requirements for submitted evidence (for Full and Certified Members)

18. [What should be submitted as evidence for Part 3a - Education History?](#)
19. [What should be submitted as evidence for Part 3b - Relevant Employment History?](#)
20. [What should be submitted as evidence for Part 3c - Relevant Professional Qualifications?](#)

## Conversion, renewal, and recertification (for Certified Members)

21. [How can I convert to Certified Member from the Full or Affiliate Member categories?](#)
22. [How long is the certification valid for?](#)
23. [What do I need to do to recertify?](#)

## Membership and benefits

### 1. Why did EMAHK revise the membership structure in 2014?

The Executive Committee realized that the previous membership structure is not inclusive for industry practitioners who have many years of experience but lack a higher degree in environmental management. After conducting some benchmarking studies, we have come up with a revised membership structure.

Under this new structure, we are able to welcome all interested parties, regardless of their education background or work experience, to become EMAHK members. It also eliminates the confusion between the previous categories of Student Member and Full Member, especially for those with multiple higher degrees.

[Back to top](#)

### 2. Why is EMAHK membership not free?

Since our inauguration in 2010, the EMAHK has organized conferences, seminars, local site visits, overseas learning opportunities, career talks, and countless other events and activities for our members and their friends. Through the generous support of a few donors, especially the MSc in Environmental Management program of the University of Hong Kong, we were able to provide these services and waive membership fees for the past few years.

Four years into our establishment, the Executive Committee feels it is time to review our financial position, and to plan for future growth. Thus we have benchmarked against similar organizations to set pricing levels for the various membership categories.

Membership fees collected will be used for organizing free and subsidized events for our members, as well as for the future development of EMAHK into a well-recognized professional organization.

[Back to top](#)

### 3. What types of events and activities will EMAHK organize each year?

In the past, EMAHK has organized (or co-organize) the following events:

- Symposiums
- Local technical site visits
- Field trips (local and overseas)
- Seminars and talks
- Discussion forums
- Career talk

As we gain a clearer understanding of our members' demographics (application forms Parts 3 & 4), we will tailor the above list to better suit their needs.

In addition to the above, EMAHK will partner with other organizations in the environmental management field and offer additional event participation opportunities for our members.

[Back to top](#)

## Membership Structure and Application Process FAQ

### 4. What are the different membership categories?

EMAHK has several categories of membership as detailed below.

<b>Category</b>	<b>Requirements</b>	<b>Benefits</b>	<b>Annual Fee</b>
<b>Affiliate Member</b>	Persons: a. With a bona-fide interest in environmental management, regardless of their education level, field of study, or work experience, AND b. Who do not fully meet the requirements for Full membership.	1. Participate in EMAHK public and “members only” events at members rate	\$200
<b>Full Member</b>	Persons who: a. Have completed a post-graduate degree in the environmental management field at a recognized academic institution; OR b. Have completed an undergraduate degree in any discipline, AND have at least 3 years work experience in the environmental management field with a proven track record and relevant knowledge and skills in the field; OR c. Have at least 6 years work experience in the environmental management field with a proven track record and relevant knowledge and skills in the field regardless of education level obtained.	1. Same as Affiliate Member, plus 2. Bring a friend to EMAHK “members only” events at non-members rate (where offered) 3. Voting rights at the EMAHK’s AGM 4. Run for office in the EMAHK Executive Committee	\$350
<b>Certified Member</b>	Persons who: a. Have completed a post-graduate degree in the environmental management field AND have at least 5 years work experience in an environment related position, with demonstrated management skills in at least 3 years; OR b. Regardless of education level obtained, have at least 7 years work experience in an environment related position, with demonstrated management skills in at least 3 years AND have been a Full Member for not less than 2 years.	1. Same as Full Member, plus 2. Permission to use the designation CEMAHK on business cards 3. Receive public recognition by having their name listed on the EMAHK website 4. Endorsement during the application process to become a Professional Member* with the HKIQEP Ltd. (Hong Kong Institute of Qualified Environmental Professionals Ltd.)  <i>* The approval and acceptance for HKIQEP membership lies with the HKIQEP, and is not controllable by the EMAHK.</i>	\$500
<b>Corporate Member</b>	Companies or associations aligned with the vision and mission of EMAHK, and are interested in supporting the activities of EMAHK. This is granted at the discretion and by invitation of the Executive Committee.	1. Nominate 2 company staff as representative, and may participate in EMAHK activities at members rate 2. Sponsorship opportunities at EMAHK events to increase company exposure in the environmental management area 3. Company logo to be displayed on the EMAHK website 4. Option to display EMAHK logo on their social media or publication	\$10,000

[Back to top](#)

## Membership Structure and Application Process FAQ

### 5. Why is there a new category called Certified Member?

The vision of EMAHK is to become “The leading and recognised contributor to environmental management and sustainable development discourse, as well as to the advancement of environmental management as a professional field”.

To achieve this vision, there is a need to offer a path towards professional recognition in the environmental industry. With this in mind, a new membership category was added to demonstrate the competency of members who meet certain requirements.

