



**Surveying and Spatial Sciences Institute
Engineering and Mining Surveying Commission**

**Engineering Surveying Professional – Australasia Pacific
(ES P-AP)
Certification Procedures Manual**

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1. Purpose

Specialist Certification in Engineering Surveying is the official recognition by the Surveying & Spatial Sciences Institute (SSSI) that a person has demonstrated to the satisfaction of the SSSI that he or she has the necessary knowledge and experience to competently perform engineering surveys and associated activities. An applicant must demonstrate that he or she meets the academic and experience criteria detailed in this document.

2. Scope

The Engineering Surveying Certification Panel (ESCP) is structured within the SSSI Engineering and Mining Surveying Commission and is sponsored by and comprises members of this Commission.

The Engineering Surveying Professional – Australasia Pacific (ES P-AP) Certification is open to all persons and to obtain certification a person need not be a member of SSSI. A person wishing to achieve certification will have to satisfy the requirements stipulated by the relevant criteria. A person who has obtained certification may use the term Certified Engineering Surveying Professional – Australasia Pacific (ES P-AP) while remaining current on the SSSI List of Certified Professionals in Engineering Surveying.

3. Retention of Certification

To retain certification an individual must demonstrate a commitment to Continuing Professional Development (CPD) by meeting the requirements of the SSSI CPD Policy. CPD returns are required every 2 years post initial certification based on 15 annual CPD points with the points schedule determined by The Engineering Surveying Certification Panel and the Engineering and Mining Surveying Commission and published on the SSSI web site.

The SSSI CPD Policy document is available from the SSSI website - www.sssi.org.au. Non-members of SSSI are required to renew their certification every year and must provide evidence of CPD points obtained for the previous year.

Failure to provide annual CPD records in accordance with Engineering Surveying Certification Panel requirements may result in cancellation of an individual's certification and removal of his/her name from the list of Certified Professionals in Engineering Surveying. In this case the individual may reapply for certification in the normal manner by providing additional detail since the date of the last certification and the required fee. The ESCP may make some allowance for extenuating circumstances but their decision on retention of an individual's certification or not will be binding.

4. Preparing for an Application

4.1 General Procedure

The first step is to download all the files needed from the SSSI website. (In order to minimise administrative overheads, SSSI staff do not mail, fax, or email application materials.)

4.2 Application Package

A checklist will accompany the materials. Start by checking that you have all of the necessary application documents on the checklist.

Refer to section 14.1 for order of application and tables to be used.

4.3 Materials Needed for an Application

4.3.1 Basic primary and secondary materials.

- a) Primary materials include:
 - Current résumé or Curriculum Vitae (CV).

- Academic transcript(s).
 - Employer/Supervisor's letter.
 - Referee's report See 4.3.3
- b) Secondary materials may include:
- Certificates of Continuing Professional Development completion/participation.
 - Awards.
 - Publications.

4.3.2 Academic Transcript(s)

Official transcripts are required from all tertiary institutions at which you completed undergraduate, postgraduate, or course work. Officially certified copies of transcripts are acceptable.

4.3.3 Employer/Supervisor or Client Letter(s)

Employer letters are required from your most current immediate supervisor or employer. This letter must have an original signature and should be written using the organisation letterhead. A template and further instructions are provided in Appendix 'B' of this manual. Alternative versions of the letter will be accepted but scrutinised more carefully than the template letter.

Self-employed applicants are required to obtain letters from clients, preferably, those clients who establish, start and end/continue contract work. A maximum of three client letters can be provided. Client letters should contain similar information as the Employer Letters, and should:

- Confirm that you are their contractor/consultant.
- Describe the type of professional work performed for the client.
- State the period of performance for the contract(s).

Guidelines for the preparation of a Referee's report is included in Appendix 'B'

5. Completing the Application

5.1 Qualification Based Provision or Long Term Practice Provision

There are two certification options available to applicants.

5.1.1 Qualification Based Provision (Option 1)

The applicant is required to document achievement of the minimum number of required points within each of the following categories: Educational Achievements (30), Professional Experience (110), to achieve a **minimum point total of 150**. Under this option the additional 10 points required can be gained by Contributions to the Profession, by virtue of a 4 year degree or from Professional Experience. The maximum allowable Contributions to the Profession points are 10, and the maximum Educational Achievements points are 40.

5.1.2 Long Term Practice Provision (Option 2)

This option requires a **minimum of 300 documented points** within the Professional Experience component for certification as an Engineering Surveying Professional – Australasia Pacific under the Long Term Practice Provision.

