

# Applicants Short Guide to CHARTERED ENVIRONMENTALIST (CEnv) Registration

**1. Carefully read through the CEnv Specification** which explains the education, experience and competences required of a Chartered Environmentalist. This can be obtained from your Constituent Body (professional body licensed by the Society for the Environment to award CEnv) or at [www.socenv.org.uk](http://www.socenv.org.uk)

***Whilst the CEnv Specification and supporting procedures are consistently applied across the Constituent Body community, the detailed arrangements and time scales for processing applications may vary across that community.***

**2. Complete the application form provided by your chosen Constituent Body** and return it with a detailed CV including details of qualifications and training, a job description for your current (or most recent) post and the application fee. The Constituent Body will assess your application and will advise you how to proceed. If deemed suitable for progression to the next stage you will be invited to submit four simply bound copies of your report (see 3a and 3b below) which must be submitted within two months of that invitation.

***Experienced applicants may submit their report at the same time as their application form.***

**3a. The first part of your report** will be a career review, written in the first person. It should contain details of previous and present posts in chronological order, evidence of academic qualifications and details of training courses attended. It should demonstrate how your breadth of knowledge has been developed, how you consider you have achieved the required competences and how you are engaged in sustainable management of the environment.

**3b. The second part of your report** will be a review of relevant projects or specified activities demonstrating your competence. It should relate to actual work for which you have been personally responsible and can be taken from more than one project or activity. The report must be cross referenced against the achievement of the elements of competence in the CEnv Specification. These competences are at the heart of the process and have been designed to measure vocational training, experience and awareness.

The report shall be validated by at least one mentor, sponsor or supervisor, who shall confirm that the report represents your own work.

**4. The final stage of the assessment process** is the Professional Review Interview (PRI). This will be a face to face interview and will normally last for between 40 and 60 minutes. It may be conducted concurrently with an application to become a full voting (corporate) member of a Constituent Body but can equally be a stand-alone review. The PRI gives you the opportunity to further demonstrate under critical examination knowledge and understanding, competence and engagement in sustainable environmental management and development.

***You are advised to read the CEnv Specification and any associated guidance which may be available from your Constituent Body before committing to either making an application or drafting a report.***

For further information or advice please contact your Constituent Body.