



**Geographic Information Systems
Professional – Asia Pacific
(GISP–AP)**

Application

Surveying and Spatial Sciences Institute

Spatial Information and Cartography Commission

APPLICANTS DETAILS

Name: _____

(If accepted, this is how your name will appear on your certificate)

Job Title: _____

Organisation: _____

Office: (Tick Office/Home to indicate preferred correspondence address)

Address: _____

City: _____ State: _____ Postcode: _____

Country: _____

Phone: _____ Fax: _____

Email: _____

Home:

Address: _____

City: _____ State: _____ Postcode: _____

Country: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ **Date:** _____

The information contained within this application is to the best of my knowledge, truthful and valid.

Any discrepancy may result in the removal of this application from consideration. I authorise SSSI Spatial Information and Cartography Commission Certification Panel members to take any necessary steps to verify the claims made within.

ACKNOWLEDGEMENT

The SSSI is in partnership with the GIS Certification Institute (GISCI) and uses their intellectual property and materials in the production of the GISP-AP certification process and documentation.

For more information on the GISCI please contact:

The GIS Certification Institute ·
1460 Renaissance Drive, Suite 305 ·
Park Ridge, Illinois 60068-1348
Phone (847) 824-7768 ·
Fax (847) 824-6363 ·
info@gisci.org ·
www.gisci.org



Section 1

Emeritus Achievement Provision

**All documents are scanned
NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be
included in the portfolio. All items should be grouped together
loosely and sent in a pocket folder.**

Insert 1

<p>EMERITUS ACHIEVEMENT PROVISION INFORMATION SHEET (CP-EMP-1)</p>	
<p align="center">ARE YOU ELIGIBLE FOR THE EMERITUS ACHIEVEMENT? (Please read before proceeding with the application)</p>	
<p>Emeritus achievement of GISP-AP is available to those SSSI members and non-members:</p> <ol style="list-style-type: none"> 1. who have recently retired but wish to seek certification and continuing recognition of such in the retired state (Available to 31 Dec, 2008); <p>OR</p> <ol style="list-style-type: none"> 2. who retire as a GISP-AP and wish to continue recognition of their professional standing in retirement. <p>Emeritus GISP-AP is an honorary recognition and as such does not require recertification. To be considered for emeritus achievement of GISP-AP as in “1” above, you should check Option A (see below). Checking this option requires the full completion of the application. The forms must be completed in full in order to be considered for the Emeritus Provision. Final determination will be at the discretion of the SSSI Spatial Information and Cartography Commission Certification Panel.</p> <p>Moving to an Emeritus GISP-AP (as in “2” above)</p> <p>A professionally active GISP-AP can switch to the Emeritus classification on retirement by writing to the secretary of the Spatial Information and Cartography Commission Certification Panel requesting a classification change.</p>	
<p>Please complete before proceeding</p>	<p>Check the box</p>
<p>Option A. Yes, I am retired and would like to be considered under the Emeritus Provision.</p>	

Section 2

Educational Achievement Component

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Insert 2

CREDENTIAL POINTS

CP-EDU-1

Credential points are awarded through the successful completion of a formal degree (Note a) or certificate program offered by a tertiary educational institution (Note b).

Procedure

1) Enter only the **highest degree** credential earned (e.g., Ph.D., M.S., B.A., or Certificate), year conferred, institution, and point value in the spaces provided below.

Credential Point Values

- Masters Degree or Higher (e.g., M.A., M.S., or Ph.D.) - 25 points
- Undergraduate Degree (e.g., B.A. or B.S.) (3 or 4 year qualification) - 20 points
- Associate Degree / Diploma (2 year qualification) - 10 points
- GIS Certificate (see Note c) (1 year qualification) - 5 points

2) **Attach documentation copy signed by a JP** (e.g. certified copy of diploma, certificate, or transcript)

3) Transfer the credential points to CP-EDU-S

Notes

a) Enter only the highest degree earned. Points may be claimed in section CP-EDU-2 for subjects/courses completed in this or other tertiary programs.

b) No accreditation program currently exists specifically for GIS-related education programs.

c) Many higher education institutions confer GIS Certificates to students who complete a prescribed number of credit or non-credit subjects/courses. Requirements vary widely. Only certificates that involve a minimum of 400 hours of student activity qualify for Credential points. Points for subjects/courses completed in fulfilment of GIS certificates earned in conjunction with or in addition to a formal degree may be claimed in the Course Points section (CP-EDU-2).

Highest Credential Earned	Year Conferred	Institution	Points
EXAMPLE <i>Masters in Geographic Information Systems</i>	<i>1999</i>	<i>University of Queensland</i>	<i>25</i>

SUBJECT/COURSE POINTS PROCEDURE

CP-EDU-2

Course points are awarded after the successful completion of individual subjects (courses/papers) associated with a tertiary educational institution's formal degree, postgraduate or certificate programs, with subject matter that relates directly to the UCGIS Geographic Information Sciences and Technology Body of Knowledge (see Notes "1" below). including subjects (course/papers) completed in achieving the undergraduate, postgraduate or certificate qualifications claimed for in CP-EDU-1.

