

Membership Application Form For Certified Member

EMAHK Vision

Establish the Association as a leading and recognised contributor to environmental management and sustainable development discourse, as well as to the advancement of environmental management as a professional field.

Part 1: Personal Information *

Salutation: _____ Last Name: _____

First Name: _____ **Other Names:** _____

Phone Number: _____ Email: _____

Current/Previous EMAHK member? ☐ No ☐ Yes Current/Previous Membership number (if applicable):

NOTE: The name provided must be the same as the name on your official identification document.

Part 2: Supporting Information * - Attach additional pages as necessary (*refer to requirements on pages 4 & 5*)

2a: Education history (in reverse chronological order)

Year of Graduation	Academic Institution	Designation Obtained & Areas of Specialization (eg. MSc in Environmental Engineering)	Currently Enrolled	Supporter's Initials
			<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	
			<input type="checkbox"/> Yes	

2b: Relevant employment history (in reverse chronological order – most current first – attached additional sheets if necessary)

From	To	Company	Position Held	<input type="checkbox"/> Currently Employed Supporter's Initials
		Duties		
From	To	Company	Position Held	<input type="checkbox"/> Currently Employed Supporter's Initials
		Duties		

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2b: Relevant employment history (cont'd)

From	To	Company	Position Held	<input type="checkbox"/> Currently Employed Supporter's Initials
		Duties		
				<input type="checkbox"/> Currently Employed Supporter's Initials
		Duties		

2c: Management Experience

Describe how you have satisfied the requirement of "demonstrated management skills for at least 3 years". Include additional sheets as necessary.

2d: Relevant professional qualifications

Professional Qualification	Issued By	Issue Date	Expiry Date	Supporter's Initials

**Required fields*

Part 3: Code of Conduct

As a member of the Environmental Management Association of Hong Kong Limited (EMAHK), I agree to:

- i. Abide by the principles set out in the EMAHK vision and mission.
- ii. Ensure public trust and confidence in the EMAHK.
- iii. Refrain from taking unfair advantage of, or denigrating, other members of the EMAHK.
- iv. Refrain from claiming representation or acting on behalf of EMAHK in public activities unless properly authorized.
- v. Refrain from using the name of EMAHK in any events, activities, membership and sponsorship solicitation without the expressed approval from the executive committee.
- vi. Avoid misconduct or negligence while either attending or assisting at EMAHK events or representing the EMAHK at other events.
- vii. Declare to the Executive Committee any competing interests that may be pertinent to their activities within EMAHK and EMAHK supported events.

Failure to abide by this Code of Conduct shall result in appropriate actions presided over by a Disciplinary Panel of the EMAHK.

Part 4: Application Confirmation *

By signing this application for membership with the EMAHK, I agree to abide by the Code of Conduct as stipulated in Part 3 above. I also certify that all information provided on this application form is true and accurate. I understand that my membership may be revoked if any information is found to be fraudulent, and any fees paid will not be refunded.

Applicant's signature: _____ Date: _____

Part 5: Supporter Verification * (refer to instructions on page 3 Section C)

I, a member of EMAHK's current Executive Committee / a current Certified Member of EMAHK ⁺, support the applicant as a person worthy of consideration for election to be a Certified Member of the EMAHK. My signatures below and on the submitted documents, as well as my initials on Part 2 of this application form indicate that I have reviewed the contents and have validated their correctness and authenticity.

⁺ delete as appropriate

Supporter's signature: _____ Supporter's initials: _____ Date: _____

Supporter's full name: _____ EMAHK membership number: _____

About Personal Data Protection

1. All personal data collected are only used for EMAHK membership processing and future communication.
2. Upon membership termination by either party, all related personal data will be deleted from our database.
3. Personal data collected will not be transferred to any third parties without members' prior consent.
4. Members can make changes to their personal data in writing at any time they deem necessary.

***Required fields**

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A. Membership Types:

TYPE	REQUIREMENTS	BENEFITS	APPLICATION FEE	ANNUAL FEE
AFFILIATE	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	Participate in EMAHK public and “members only” events at members rate	--	\$200
FULL	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.	Same as Affiliate Member, plus 1. Bring a friend to EMAHK “members only” events at non-members rate (where offered) 2. Voting rights at the EMAHK’s AGM 3. Run for office in the EMAHK Executive Committee	\$100	\$350
CERTIFIED	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.	Same as Full Member, plus 1. Permission to use the designation CEMAHK on business cards 2. Receive public recognition by having their name listed on the EMAHK website 3. Endorsement during the application process to become a Professional Member* of HKIQEP (Hong Kong Institute of Qualified Environmental Professionals Ltd.) <i>* The approval and acceptance for HKIQEP membership lies with HKIQEP Ltd. and is not controllable by EMAHK</i>	\$100	\$500