[Back to top](#)

### 6. What is the difference between a Full Member and a Certified Member?

Members who have a basic knowledge of environmental management through demonstrated academic and/or work experience can become a Full Member.

A Certified Member of EMAHK has been validated to be a professional practicing in an area of environmental management. This satisfies the basic pre-requisite to apply as a Qualified Environmental Professional under the HKIQEP (Hong Kong Institute of Qualified Environmental Professional) scheme ([www.hkiqep.org](http://www.hkiqep.org)).

Furthermore, being listed in EMAHK’s online register provides public recognition of the member in the environmental management arena.

[Back to top](#)

### 7. What is the validity of membership?

All members must renew their membership on an annual basis. To simplify administrative work, we have aligned all membership renewal at January 1<sup>st</sup> of each year. Thus, members joining EMAHK mid-year will only be invoiced a pro-rated membership fee in the first year.

Instead of annual renewal, Certified Members will be recertified every 2 years. Click [here](#) for further details.

[Back to top](#)

### 8. How is membership renewal conducted?

Certified Members do not need to renew their membership, but are required to re-certify every 2 years via the submission of a CPD log. Click [here](#) for further details.

Members in other categories will receive an invoice with payment instructions during the last quarter of each calendar year. Upon settlement of the invoice, the membership will be valid until December 31<sup>st</sup> of the following year.

[Back to top](#)

## Membership Structure and Application Process FAQ

### 9. What benefits will EMAHK members enjoy?

Each membership type will receive slightly different membership benefits. Please refer to the [table](#) above. In addition to the benefits offered by EMAHK, our partner organizations will offer discounted rates for EMAHK members for some of their events.

[Back to top](#)

### 10. Can I participate in EMAHK events or activities if I am not a member?

Some of our activities will be for members only. However, there will also be events and seminars where Full and Certified Members can bring a friend, and even some that are open to the general public. For these events and activities, EMAHK members will be able to attend for free or at a discounted rate where non-members will be required to pay a higher rate.

[Back to top](#)

## Application process

### 11. How long does it take to process my application?

An acknowledgement will be sent within 2 weeks of receiving an application. Although our Membership Sub-Committee will review and process applications as they arrive, all applications are approved by the Executive Committee during the committee's regular meeting. Thus, an application may take up to 3 months to process.

All enquiries regarding application status can be directed to [membership@emahk.org](mailto:membership@emahk.org).

[Back to top](#)

### 12. What will you do with my submitted documents?

EMAHK takes personal privacy very seriously. All submitted documents are saved in a secure hard drive offline, and are only accessible by the Membership Sub-Committee. These documents are retained for the duration of the membership validity, and will be destroyed / deleted immediately if the owner ceases to be an EMAHK member.

[Back to top](#)

### 13. I have been an EMAHK member for several years in the past. Do I still need to fill in the new application form?

In order to understand our members better, and to plan appropriate events and activities, we will require all members to provide their background and additional demographics information. As our previous application form is extremely simple, it does not provide EMAHK with any opportunities to collect this data. With this new information, we will be able to focus more on areas that are of interest to our members.

[Back to top](#)

### 14. I have discontinued my membership for 1 or more years. Do I need to re-apply?

Yes. All past members who have not renewed their membership for more than 1 year will need to re-apply since we would have deleted / destroyed your submitted documents.

[Back to top](#)

### 15. How do I pay the membership fee?

Upon successful confirmation of your membership application, an invoice with payment instructions will be emailed to you. To continue with membership application, the invoice must be paid within 30 days of issuance.

[Back to top](#)

## Membership Structure and Application Process FAQ

### 16. Why do we need a Supporter and who can I ask?

*This is only applicable to Full Member applicants who do not have a post-graduate degree in an environmental management related field, as well as all applicants to the Certified Member category.*

EMAHK does not have the resources to verify each applicant's submitted information relating to his/her qualification, therefore we ask that applicants reach out to a Supporter to verify that the information submitted in Part 3 of the application form is true and accurate.

It is preferred that applicants ask another EMAHK member (Full, Certified, or Fellow) to be a Supporter. However, in situations where the applicant does not know any current EMAHK members, they can also ask their current immediate supervisor to be their Supporter.

Note that for Certified Members, the Supporter must be a current EMAHK Executive Committee member.

[Back to top](#)

### 17. I am already a Full Member of the EMAHK. Do I still need to fill out all parts of the application form for Certified Member??

We have prepared a simplified application form for current Full Members of EMAHK who wish to convert to the Certified Member category. This will eliminate the tedious task of filling in all your personal particulars again. However, we do require further elaboration of your work experience to ensure all the requirements have been met.

Current Affiliate Members will need to complete the full application form as we do not have any records of your education or work experience.

[Back to top](#)

### Requirements for submitted and evidence (for Full and Certified Members)

#### 18. What should be submitted as evidence for Part 3a - Relevant Education History?

Copies of the relevant degree(s) must accompany the application form.

