



CEnvP Geomorphology Specialist – Application Checklist

As part of your CEnvP Geomorphology Specialist application, you must submit supporting documentation. **Make sure you carefully read the Guidance Notes before preparing the application documentation.**

All application documentation must be uploaded to the application form. Please wait to upload documents **at the end**, after you have completed all the required information and are ready to submit your application. Documents will **not** be saved if you use the “Save and Resume Later” option, which means you will have to upload all your documents again when ready to submit.

The checklist below shows mandatory and optional information and documentation requirements.

* Denotes required.

Documents from sections 2 and 10 below must be signed by an [authorised signatory](#) before being uploaded to the application form.

New applicants applying for both CEnvP General and Geomorphology Specialist certification should submit items listed in column **A**. Existing CEnvP Generals, applying for Geomorphology Specialist certification only, should submit items listed in column **B**.

A	B	Have you included:
1. PERSONAL DETAILS*		
		<ul style="list-style-type: none"> • Personal Details * • Contact details <ul style="list-style-type: none"> ○ Preferred * ○ Alternative
2. EDUCATION*		
	X	Evidence of educational qualifications (certified copy or access to My eQuals required) Evidence of Name change (if the name on your degree differs from your current name) ** If you do not have an eligible qualification, the Grandparent Rule can be requested. Refer to item 7. Work Experience
3. STATEMENT OF ETHICAL CONDUCT*		
	X	<ul style="list-style-type: none"> • Sign the statement of ethical conduct and agree to abide by the EIANZ Code of Ethics & Professional Conduct • Disclose matters relevant to past issues of professional conduct, ethics, and integrity



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A	B	Have you included:
4. COMMITMENT TO CONTINUING PROFESSIONAL DEVELOPMENT*		
	X	CPD log from the past 2 years (recommended)
	X	Detailed Statement about your plan on how you will achieve the requirement of 100 CPD points biennially once certified*
5. REFEREES*		
		<p>Details of 3 nominated referees, who have known you in a professional capacity for at least 2 years. They must be experienced environmental professionals.</p> <ul style="list-style-type: none"> • Relationship to you • Organisation • Current position • Contact details • Are they an experienced Geomorphology practitioner (at least 1 required) • Are they also nominated as a work verifier
6. AREAS OF PRACTICE*		
		1 to 3 areas of environmental practice nominated
7. WORK EXPERIENCE*		
		<p>Ten (10) years of full-time equivalent experience in environmental practice in the last seventeen (17) years, with a minimum of seven (7) recent years in Geomorphology practice.</p> <ul style="list-style-type: none"> • Organisation Name • Position held • Start and End dates • Average weekly hours (if not a full-time position) • Description of roles/activities undertaken <p>**Grand Parent Rule: Should you not meet the educational requirements, 10.5 years of full-time 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.</p>
		<p>Details of one work verifier for each work experience</p> <ul style="list-style-type: none"> • Current organisation • Current position • Relationship to you



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A	B	Have you included:
		<ul style="list-style-type: none"> • Contact details • Are they also nominated as a referee
8. CV* AND ADDITIONAL INFORMATION		
		<ul style="list-style-type: none"> • Detailed CV including your full work history, qualifications, and a list of relevant projects • Optional: you can also include your LinkedIn profile (this does not substitute for your CV)
		<ul style="list-style-type: none"> • Any additional information you wish to provide (optional)
9. GEOMORPHOLOGY KEY PROFICIENCIES*		
		<p>Essay style document demonstrating the 6 Key Proficiencies (1000-1500 words in total):</p> <ol style="list-style-type: none"> 1. Understands geomorphological concepts and their complexity 2. Selects and uses appropriate tools, techniques, data and methods to analyse, assess and interpret a landscape or solve a geomorphological problem 3. Skilled in the interpretation of landscapes or solving geomorphological problems 4. Skilled in the communication and advancement of geomorphology 5. Demonstrates influence (e.g. on policy, planning, improved environmental condition etc.) 6. Understands risk assessment
10. STATEMENT OF CLAIM*		
		Completed Statement of Claim document witnessed by an authorised signatory in your country of residence.