Procedure

- 1) For the courses completed; enter year completed, department and course number, course title, knowledge area code (see notes below), number of class contact hours, and the duration (in weeks).
- 2) Calculate Student Activity Hours:
Calculating Student Activity Hours (SAH) for subjects/courses
The formula is **SAH = C × 2.25 × W** where C is the number class contact hours per subject, **2.25** is the standard number of activity hours per contact hour, and W is the duration of the course in weeks. For example, a typical subject with 4 class contact hours conducted during a 14-week semester earns 126 hours (4 class contact hours × 2.25 × 14 weeks = 126 activity hours).
- 3) Calculate Subject/Course Points
Sum all of the Student Activity Hours and enter the total in the subtotal box. Divide SAHs by 40 (set value) and enter the result on the line listed as TOTAL COURSE POINTS.
- 4) Transfer the Total Course Points to EDU-S
- 5) **Attach documentation copy signed by a JP** (e.g. certified copies of transcripts, certificates of completion, class contact hours and duration, etc.)
- 6) **Remember:** All courses must be related to geographic information science and technology (GI S&T). Courses in basic geography, statistics, geometry, etc. without a GI S&T component will not be counted.

Notes

- 1). Geographic Information Science & Technology (GI S&T)-related subjects (courses/papers) are defined as those whose subject matter is subsumed by one or more of the ten "knowledge areas" identified below. **It is the responsibility of the applicant to justify the applicability of particular courses to the satisfaction of the SSSI Spatial Information and Cartography Commission Certification Panel.**

(For a summary of these knowledge areas see the web site at:

<http://www.ucgis.org/priorities/education/modelcurriculumproject.asp#1>).

Knowledge Areas:

Code	Knowledge Area	Code	Knowledge Area
AM	Analytical Methods of Geographic Information Science and Technology	DN	Data Manipulation
CF	Conceptual Foundations of Geographic Information Science and Technology	GC	Geocomputation
CV	Cartography and Visualisation	GD	Geospatial Data
DA	Design Aspects of Geographic Information Science and Technology	GS	Geographic Information Science and Technology and Society
DM	Data Modelling	OI	Organizational and Institutional Aspects of Geographic Information Science and Technology

2). Applicants claiming SAHs for subjects (courses/papers) completed at non-Australian tertiary institutions must provide satisfactory documented evidence that their claim is valid (e.g. a letter from the Institution where they studied (a Head of Department letter will suffice) certifying the number of SAHs associated with the particular subject for which SAHs are being claimed, or a certified copy, for example, of the page in the university's official calendar where the university's assignment of SAHs to subjects (course/papers) is explained).

3). This does not include subjects (courses/papers) that are major research projects. The credit for units completed undertaking this type of study are recognised in the credential points awarded in CP-EDU-1.

SUBJECT/COURSE DESCRIPTION FORM

CP-EDU-2-X (Use additional copy if necessary – label as CP-EDU-2-X-ext)

This form is intended to give the applicant an opportunity to justify point claims for student activity hours the relevance of which may not be apparent from the subject (course/paper) title. Relevant subjects (courses/papers) are those whose content appears within one or more of the 10 knowledge areas of the UCGIS Geographic Information Sciences and Technology Body of Knowledge (see Notes “1” below).

If you have a documented description found within a university course catalogue please provide that instead of your written description (see note at the bottom of CP-EDU-2-X).

Notes

1) Relevant subjects/courses/papers are defined as those whose subject matter is subsumed by one or more of the ten “knowledge areas” identified below. **It is the responsibility of the applicant to justify the applicability of particular courses to the satisfaction of the SSSI Spatial Information and Cartography Commission Certification Panel.**

(For a summary of these knowledge areas see the web site at:
<http://www.ucgis.org/priorities/education/modelcurriculumproject.asp#1>).

Knowledge Areas:

Code	Knowledge Area	Code	Knowledge Area
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Course Title	Knowledge Area Code	Course Description

Continuing Professional Development Certification Points

CP-EDU-3

Continuing Professional Development (CPD) points are awarded after the successful completion of tertiary educational institution and industry delivered short courses and workshops, and seminars and conferences, with subject matter that directly relates to one or more of the 10 knowledge areas of the UCGIS Geographic Information Sciences and Technology Body of Knowledge (see CP-EDU-3A Notes “1” below).

Form CP-EDU-3A enables the applicant to document short course and workshop attendance and completion.

Form CP-EDU-3B enables the applicant to document seminars and conferences attendance and completion.

By definition short course and workshop attendance cannot also be claimed for seminar and conference attendance. That is: an event cannot be double counted.

CP-EDU-3A – Short Courses and Workshops

(Use additional copy if necessary – label as CP-EDU-3A.ext)

Continuing Professional Development (CPD) points are awarded after the successful completion of tertiary educational institution and industry delivered short courses and workshops with subject matter that directly relates to one or more of the 10 knowledge areas of the UCGIS Geographic Information Sciences and Technology Body of Knowledge (see Notes “1” below).

Short courses and workshops (including professional association and vendor training courses and workshops) must be documented with a certificate, letter, or some other acceptable evidence of successful completion, certified by a JP if not an original.