Under this option Contributions to the Profession can be used to gain a maximum of 10 points.

A step-by-step outline of the recommended process to follow to obtain certification under either Option 1 or Option 2 is laid out in Clause 5.4 below.

5.2 Removing Personal Information

All sensitive or personal information (e.g. social security number, driver's license number, maiden name, etc) may be removed or obscured from any document. However if this information is included, only SSSI staff and the Engineering Surveying Certification Panel members will view it. These omissions are the only allowable marks that you may make to an official document.

5.3 Documenting Sufficient Points to achieve Certification

Document sufficient points in the categories required to achieve certification. There is no benefit in documenting a considerably higher than necessary point total as the point totals are only used during application assessment and are not noted or reflected in your final certification

5.4 Following the 7 Step Flowchart to ES P-AP Certification

In completing your application it is recommended that you follow these 7 steps. All the forms referred to are in Appendix 'C':

1. Determine if you wish to be recognised as an Emeritus ES P-AP (Section 6 and Form CP-EMP-1). Proceed to step 2 (you still need to complete a full application).
2. Determine if you qualify for the Long Term Practice Provision (Section 7 and Form CP-LTP-1). If Yes, go to step 4; if No, go to step 3.
3. Document your Educational Achievements (See table in Section 8).
 - a) List the highest completed tertiary educational achievement (Form CP-EDU-1); If you have more than 30 points then proceed to document your Engineering Surveying Professional Experience as per step 4 below.
 - b) If your points in CP EDU-1 do not total 30 then list individual subjects from a survey related tertiary course in CP EDU-2 to gain additional educational points .See section 8.1.2 for a full explanation. If you do not have a primary degree listed in CP EDU-1 then you cannot claim points in CP EDU-2 or 3. You must use the "long term provision" if appropriate.
 - c) List completed Continuing Professional Development (CPD) (Forms CP-EDU-3A & CP-EDU-3B).

If you have less than 30 points, continue to document additional educational achievement. However if you are unable to attain 30 Educational Achievement points, under this section, the long term practice provision should be investigated.

4. Document Engineering Surveying Professional Experience (Forms CP-EXP-1 and CP-EXP 2).

List primary Engineering Surveying related professional positions held from present to past and calculate your points using either step 4a) or 4b).

- a) If applying under the Qualification Based provision use any positions of:
 - Leadership and Management of multi skilled teams to achieve the surveying output goal of an organisation.
 - Data Compilation, Data Maintenance, Teaching.
 - Policy Formulation and Coordination.
 - Practical Engineering and/or Mining Surveying.
 - Supervisory Bonus;

Calculate your total professional experience points. If you have less than 110 points, continue to document additional professional experience. However if you are unable to attain 110 'Professional Experience' points, certification cannot be attained.

Attach your résumé or CV detailing your total work experience.

If you have **110 points or greater**, proceed to step 5.

- b) If applying under the Long Term Practice provision:

Calculate your total professional experience points. If you have less than 300 points, continue to document additional professional experience. However if you are unable to attain 300 'Professional Experience' points, certification cannot be attained.

Attach your resume or CV detailing your total work experience.

If you have **300 points or greater**, continue to step 5.

NOTE: If you have less than 4 years (48 months) of professional experience you may not apply for ES P-AP Certification, regardless of your point totals in this or any other category.

5. Document your Contributions to the Profession points (see Form CP-CON-1).

NOTE: For initial certification as an ES P-AP, Contributions to the Profession points are not mandatory, but may be used in attaining the 150 points required.

You can use primary Engineering Surveying related professional contributions that you have made such as:

- Authoring publications;
- Professional association involvement;
- Conference participation;
- Award receipt.

Refer to Appendix 'A' for Contributions to the Profession table.

6. Document any Supplemental Points you need as follows:

- a) If applying under the Long Term Practice provision, go to step 7, or
- b) If you have met the minimum points total for each of the categories (Educational Achievement, Professional Experience and Contributions to the Profession) but your compiled point total is less than 150, continue to document additional points. However if you are unable to attain 150 total points, certification cannot be attained.

If you have **150 points or greater** continue to step 7.

7. Compile your Application

Compile your application materials as directed in Section 14 of this manual.

6. Emeritus Provision

Refer to Form CP-EMP-1 in Appendix 'C'.