B. Instructions for completing this form:

- All parts of this application form must be completed.
- Submit evidence for Part 2 with the completed application form. The Supporter must verify and endorse each page of the supporting documents.
- The following are examples of supporting evidence:

PART	EXAMPLES OF ACCEPTED SUPPORTING EVIDENCE
EDUCATION HISTORY	Copies of relevant academic certificates.
WORK HISTORY	Employment letters (black out confidential information such as salary, etc). Reference letters from employers stating employment dates and positions. <i>Note: Section 2b must be completed even if a CV is submitted as a supporting document.</i>
PROFESSIONAL QUALIFICATIONS	Professional qualification certificates. Proof of professional body membership.

C. Notes to Supporter:

- The Supporter must be a member of the current EMAHK Executive Committee or a current EMAHK Certified Member.
- As a Supporter to an applicant for Certified Member, you are expected to:
 - Know the applicant personally;
 - Have knowledge of the applicant’s past professional experience in the environmental field; and
 - Authenticate the original supporting documents presented by the applicant.
- The duty of the Supporter is to:
 - Complete Part 5 of this application form AFTER it is duly completed and signed by the applicant;
 - Endorse all pages of supporting documents (copies to be submitted to EMAHK) to validate their authenticity;
 - Initial the relevant boxes in Part 2 of the application form; and
 - Respond to the EMAHK Membership Sub-Committee to verify the correctness of information provided, if required.

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D. Application Process:

1. Complete, print, and sign this application form.
2. Meet with a Supporter who meet the requirements stated above to endorse all supporting documents and complete Parts 2 and 5 of this application form.
3. Scan the signed application form and all endorsed supporting documents into 1 pdf file (less than 10MB).
4. Go to <http://www.glueup.com/org/emahk>, select the appropriate membership type and fill in the required information.
5. Upload the completed application form and supporting documents.
6. Pay the application fee via the online portal.
7. All applications are reviewed by EMAHK's Membership Committee, and thus membership processing will take time.
8. Once accepted, an invoice will be sent via email for the appropriate membership fee. Payment methods will be indicated on the invoice. Payment must be made within 1 month of issuance of the invoice.
9. Upon receipt of the membership fees, EMAHK will issue an e-membership card with a membership number via email.
10. Applicants who are not accepted for Certified Membership will be notified and options for alternate membership type will be offered.
11. EMAHK reserves the right to cross check all submitted information as and when required.
12. EMAHK holds the final decision regarding the granting of membership and the membership type granted.

E. Membership Fee:

1. The membership year is from January to December of the same calendar year.
2. The Application Fee is a one-time administration fee and is non-refundable.
3. Membership fees are pro-rated and payable per the following:

APPLICATION PERIOD	APPLICATION FEE	MEMBERSHIP FEE PAYABLE	MEMBERSHIP VALID UNTIL
January 1 – June 30	\$100	\$500	Dec 31 of application year
July 1 – December 31	\$100	\$250	Dec 31 of application year
4. New members approved between October and December each year will be asked to also pay the membership dues for the following year upon membership activation.
5. EMAHK may offer Full or Affiliate Membership to applicants who do not fulfill the requirements for Certified Membership.
6. For current EMAHK members switching from Affiliate or Full Membership to Certified Membership during a membership year, membership fees paid for the remaining validity of the Affiliate or Full Membership will not be refunded. However, the new fee for Certified Membership will be pro-rated according to the above table.
7. After membership activation, no refunds will be provided, including for voluntary withdrawals from EMAHK membership and membership revocation due to misconduct.

F. Annual Renewal:

1. It is expected that Certified Members are kept up to date with the developments of the environmental industry via a CPD (Continuous Professional Development) scheme.
2. Each Certified Member is required to accumulate a minimum of 10 CPD Units annually. These 10 CPD Units are separated into *Compulsory* and *Open* categories:
 - a. *Compulsory*: Events organized, co-organized, and/or supported by EMAHK. 5 CPD Units are required in this category.
 - b. *Open*: Events organized by EMAHK and/or any reputable organizations, or via teaching events (see table below) that are environment related
3. Certified Members are required to maintain proper records and evidence of CPD activities.
4. A CPD Log Sheet is available for download from the EMAHK website and must be used to record CPD activities.
5. CPD evidence is not required to be submitted with the CPD Log Sheet at membership renewal. Random sampling will be conducted by the EMAHK Membership Committee and selected members will be contacted to submit their actual evidence for verification.
6. Event types that qualify for CPD Units are:

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