Procedure

- 1) Enter below the year, CPD short course and workshop title, Hosting Organisation and Location, knowledge area code (see notes below), and CPD Hours claimed for each CPD short course and workshop attended and successfully completed. (For a half day short course or workshop count 3½ hours and for a full day short courses or workshops count 7 hours, or count the hours involved as stated in the official announcement or programme associated with the short course or workshop, allowing for a lunch break if it is a full day short course or workshop).
- 2) Subtotal all the CPD Hours claimed.
- 3) Divide the Subtotal of CPD Hours claimed by 40 and enter the result on the line listed as TOTAL SHORT COURSES AND WORKSHOP POINTS
- 4) Transfer the Total to form CP-EDU-S
- 5) **Attach documentation copy signed by a JP** (e.g. certified copies of transcripts, certificates of completion, etc.)

Notes

- 1). Relevant short courses and workshops are defined as those whose subject matter is subsumed by one or more of the ten “knowledge areas” identified below. **It is the responsibility of the applicant to justify the applicability of particular courses to the satisfaction of the SSSI Spatial Information and Cartography Commission Certification Panel.**

(For a summary of these knowledge areas see the web site at:
<http://www.ucgis.org/priorities/education/modelcurriculumproject.asp#1>).

Knowledge Areas:

Code	Knowledge Area	Code	Knowledge Area
AM	Analytical Methods of Geographic Information Science and Technology	DN	Data Manipulation
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2) Use form CP-EDU-3A-X to justify short courses and workshops whose relevance may not be apparent from the short course or workshop title.

Geographic Information Systems Professional – Asia Pacific (GISP – AP) Application

Year	CPD Event Title/Hosting Organisation/Location	Knowledge Area Code	Event allocated CPD Hours
2004	EXAMPLE <i>Short Course on GIS Management – SSSI Qld Northern Group – Townsville</i>	OI	14
2005	EXAMPLE <i>Introduction to GIS, SSSI NZ Region – Wellington NZ</i>	CF	16
2005	EXAMPLE <i>Digital Lodgement – SSSI Qld Region – Brisbane</i>	GD	14
SUBTOTAL – CPD Hours			
Divided by 40			÷ 40
TOTAL SHORT COURSE AND WORKSHOP POINTS			

SHORT COURSE AND WORKSHOP DESCRIPTION FORM

CP-EDU-3A-X (Use additional copy if necessary – label as CP-EDU-3A-X-ext)

This form is intended to give the applicant an opportunity to justify CPD Hours claimed for the successful completion of short course and workshops the relevance of which may not be apparent from the short course or workshop title. Relevant short courses and workshops are those whose content appears within one or more of the 10 knowledge areas of the UCGIS Geographic Information Sciences and Technology Body of Knowledge (see CP-EDU-3A-X Notes “1” below).

If you have a documented description found within a university short course catalogue please provide that instead of your written description (see note at the bottom of EDU-3A-X).

Notes

1) Relevant short courses and workshops are defined as those whose subject matter is subsumed by one or more of the ten “knowledge areas” identified below. **It is the responsibility of the applicant to justify the applicability of particular courses to the satisfaction of the SSSI Spatial Information and Cartography Commission Certification Panel.**

(For a summary of these knowledge areas see the web site at:
<http://www.ucgis.org/priorities/education/modelcurriculumproject.asp#1>).

Knowledge Areas:

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Course Title	Knowledge Area Code	Course Description

Seminars and Conferences

CP-EDU-3B

Continuing Professional Development (CPD) points are awarded after the successful completion of seminars and conferences, with subject matter that directly relates to one or more of the 10 knowledge areas of the UCGIS Geographic Information Sciences and Technology Body of Knowledge (see CP-EDU-3B Notes “1” below).

Seminar and conference attendance points are awarded in recognition of the valuable informal learning afforded by participation in seminars and conferences sponsored by professional societies and regional and local user groups, etc.

Seminars and conferences must be documented with satisfactory evidence of attendance (e.g. an official receipt for payment of the registration fee for the seminar or conference, or letter from the seminar or conference organiser).

Procedure

- 1) Enter below the year, seminar, or conference title, host organization, location knowledge area code, and number of days attended (See notes).
- 2) Sum the number of days attended at all conferences. Enter the sum as the subtotal in line SUBTOTAL – CPD Days.
- 3) Multiply the subtotal of CPD Days by 0.1
- 4) Enter the total number of conference points, in TOTAL SEMINAR AND CONFERENCE POINTS
- 5) Attach documentation, copy signed by a JP (e.g. transcripts, certificates of completion, etc.)

Notes:

- 1) Relevant seminars and conferences are defined as those whose subject matter is subsumed by one or more of the ten “knowledge areas” identified below. **It is the responsibility of the applicant to justify the applicability of particular courses to the satisfaction of the SSSI Spatial Information and Cartography Commission Certification Panel.**

(For a summary of these knowledge areas see the web site at:
<http://www.ucgis.org/priorities/education/modelcurriculumproject.asp#1>).

