



Thank you for taking an interest in ESP-AP certification. The certification application pack contains all the information that you need in order to assemble an application to be considered for certification as a “Engineering Surveying Professional – Asia Pacific” (ES P-AP). We commend you for taking this voluntary step forward in your professional development.

The ES P-AP certification application must be submitted with proper documentation. What constitutes proper documentation is detailed on the forms and within the comprehensive Procedures Manual. This manual should be consulted often as you fill out your forms. The tips and strategies will help to make the application process easier for you and the SSSI Engineering and Mining Surveying Commission Certification Panel. It is important that you adhere to the guidelines listed on each form and in the manual. Deviations from the ES P-AP Certification guidelines may jeopardize or seriously delay the review of your application and your overall certification.

***Full payment must accompany your completed ES P-AP certification application in order to be considered.***

A copy of the SSSI Code of Ethics is included in the pack as well. Please read the Code carefully and sign and date the Acknowledgement Form. No application will be processed without this form. Also, included is an optional questionnaire regarding your experience with the ES P-AP certification process. Your experience will provide valuable feedback to the SSSI Engineering and Mining Surveying Commission Certification Panel.

We ask that applicants be honest, critical, and inquisitive. If questions or issues arise, please do not hesitate to contact a SSSI staff member or to visit the website at [www.sssi.org.au](http://www.sssi.org.au)

Thank you very much for your participation.

## **ES P-AP Certification Application Checklist**

The following items need to be returned to SSSI. Please **do not** include this checklist with your application.

- Completed certification application with the required proper documentation**
- Full payment and payment form**
- Signed and dated SSSI Code of Ethics Acknowledgment Form**
- Employers letter, Reference and current resume**
- Optional demographic questionnaire**
- All items are arranged correctly and have been placed loosely in a folder**

Please return the completed application to:

The Secretary  
SSSI Engineering and Mining Surveying Commission Certification Assessment Panel  
Surveying & Spatial Sciences Institute  
PO Box 307, Deakin West  
ACT 2600, Australia

## **PAYMENT FORM**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City / State / Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Certification Fee:**       SSSI Members - \$195  
                                  Non-Members - \$850

Certification Renewal Fee  
 SSSI Members - \$75 (every 2 years)  
 Non-Members - \$500 (per year)

**Payment Information:** Fees must be received in full before an application will be considered. Cheques to be made payable to SSSI in Australian dollars drawn on an Australian Bank

Cheque # \_\_\_\_\_

VISA\*    MasterCard\*

Name on Card: \_\_\_\_\_

Card No: \_\_\_\_\_

Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    CCV No. \_\_\_\_\_

*\*Credit card payments attract a 1% surcharge*

Signature for Credit Card: \_\_\_\_\_

**Mail to:**  
The Secretary  
SSSI Engineering and Mining Surveying Commission Certification Assessment Panel  
Surveying & Spatial Sciences Institute  
PO Box 307, Deakin West ACT 2600, Australia

***If you have an questions please contact the SSSI: (ph) +61 2 6282 2282 or (e) [julie.fairman@sssi.org.au](mailto:julie.fairman@sssi.org.au)  
[www.sssi.org.au](http://www.sssi.org.au)***

## SSSI Engineering and Mining Surveying Commission Certification Panel Information Questionnaire



Please take a few moments to completely fill out this form, so that SSSI Engineering and Mining Surveying Commission Certification Panel can evaluate the submission process and track its participant demographics. Please return this form with your portfolio.

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

**1. How clear (easy to understand) was the application process? (Please circle your response)**

Very clear    Somewhat clear    Somewhat confusing    Very confusing

Comments:

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**2. How much time did it take you to complete the application and secure adequate documentation? (Please circle your response)**

Less than 2 weeks    2 – 4 weeks    5 – 6 weeks    Longer than 6 weeks (specify)

**3. Considering this is a portfolio-based program, how do you feel about the amount of documentation required to complete the application? (Please circle your response)**

Too much documentation required

About the right amount of documentation required

Too little documentation required

**3a. Which documents were particularly difficult to locate/obtain?**

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**4. Did you contact SSSI for clarification of any application questions? Yes No**

**5. What suggestions do you have for improving the submission process? (Use back if necessary)**

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**6. Type of Organization/Employer (Please circle your response):**

Local Government	University	Association
State Government	Consultant	Other (specify)
Federal Government	Vendor	_____
Utilities	Press	

**7. What certifications, if any, do you currently hold?**

\_\_\_\_\_

**8. To what associations do you currently hold memberships? (Please circle your response)**

SSI	ISA	P & RS	MSIA	EIMSA
AIMS				

**9. What is your gender? Male Female (Please circle your response)**

**10. What is your age? Under 25 25-34 35-44 45-54 55-64 65 or older**

**11. Did your employer cover the cost of certification? Yes No**

**12. I would be willing to assist foreign speaking applicants with the application process**

I speak/write the following language(s):

\_\_\_\_\_

Thank you.

Please return this completed form with your completed portfolio.