Emeritus achievement of ES P-AP is available to those SSSI members and non-members who:

- a) Have recently retired but wish to seek certification and continuing recognition of their professional standing in retirement. (Available to 31 December 2011 only); or
- b) Have retired as an ES P-AP and wish to maintain the recognition of their professional standing in retirement.

Emeritus ES P-AP is an honorary recognition and as such does not require an annual CPD return to maintain certification.

To be considered for Emeritus status you will need to complete Form CP-EMP-1.

The Emeritus Provision under Clause 6a) requires a full application for certification. The forms must be completed in full to be considered under this option and certification will be at the discretion of the Engineering Surveying Certification Panel.

On retirement, a professionally active ES P-AP can switch to the Emeritus classification by writing to the Secretary of the Engineering Surveying Certification Panel requesting a classification change. Refer to Clause 14.3 and Section 15 below for contact details.

7. The Long Term Practice Provision

Refer to Forms CP-LTP-1, CP-EXP-1 & CP-EXP-2 in Appendix 'C'.

The Long Term Practice provision recognises that certification by the Engineering Surveying Certification Panel sets a standard of qualifications and experience that some practitioners' careers may not conform to. Although new and future applicants seeking certification will be expected to attain these competency standards, a Long Term Practice Provision is available to those whose careers may not align to these standards, providing the opportunity for established

professionals to obtain certification based solely on their long term practice or experience. However this provision is only available until **1st July 2014**.

You should consider the Long Term Practice Provision if you cannot meet the educational requirements as set out in Section 8, but can document a minimum of **12 years** in an engineering surveying position of **data analysis, system and project design, programming, or similar position**.

If you meet this criterion then you may be eligible for the Long Term Practice Provision and must complete Form CP-LTP-1. Under this provision you are required to complete the Professional Experience Forms CP-EXP-1 & CP-EXP-2. Certification under this option is at the discretion of the Engineering Surveying Certification Panel based upon the information provided determination.

ES P-AP certified Engineering Surveyors are required to submit annual CPD returns in accordance with the SSSI CPD Policy in order to maintain certification and this requirement also applies to those certified under the Long Term Practice provision. Failure to do so will result in you having to apply to the Engineering Surveying Certification Panel for re-certification.

The application fee for the ES P-AP certification process under the Long Term Practice provision is the same as the Qualification Based provision.

7.1 Documenting the Long Term Practice Provision

Long Term Practice Provision applicants are not required to complete the Education Section of this application. However, it is mandatory that applicant's document the required FTE (full time equivalent) Long Term Practice requirements by providing a detailed résumé or CV of the applicant's engineering surveying work history.

This total must be **at least 300 points** in order to qualify for ES P-AP certification under this provision.

The Long Term Practice provision expires on 1st July 2014. After that date, you must submit an application under Option 1.

8. Educational Achievement Component

Refer to Forms CP-EDU-1, 2, 3A, 3B & S in Appendix 'C'.

The aim of these guidelines is to encourage practitioners to seek out continuing education opportunities in order to maintain certification while providing incentives to education providers to offer substantive engineering surveying related course within their academic programmes.