Knowledge Areas:

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2) CPD hours to CPD days conversion

- 1) Count Seminars and conferences less than two (2) hours are equal to 0 (zero).
- 2) Count seminars and conferences of two hours duration as 0.25 of a day.
- 3) Count seminars and conferences of 3 to 4 hours duration as .5 of a day (morning or afternoon).
- 4) Count seminars and conferences of 4 to 5 hours duration as .75 of a day.
- 5) Count seminars and conferences of greater 5 hours duration as a day.
- 6) Count multiple day conferences with parts of days as above.
- 7) Attach documentation (e.g., receipts and seminar and conference programs)

Geographic Information Systems Professional – Asia Pacific (GISP – AP) Application

Year	CPD Event Title/Hosting Organisation/Location	Knowledge Area Code	CPD Days
2004	EXAMPLE SSSI Qld Northern Group Conference - SSSI Qld Northern Group – Townsville	GS	2.5
2005	EXAMPLE “As Constructed – Digital Lodgement” Seminar. (3 hours) – SSSI Qld Region - Brisbane	GD	0.5
2006	EXAMPLE Combined 5 th Trans Tasman Surveying Conference, 2 nd Queensland Spatial Industry Conference – SSSI & NZIS – Cairns.	GS	3
2005	EXAMPLE Spatial Sciences Conference (SSC2005) – SSSI – Melbourne	GS	3
SUBTOTAL – CPD Days			
Multiply by 0.1			X .1
TOTAL SEMINAR AND CONFERENCE POINTS			

EDUCATIONAL ACHIEVEMENT POINTS SUMMARY SHEET	
CP-EDU-S	
Educational achievement points are awarded for credentials earned from tertiary education (documented in section CP-EDU-1), completed tertiary education courses (CP-EDU-2) and from Continuing Professional Development (CPD) events (short courses, workshops, seminars and conferences) successfully completed (CP-EDU-3A & 3B). The sum of points claimed on the three forms is the total number of education points earned (subject to approval by SSSI Spatial Information and Cartography Commission Certification Panel).	
Procedure 1) Complete sections CP-EDU-1, CP-EDU-2, CP-EDU-3A & 3B. 2) Enter in the spaces below the point totals calculated in each of the sections. 3) Sum the point totals to produce the total number of education points.	
	Education Points
Credential Points (CP-EDU-1)	
Subject/Course Points (CP-EDU-2)	
Short Course and Workshop Points (CP-EDU-3A)	
Seminar and Conference Points (CP-EDU-3B)	
*TOTAL EDUCATION POINTS (EDU-1 + EDU-2+EDU-3A & 3B) =	

*This total must be at least 30.0 in order to qualify for GISP-AP certification.

Official Transcript(s) and/or Educational Achievement Documentation

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Insert 3

Section 3

Professional Experience Component

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Insert 4

PROFESSIONAL EXPERIENCE POINTS PROCEDURE

CP-EXP

Use the CP-EXP-W experience worksheets, CP-EXP-P professional profiles, and CP-EXP-S summary sheet to document your GIS professional experience. The Experience Point Schedule (next page) defines the points allowed for GIS experience in three different levels of technical complexity.

- **CP-EXP-P Professional Profile** requires you to document your GIS-related duties and expand on your experience.
- **CP-EXP-W Profile Worksheet** helps you calculate how many points you are allowed for each position held and level worked (profile).
- **CP-EXP-S** summarizes and totals your experience points.

Following the schedule are **examples** to help you in completing the worksheets.

To qualify for Geographical Information Systems Professional – Asia Pacific, you must have a combination of at least four years or 48 months (4 FTE) of professional spatial information based work experience. If you have met the minimum total points required for certification (150), but do not have four years of experience, you must wait until you have four years of experience and also meet the minimum Experience Points required (60 points). This four-year minimum requirement can come at any of the three levels of technical complexity.

The documentation that needs to be provided is the employer letter.

Procedure

1. Complete one CP-EXP-P and CP-EXP-W worksheet for each position held.
2. Organize the worksheets so that the most recent position is listed first. List your next most recent position second, and so on until all positions have been recorded.
3. Points are awarded for the number of years and fractions of years worked. Use the years and fractions of years in your point calculations. (One month = 0.083 years). One month is the shortest duration for which you may receive points.
4. FTE (see example) stands for Full Time Equivalent. "%FTE" is the decimal portion of time credited towards a particular experience level, and supported by the general and tiered description of GIS related duties section. For example, in a small GIS office, an applicant might spend 80% of their time doing application development and system maintenance and 20% of their time doing data maintenance and update. It would be appropriate for the applicant to record .80 for "GIS Programmer or Similar" and .20 for "GIS Technician or Similar".

In most cases, values entered in "%FTE" will sum to 1. In cases where an academic internship or part-time research is involved, the values in "%FTE" should sum to the appropriate proportion (eg .50 for a half-time graduate research assistant, as appropriate). This proportional estimation can also be applicable to transitional positions or positions with split duties. For example, if an applicant spent 50% of their time in sales, and the balance (50%) of their time doing development work, it would be appropriate for the .50 to be applied to the category supported in the general and tiered description of spatial information profession-related duties section.

5. If claiming more than six positions, create and label additional EXP-W worksheets and EXP-P professional profiles as needed.