[Back to top](#)

#### 19. What should be submitted as evidence for Part 3b - Relevant Work History (for Full and Certified Member)?

*This is only applicable to Full Member applicants who do not have a post-graduate degree in an environmental management related field, as well as all applicants to the Certified Member category.*

Accepted evidence include:

- Letters from current and past employment verifying your dates of employment and job title
- Reference letter (for past employment), employment or promotion letter (for current employment, with salary and other sensitive information covered up)
- Other documentation from your employer(s) that confirms the position and dates employed as stated on the application form
- An up-to-date CV

Note that you are still required to complete this section on the application form even if you submit your CV.

All pages of submitted documents must be verified by the Supporter with their full signature.

[Back to top](#)

#### 20. What should be submitted as evidence for Part 3c - Relevant Professional Qualifications?

Professional qualifications are not a must for EMAHK membership application. However, for Full Member applicants who do not have a post-graduate degree in an environmental management related field, as well as all applicants to the Certified Member category, this helps to support their relevant experience in this field.

When submitting evidence for this part, a copy of each relevant professional qualification should be included in the application package.

[Back to top](#)



## Membership Structure and Application Process FAQ

### Conversion, renewal, and recertification (for Certified Members)

#### 21. How can I convert to Certified Member from the Full or Affiliate Member categories?

A simplified application form is available for current Full Members. Current Affiliate Members will need to complete the full application form as we do not have any records of your education or work experience.

Mid-year conversion to Certified Member from Full or Affiliate Member categories will only be accepted in 2016. Commencing January 2017, conversions can only take place at the annual membership renewal time of January 1<sup>st</sup> each year.

[Back to top](#)

#### 22. How long is the certification valid for?

The certification is valid for 2 years. There are no renewal requirements in between recertifications.

To align with the annual renewal time of the other membership categories on January 1<sup>st</sup>, the initial certification duration and payment will be according to the following table.

Membership Commencing	Initial Certification Duration	Payment at Initial Certification	Recertification	Example	CPD Requirements for First Recertification*
Q1 (January ~ March)	2 years	\$1,000	December the following year	Feb 2017-Dec 2018	20 units (10 compulsory)
Q2 (April ~ June)	1.75 years	\$875		May 2016-Dec 2017	10 units (5 compulsory)
Q3 (July ~ September)	1.5 years	\$750		Aug 2016-Dec 2017	10 units (5 compulsory)
Q4 (October ~ December)	2.25 years	\$1,125	December 2 years later	Oct 2016-Dec 2018	20 units (10 compulsory)

All subsequent recertifications are of 2-years duration, and Certified Members will be required to pay both years' membership fees upon recertification.

Mid-year conversion to Certified Member from Full or Affiliate Member categories will only be accepted in 2016. Commencing January 2017, conversions can only take place at the annual membership renewal time of January 1<sup>st</sup> each year.

\* Click [here](#) for more details on CPD requirements.

[Back to top](#)

## Membership Structure and Application Process FAQ

### 23. What do I need to do to recertify?

To ensure the continued professionalism of Certified Members, there is a requirement that they stay in touch with new developments in the industry. At the end of each two-years certification period, Certified Members will be required to submit a log of their continuous learning activities. The standard CPD Log will be available for download.

CPD units can be accumulated from the following events types:

Event Type	Examples	Evidence	Weighting
Learning	Attend conferences, seminars, courses (long and short), site-visits, etc.	Attendance certificate, badge, receipt, etc.	1 unit / learning hour <i>(full day = 6 units)</i>
Teaching	Guest speaker at conferences, seminars, short courses, etc. <i>(outside of regular employment duties)</i>	Event leaflet, thank you letter, handouts, etc.	3 units / teaching hour
Sharing	Obtain patents, publish papers, journals, books, etc. <i>(outside of regular employment duties)</i>	Published work	7 units / publication <i>(lead/sole author)</i> 4 units / publication <i>(co-author)</i>

There are two types of CPD units: Compulsory and Open. Compulsory units may be obtained by attending events and activities organized by EMAHK, and Open units may be obtained via attending learning events by EMAHK or other organizations, or via teaching or sharing events.

For every two-years certification period, each Certified Member is required to accumulate 20 CPD units, of which a minimum of 10 units are Compulsory units (i.e. attend EMAHK events and activities)\*. All events and activities must be environment related to qualify as CPD units.

It is suggested that members fill in their CPD Log as they participate in events during these 2 years, and keep the relevant evidence for potential random checks.

In the 4<sup>th</sup> quarter of the certification cycle, an invoice will be sent to current Certified Members. In addition to settlement of the invoice, members are required to email their completed CPD Log to EMAHK's Membership Sub-Committee ([membership@emahk.org](mailto:membership@emahk.org)) for review. We may conduct checks by selecting members at random and requesting for evidence to support their log entries.

\* Except for the initial certification period, where the [table above](#) should be referenced regarding the required CPD units for recertification.

[Back to top](#)