8.1 Educational Achievement Documentation

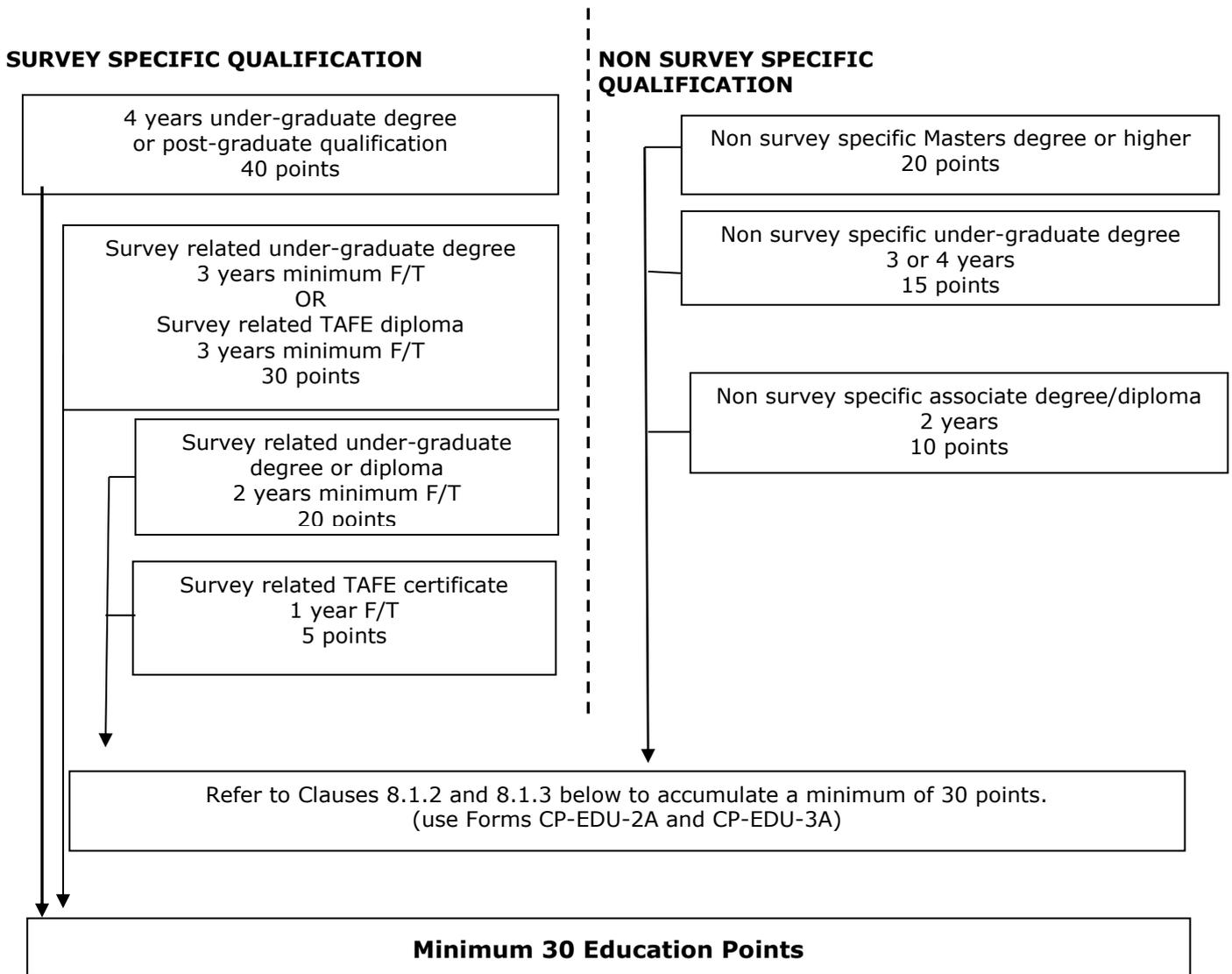
Applicants who claim Educational Achievement points are expected to document their degrees and/or certificates with certified copies of their highest degree diploma and/or certificate if the official transcript(s) does not contain that information.

The Education Point Schedule consists of three parts:

- Credential Points: points earned through successful completion of a formal surveying or non-surveying undergraduate degree, postgraduate degree or certificate programme.
- 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 programmes, with subject matter that relates directly to engineering surveying, geospatial information science or related technology, and applications but not including subjects (course/papers) completed in achieving the undergraduate, postgraduate or certificate qualifications claimed for in CP-EDU-1.
- Continuing Professional Development (CPD) points are awarded after the successful completion of short courses and workshops, and seminars and conferences, with subject matter that relates directly to one or more of the 12 knowledge areas of the Engineering Surveying body of knowledge.

8.1.1 Credential Points

Applicants may claim credential points equal to the value of the highest tertiary qualification earned.



8.1.2 Course Points

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 programmes, with **subject matter that relates directly to engineering surveying science or related technology, and applications**, but not including subjects (course/papers) completed in achieving the under-graduate, post-graduate or certificate qualifications claimed for in CP-EDU-1.

The number of points earned per subject (course/paper) is proportional to the number of Student Activity Hours (the time that a student spends both inside and outside the classroom completing reading or course work assignments, studying, or other preparations) that each subject (course/paper) entails.

To calculate **Student Activity Hours (SAH)** per subject (course/paper), use the formula **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 subject (course/paper) in weeks.

For example, a typical subject (course/paper) 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). Course points are acquired by dividing by 40.

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 is explained).

Subject (course/paper) titles should be listed in the schedule as they appear on the supporting transcript, syllabi, or other documentation. Non-specific subject (course/paper) titles such as 'Special Issues in Geography' can be augmented with the actual subject (course/paper) topic, e.g. 'Special Issues in Geography: Error Analysis'. Relevant subjects (courses/papers) are those whose content appears within one or more of the 12 Knowledge Areas of Engineering Surveying. If you have a documented description found within a university course catalogue please provide that instead of your written description.