<p>Note:</p> <p>The experience of an applicant is to be assessed on the basis of the information contained in the applicant’s résumé and the descriptions of positions the applicant has held, as given by the applicant in his/her application. The validity of the levels of complexity and the associated %FTEs claimed by an applicant for each position held is to be determined by way of reference to the “Typical tasks” listed below for each of the “Base Experience Levels” in the “Experience Point Schedule” and by way of reference to the URISA “Model Job Descriptions for GIS Professionals” and the summaries of these model job descriptions posted on the GISP-AP website at: (http://www.sssi.org.au/gispap).</p>	
<p>EXPERIENCE POINT SCHEDULE</p>	
<p>Base Experience Levels</p>	<p>Points per FTE year</p>
<p>Tier 1: GIS Analysis, System Design, Data Development, Programming</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> • Data modelling • Database design • Needs assessment • Application design and development • Programming evaluation (software programming critique, in contrast to program evaluation) • Data creation • Application of photogrammetric science and technology to create data • Geocomputation • Remote sensing • Data analysis and interpretation • Spatial analysis • System implementation and deployment <p><i>Reference: “GIS Analyst” and “Systems Analyst/Programmer” in the URISA “Model Job Descriptions for GIS Professionals”.</i></p>	<p>25 pts</p>
<p>Tier 2: Data Compilation, Data Maintenance, Map Composition, Teaching and Research</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> • Database management • Data management • Editing data • Visualization and reporting • Database and system administration (to the extent that it requires knowledge of spatial data) • Querying data (in the process of doing other spatial data work) • Geocoding (a form of data conversion) • Map composition (Cartography) • Report generation • Utilization of GPS • Utilization of photogrammetric outputs • Database maintenance • Manage GIS layers • Map evaluation • Transaction management of GIS data • Quality assurance and quality control • Support and installation of GIS (not the normal IT stuff) • Data validation • Instructional training • Teaching and research 	<p>15 pts</p>

<p><i>Reference: “GIS Technician” and “GIS Specialist” in the URISA “Model Job Descriptions for GIS Professionals”.</i></p>	
<p>Tier 3: GIS User</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> • Technical support and troubleshooting • Maintain GIS web capabilities • Utilization of applications involving geospatial technologies • Management and coordination of GIS outside of technical implementation. • Data acquisition <p><i>Reference: “GIS User” in the URISA “Model Job Descriptions for GIS Professionals”.</i></p>	<p>10 pts</p>
<p>Supervisory Bonus</p> <p>(Cannot stand alone. Must complement FTE% in the other 3 tiers)</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> • Personnel or departmental management responsibilities • Coordination of GIS activities across organisations or jurisdictions <p><i>Reference: “GIS Manager” and “GIS Coordinator” in the URISA “Model Job Descriptions for GIS Professionals”.</i></p>	<p>10 pts</p>

Professional Profile and Profile Worksheet Examples

<p>Professional Profile</p> <p>CP-EXP-P (Example #1)</p>	
<p>Position Title (from résumé):</p>	<p>Senior GIS Analyst, Anycity, Australia</p>
<p>General Description of GIS Related Duties:</p> <p>Plan and coordinate implementation of GIS for City. Coordinate multi-participant project involving two utility organisations. Create, edit, query, geocoded & georeferenced GIS data as needed. Evaluate existing resources determine requirements and evaluate data sources, conditions and accuracy. Develop implementation plans. Define base map data standards. Prototype planimetric and cadastral data. Coordinate developing requirements for database design and related consulting services. Compose RFPs for installation of GPS control network, data conversion, and QA/QC. Manage, maintain and deploy GIS files on centralised server. Coordinate data collection and application development to eliminate duplication of effort among agencies/departments. Install and configure software. Supervise and participate in maintenance of the base map coverages for access by the program participants. Provide system training. Act as City’s technical support for ArcGIS 8.x and 9.x. Assist users with operation procedures and problem resolution. Design applications for various projects.</p>	
<p>Tier 1 Duties (if applicable):</p> <ul style="list-style-type: none"> • Develop database design for enterprise GIS. • Serve as system architecture and application developer. • Procure satellite imagery for remote sensing needs. • Define base map data standards. • Create and design ArcSDE geodatabase. • Attribute City cadastral maps. 	
<p>Tier 2 Duties (if applicable):</p> <ul style="list-style-type: none"> • Provide support, installation, and operation of GIS software. • Edit and query geocoded & georeferenced GIS data, as needed. • Act as City’s technical support for ArcGIS 8.x and 9.x. • Guide implementation of enterprise GIS architecture; advise / review agency GIS implementation plans; develop and 	

<ul style="list-style-type: none"> maintain policy documents supporting enterprise architecture. • Maintain the GIS street centerline Web page. • Manage, maintain, and deploy GIS files on centralized server. • Update, verify, and deploy street centerline file on a weekly basis. • Create geocoded & georeferenced GIS data as needed.
<p>Tier 3 Duties (if applicable):</p> <ul style="list-style-type: none"> •
<p>Supervisory Duties (if applicable)</p> <ul style="list-style-type: none"> • Serve as GIS Coordinator for 13 months • Serve on coordinating committee for data sharing among City and two utility organisations

Profile Worksheet						
CP-EXP-W (Example #1)						
Corresponding CP-EXP-P No:		<i>Example #1</i>				
Position Title: (from résumé)		Senior GIS Analyst				
Employer:		Anycity, Australia				
Start Date	12/05/01	End Date	03/03/06	Years / Months Employed: # of yrs + (# of months / 12) =		4.83
Experience Level		% Full Time Equiv.	Years (from above)		Pts/Yr	Subtotal
Tier 1: GIS Programmer or Similar		.70	x	4.83	x 25	84.53
Tier 2: GIS Technician, Educator or Similar		.30	x	4.83	x 15	21.74
Tier 3: GIS User.			x		x 10	
Supervisory Bonus			x	1.08	10	10.8
*Total this worksheet: (add figure to CP-EXP-S)						117.07

* Note – all decimals are rounded to 2 places in the total.

Blank Worksheets follow

Professional Profile	
CP-EXP-P	
Professional Profile No:	#1
Position Title (from résumé):	
General Description of GIS Related Duties:	
Tier 1 Duties (if applicable):	
•	
Tier 2 Duties (if applicable):	
•	
Tier 3 Duties (if applicable):	
•	
Supervisory Duties (if applicable)	
•	

Profile Worksheet							
CP-EXP-W							
Corresponding CP-EXP-P No:		#1					
Position Title: (from résumé)							
Employer:							
Start Date		End Date		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level		% Full Time Equiv.	Years (from above)		Pts/Yr		Subtotal
Tier 1: GIS Programmer or Similar			x		x	25	
Tier 2: GIS Technician, Educator or Similar			x		x	15	
Tier 3: GIS User.			x		x	10	
Supervisory Bonus			x		x	10	
*Total this worksheet: (add figure to CP-EXP-S)							

* Note – all decimals are rounded to 2 places in the total.

Professional Profile	
CP-EXP-P	
Professional Profile No:	#2
Position Title (from résumé):	
General Description of GIS Related Duties:	
Tier 1 Duties (if applicable):	
•	
Tier 2 Duties (if applicable):	
•	
Tier 3 Duties (if applicable):	
•	
Supervisory Duties (if applicable)	
•	

Profile Worksheet							
CP-EXP-W							
Corresponding CP-EXP-P No:		#2					
Position Title: (from résumé)							
Employer:							
Start Date		End Date		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level		% Full Time Equiv.	Years (from above)		Pts/Yr		Subtotal
Tier 1: GIS Programmer or Similar			x		x	25	
Tier 2: GIS Technician, Educator or Similar			x		x	15	
Tier 3: GIS User.			x		x	10	
Supervisory Bonus			x		x	10	
*Total this worksheet: (add figure to CP-EXP-S)							

* Note – all decimals are rounded to 2 places in the total.

Professional Profile	
CP-EXP-P	
Professional Profile No:	#3
Position Title (from résumé):	
General Description of GIS Related Duties:	
Tier 1 Duties (if applicable):	
<ul style="list-style-type: none"> • 	
Tier 2 Duties (if applicable):	
<ul style="list-style-type: none"> • 	
Tier 3 Duties (if applicable):	
<ul style="list-style-type: none"> • 	
Supervisory Duties (if applicable)	
<ul style="list-style-type: none"> • 	

Profile Worksheet							
CP-EXP-W							
Corresponding CP-EXP-P No:		#3					
Position Title: (from résumé)							
Employer:							
Start Date		End Date		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level		% Full Time Equiv.	Years (from above)		Pts/Yr	Subtotal	
Tier 1: GIS Programmer or Similar			x		x	25	
Tier 2: GIS Technician, Educator or Similar			x		x	15	
Tier 3: GIS User.			x		x	10	
Supervisory Bonus			x		x	10	
						*Total this worksheet: (add figure to CP-EXP-S)	

* Note – all decimals are rounded to 2 places in the total.

Professional Profile	
CP-EXP-P	
Professional Profile No:	#4
Position Title (from résumé):	
General Description of GIS Related Duties:	
Tier 1 Duties (if applicable):	
•	
Tier 2 Duties (if applicable):	
•	
Tier 3 Duties (if applicable):	
•	
Supervisory Duties (if applicable)	
•	

Profile Worksheet							
CP-EXP-W							
Corresponding CP-EXP-P No:		#4					
Position Title: (from résumé)							
Employer:							
Start Date		End Date		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level		% Full Time Equiv.	Years (from above)		Pts/Yr		Subtotal
Tier 1: GIS Programmer or Similar			x		x	25	
Tier 2: GIS Technician, Educator or Similar			x		x	15	
Tier 3: GIS User.			x		x	10	
Supervisory Bonus			x		x	10	
							*Total this worksheet: (add figure to CP-EXP-S)

* Note – all decimals are rounded to 2 places in the total.

Professional Profile	
CP-EXP-P	
Professional Profile No:	#5
Position Title (from résumé):	
General Description of GIS Related Duties:	
Tier 1 Duties (if applicable):	
•	
Tier 2 Duties (if applicable):	
•	
Tier 3 Duties (if applicable):	
•	
Supervisory Duties (if applicable)	
•	

Profile Worksheet							
CP-EXP-W							
Corresponding CP-EXP-P No:		#5					
Position Title: (from résumé)							
Employer:							
Start Date		End Date		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level		% Full Time Equiv.	Years (from above)		Pts/Yr		Subtotal
Tier 1: GIS Programmer or Similar			x		x	25	
Tier 2: GIS Technician, Educator or Similar			x		x	15	
Tier 3: GIS User.			x		x	10	
Supervisory Bonus			x		x	10	
*Total this worksheet: (add figure to CP-EXP-S)							

* Note – all decimals are rounded to 2 places in the total.