The 12 Knowledge Areas of Engineering Surveying Science and Technology are:

1. Conceptualisation of space;
2. Formalising spatial conceptions;
3. Spatial data models and data structures;
4. Design aspects of Engineering Surveying projects and tasks;
5. Spatial data acquisition, sources and standards;
6. Exploratory spatial data analysis;
7. Confirmatory spatial data analysis;
8. Application of design to project (set out procedures);
9. Confirmation concepts of structures, facilities and surrounds;
10. Organisational and institutional aspects of Engineering Surveying;
11. Professional, social, and legal aspects of Engineering Surveying; and
12. Quality Assurance aspects of Engineering Surveying.

Applicants who claim Course Points are expected to provide evidence of their achievements with an official transcript that states subjects (courses/papers) by title. In addition, you are encouraged to provide class syllabi or other forms of documentation for courses with non-surveying specific subject (course/paper) titles.

Use Form CP-EDU-2A (see app "C") to justify point claims for student activity hours whose relevance may not be apparent from the subject (course/paper) title. This form is optional and should only be used if the content of subject (course/paper) is difficult to discern from the subject (course/paper) title. If a subject (course/paper) is obviously related to one of the 12 Knowledge Areas you do not need to provide a description. Relevant subjects (courses/papers) are those whose content appears within one or more of the 12 Knowledge Areas of Engineering Surveying. If you have a documented description found within a university course catalogue please provide that instead of your written description. The final decision regarding the validity of all course points lies with the Engineering Surveying Certification Panel.

8.1.3 Continuing Professional Development Points

Continuing Professional Development (CPD) points are awarded for the successful completion of short courses and workshops, and seminars and conferences, with subject matter directly related to one or more of the 12 Knowledge Areas of the Engineering Surveying Science and Technology Body of Knowledge.

Applicant's claiming CPD points for short courses, workshops, seminars, conferences, etc. that they have successfully completed, must show clearly and specifically that their claims are valid in the context of meeting the above requirement, to the extent, for example, that in the case of some conferences they have attended, they would only be able to legitimately claim points for the days, or parts of days, associated with specific parts of the conferences.

CPD points are a result of the number of total hours that you have spent at short courses and workshops and the total number of days spent attending seminars and conferences with subject matter that relates directly to engineering surveying and geospatial information science or related technology, and applications.

Applicants who claim CPD Points for short courses and workshops should refer to Form CP-EDU-3A (see app "C"). Record the name of the event, the year, the host organisation, the location and the number of hours allotted to that particular activity. After all the claims have been entered onto CP-EDU-3A the number of hours should be added together. The final step is to divide the total number of hours by the Engineering Surveying Certification Panel standing value of 40. The resulting value will be the total number of CPD short course and workshop points and should be added to the Education Point Summary Sheet (CP-EDU-S).

Applicants who claim CPD Points for seminars and conferences should refer to Form CP-EDU-3B. Record the name of the event, the year, the host organisation, the location and the number of CPD days allocated to that particular activity. After all the claims have been entered onto CP-EDU-3B the number of days should be added together. The final step is to multiply the total number of days by the Engineering Surveying Certification Panel standard value of 0.1. The resulting value will be the total number of CPD Seminar and Conference points and should be added to the Education Point Summary Sheet (CP-EDU-S) (see app "C").

All CPD Point claims require proper documentation.

9. Professional Experience Component

Refer to Forms CP-EXP-1 & C-EXP-2 in Appendix 'C'.

NOTE: If you have less than 4 years (48 months) of professional experience you may not apply for ES P-AP Certification regardless of your point totals in this or any other category.

If you are applying for certification as an Engineering Surveying Professional – Australasia Pacific under Option 1 or Option 2 the objective is either to:

- a) Achieve the minimum number of required points within the Professional Experience component (110), under Option 1 and achieve a **minimum point total of 150** for certification; or
- b) Achieve the **minimum point total of 300** under the Work Experience provision of the Professional Experience component for certification as an Engineering Surveying Professional – Australasia Pacific under the Long Term Practice Provision (Option 2).