Professional Profile	
CP-EXP-P	
Professional Profile No:	#6
Position Title (from résumé):	
General Description of GIS Related Duties:	
Tier 1 Duties (if applicable):	
<ul style="list-style-type: none"> • 	
Tier 2 Duties (if applicable):	
<ul style="list-style-type: none"> • 	
Tier 3 Duties (if applicable):	
<ul style="list-style-type: none"> • 	
Supervisory Duties (if applicable)	
<ul style="list-style-type: none"> • 	

Profile Worksheet							
CP-EXP-W							
Corresponding CP-EXP-P No:		#6					
Position Title: (from résumé)							
Employer:							
Start Date		End Date		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level		% Full Time Equiv.	Years (from above)		Pts/Yr		Subtotal
Tier 1: GIS Programmer or Similar			x		x	25	
Tier 2: GIS Technician, Educator or Similar			x		x	15	
Tier 3: GIS User.			x		x	10	
Supervisory Bonus			x		x	10	
							*Total this worksheet: (add figure to CP-EXP-S)

* Note – all decimals are rounded to 2 places in the total.

Two items will need to accompany the professional experience tabulation sheet:

- A current copy of the applicant’s résumé edited to include only GIS related positions (as described in the Procedures Manual).
- A signed letter from the applicant’s employer’s immediate supervisor stating that the information listed is correct. A sample letter is available at www.sssi.org.au/gispap. The text of this letter may be copied verbatim and signed by the employer. Alternative versions of the letter will be accepted but scrutinized more carefully than the letter provided by SSSI.

Use form CP-EXP-S to summarize the point totals from the Experience Calculation Worksheets (CP-EXP-W).

EXPERIENCE SUMMARY TABLE		
CP-EXP-S		
Profession Profile #	Position Title	Position Points
1		
2		
3		
4		
5		
6		
7		
8		
*Total Professional Experience Points:		

*** Note: This total must be at least 60.0 in order to qualify for certification as a GISP-AP (200 points for the Long Term Practice Provision prior to December 31, 2008).**

Current Résumé and Employer Letter

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Section 4

Contributions to the Profession

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CONTRIBUTIONS POINT SCHEDULE

(Refer to “Contributions to the Profession” Pages in the Procedures Manual for detailed descriptions of each “Contributions to the Profession” point category)

1. Geographic Information Sciences and Technologies Publications

Note: For any work to be considered published, for purposes of earning contribution points, it must be or have been publicly available in electronic or print form from an independent third party. “Publicly available” means that copies could be downloaded or acquired in hardcopy form. An “independent third party” is defined as a person or business, other than the author, who makes decisions regarding publication and/or content and who is not the author’s employer or educator. There is no limitation regarding direct or indirect payment to produce the book, article, or map. (See examples of acceptable and unacceptable publication contribution within the Spatial Information and Cartography Commission Certification Panel Procedures Manual)

Code	Publication Type	Points Earned per Publication or Activity
1.1	Book or Published Atlas Author/Editor	15
1.2	Author of a refereed Journal paper	5
1.3	Co-author of a refereed Journal paper	3
1.4	Book Chapter Author	5
1.5	Published Map (as author)	3
1.6	Magazine Article	2
1.7	Magazine Column	2
1.8	Author of paper in Conference Proceedings (refereed & non-refereed)	2
1.9	Co-author of paper in Conference Proceedings (refereed & non-refereed)	1
1.10	Magazine / Newsletter Column Editor	1
1.11	Newsletter Article	1
1.12	Non-Association Editorial Board	3

Note: Professional writing is credited as Experience. Publication of theses and dissertations is credited as Education.

2. Surveying & Spatial Sciences Institute Involvement		
Code	Level of Involvement	Points Earned per Year
2.1	National Executive member	5
2.2	National Board Membership	4
2.3	Young Spatial Professional Committee	3
2.4	Regional Committee Member	3
2.5	Association Editorial Board	3
2.6	Regional Sub-Committee Membership (CPD)	2
2.7	Certification Panel Member	2
2.8	Regional Young Spatial Professional Committee	2
2.9	SSSI Sub Regional Group Committee (e.g. SSSI Qld Northern Group)	2
2.10	Surveying & Spatial Sciences Institute Membership	1
Note: One level of involvement can be counted per year, i.e. no double counting. All levels of involvement above SSSI membership include a point for SSSI membership.		
3. Geographic Information Sciences and Technologies Committees Participation		
Code	Level of Involvement	Points Earned per Committee
3.1	International (e.g. FIG)	5
3.2	National (e.g. ANZLIC)	4
3.3	State (e.g. QSIIS, WALIS)	3
3.4	Regional Group (e.g. DIGGARS, FUNGIS, etc)	2

4. Geographic Information Sciences and Technologies Conference Organisation Participation		
Code	Level of Involvement	Points Earned per Conference
4.1	International / National Conference Chairperson / Convener	4
4.2	International Conference Committee Member	3
4.3	Regional Conference Chairperson / Convener	3
4.4	National / Regional Conference Committee Member	2
4.5	Chair of Conference Papers Referee Panel	3
4.6	Member of Conference Papers Referee Panel	2
5. Geographic Information Sciences and Technologies Presentations		
Code	Presentation Type	Points Earned per Event
5.1	Workshop development and /or instruction	2
5.2	Continuing Professional Development (CPD) Presentation	1
5.3	Conference Presentation	1
5.4	Conference Poster Display	1
Note: Credit is accrued separately for a conference presentation and publication of same in the conference proceedings (see item 1. GIS Publication).		
6. Geographic Information Sciences and Technologies Awards Received		
Code	Recognition Type	Points Earned per Award
6.1	International Award (FIG, URISA)	4
6.2	National Award (e.g. APSEA)	3
6.3	State Award (e.g. QSEA)	2
6.4	Local Award	1
Note: Awards issued by the applicant's employer do not count as a contribution to the profession. These awards will not be considered.		

7. Other Geographic Information Sciences and Technologies Contributions		
Code	Participation Type:	Points Earned per Activity
7.1	Event Organizer	2
7.2	Event Participation/Moderation	1
7.3	Related Spatial Community Contributions	1
7.4	Spatial Technologies in Schools Coordinator / Mentor	2
7.5	YP Mentor	1
<i>Note: These events cannot be mandatory job requirements. An example would be organizing activities for GIS Day.</i>		
8. Geographic Information Sciences and Technologies Volunteer Efforts		
Code	Participation Type:	Points Earned per Activity
8.1	Volunteer Missions	0.5 points per day deployed
8.2	Volunteer Work	0.05 points per every hour of volunteer work

NOTE: Validating documentation is required for all “Contribution Points”.

CONTRIBUTIONS TO PROFESSION POINTS SHEET

CP-CON (Use additional copy if necessary – label as CP-CON-ext)

Procedure

1. Locate the applicable contribution type on the Contribution Point Schedule.
2. Place the corresponding code in the CON Type box and provide the necessary explanatory information.
3. If the Activity has had a duration of more than one year (eg Association Membership/Board of Directors Term/etc) place the adjusted point total in the Points box.
4. Sum all the Contribution Points earned for your Contribution to the Profession Point Total.

Notes

- 1 Refer to the Procedures Manual for detailed examples.
2. **Validating documentation is required for all “Contribution Points” of 3 or higher.** Prior to 31 December 2008, “Contribution Point” claims of 2 points or less need no validating documentation. Nevertheless, applicants are advised to submit proper documentation for all “Contribution Point” claims. Undocumented claims may be scrutinized to a higher degree. Also, the SICCP will conduct Random Accuracy Checks on certain applications to determine if undocumented claims are factual. If a claim is found to be incorrect or misstated the application will be rejected and a processing fee will be charged to the applicant. **After 31 December 2008, all “Contribution Points” claims must be supported with validating documentation.**

Geographic Information Systems Professional – Asia Pacific (GISP – AP) Application

CON Type (indicate number)	Year(s)	Description	Documentation?	Points
EXAMPLE: 1.8	2003	Author Paper in the SSC 2003 Proceedings Canberra, ACT	Yes	2
5.3	2003	Presentation of the above paper at the SSC 2003	Yes	1
2.10	2003 - 2004	SSSI Membership	Yes	1
*TOTAL CONTRIBUTION to PROFESSION POINTS (Sum the above points) =				

* Note: This total must be at least 8.0 in order to qualify for GISP-AP Certification.

Contributions to the Profession Documentation

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Section 5 Additional Evidence

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**ADDITIONAL EVIDENCE DOCUMENTATION
CP-ADE**

An Applicant may submit additional evidence in support of his/her application if he/she considers that the certification process, as documented to this point in the application, does not fully recognise his/her skills in geographic information, science and technology. Such evidence would typically include, but is not restricted to, existing certification, personal statements, letters of reference, affidavits, and copies of professional licences.

- Procedure**
1. Enter below the details of the additional supporting evidence (existing certification, personal statements, letters of reference, affidavits, academic transcripts and copies of professional licences.
 2. Attach documentation copies

Notes:

1. Inclusion of this supporting material in awarding certification as a GISP-AP is at the discretion of the SSSI Spatial Information and Cartography Commission Certification Panel.

Year	Additional Evidence Details
EXAMPLE <i>2004</i>	<i>Reference letter provided by Joe Bloggs on completion of a 3 month contract</i>

Additional Evidence Documentation

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Section 6

Total Certification Points

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TOTAL CERTIFICATION POINTS SHEET	
CP-TOT-1	
Achievement Categories	Total Points
Educational Achievement (Total from EDU-S)	
Professional Experience (see Note 1) (Total from CP-EXP-2)	
Contributions to the Profession (Total from CP-CON)	
TOTAL CERTIFICATION POINTS (See Note 2) (Add CP-EDU-S, CP-EXP-S, and CP-CON)	

Notes

1. A minimum of four years (full time equivalent) professional experience is also required regardless of the points total for CP-EXP
2. Total certification points must meet or exceed 150 points in order to be considered eligible for SSSI Spatial Information and Cartography Commission Certification as a Geographic Information Systems Professional – Asia Pacific. Remember the following minimums need to be met for all three categories and the total when applying for certification:

Educational Achievement	30.0
Professional Experience	60.0
Contributions to the Profession	8.0
Total Points	150