Experience is an important factor contributing to an individual's skills and knowledge as it allows opportunities to become skilled at the application of engineering surveying knowledge. Failures and successes in these contexts provide valuable learning experiences that, in turn, allow growth and expansion of skill sets. In addition, the professional working environment, where one is often working with other surveying and spatial information professionals who have different skill sets and different experiences, provides opportunities to gain knowledge from one's peers. Successes, failures, and access to mentors all form skill development opportunities in the working experience, and the longer one is exposed to these opportunities, the more one is qualified to address new problems. Professional experience gained while studying can be recognised so long as it is survey specific and under the supervision of a surveying professional.

9.1 Experience Point Schedule

The Professional Work Experience Points Schedule is broken down into four surveying and spatial science disciplines/jobs with one supplemental 'bonus' section:

- 30 points per year in an Engineering Surveying position of data analysis and reduction, system design, programming or field party leader/surveyor;
- 25 points for years in an Engineering Surveying position of data compilation;
- 20 Points for years in an Engineering Surveying environment; and teaching, technician or similar position;
- 10 bonus points for years in an Engineering Surveying supervisory or management position (points are additive to the other three positions, i.e. Engineering/ Surveying Manager who also manages the department would receive an additional 10 points per year for that position).

9.2 Experience Points Documentation

List all your relevant experience according to the parameters laid out in this section of the manual and explained on Form CP-EXP-1. Only positions that have an engineering surveying focus should be included. When you have listed the relevant positions, you should complete the related calculations and determine their point total. If the total amount of experience points meets or surpasses the minimum point total, you have successfully completed this section and may move on to another section.

Three items are required to accompany the completed Engineering Surveying Professional Experience Worksheets (Form CP-EXP-1 & CP-EXP-2)

- A current copy of your résumé edited to include only engineering surveying related positions.
- A signed letter from your immediate supervisor or employer stating that the information listed is correct. The letter must be on that organisation's official letterhead and a sample letter is available at Appendix 'B'. The text of this letter may be copied verbatim and signed by the employer. Alternative versions of the letter will be accepted but will receive more scrutiny than the letter template provided.
- A signed letter from your Referee, who should be a person who is familiar with your technical work experience.

Inclusion of these documents is mandatory and the Engineering Surveying Certification Panel will not consider exceptions or exemptions to this requirement. Please do not annotate, write, highlight or otherwise mark either the employer letter or your résumé (except as allowed under Clause 5.2 above) as they will not be considered.

9.2.1 The Résumé

The resume is the applicant's chance to fully explain the engineering surveying related duties at the positions claimed on the CP-EXP-1 worksheets. The Description of Engineering Surveying Related Duties section of the worksheet is for quick reference during the preliminary review process. It is imperative that a detailed résumé accompanies the application. The résumé should explain the full range of duties claimed in the worksheets.

The résumé descriptions may either be bulleted lists or paragraphs. Please concentrate on duties as well as projects that incorporated those duties. A formal job description may also be included for clarification.

9.3 How To Document Professional Experience Points

Use Forms CP-EXP-1 and CP-EXP-2 to document your Engineering Surveying Professional Experience. Each individual job/position you have held will need its own worksheet. Form CP-EXP-2 is used as a summary sheet for totalling the points claimed on the individual worksheets.

You must also complete the Description of Engineering Surveying Duties section for each position that you are claiming points for. This description should be brief and not expand outside of the provided box. However the description should be detailed enough so that the Engineering Surveying Certification Panel can determine if points being claimed are in the correct category.

9.3.1 Full Time Equivalent Percentages (FTE%)

The Full Time Equivalency Percentage or %FTE is the decimal portion of time credited towards a particular experience level, supported by the Description of Engineering Surveying Duties section of the CP-EXP-1 worksheets. For example, in a small survey office an applicant might spend 80% of his/her 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 0.8 for 'Programmer or Similar' and 0.2 for GIS User 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 (e.g. 0.5 for a half-time graduate research assistant, as appropriate). This proportional estimation can be applied to positions with split duties. For example, if an applicant spent 50% of their time in sales, and the balance doing development work, it would be

appropriate for the 0.5 to be applied to the category supported in the Description of Engineering Surveying Duties Section.

Years/months of employment should be entered into all applicable categories, multiplied by the appropriate number of points and added together.

9.3.2 Part Time Work

FTE% is based on full time employment, i.e. a 36.25 to 40 hour working week. If the applicant works part time, the FTE% is calculated by the hours worked divided by the full time employment hours normal for that position or industry. For example, an applicant working 20 hours a week cannot exceed 50% or 0.5 if the full time employment hours for that position are 40.

9.3.3 CP-EXP-2 Summary Sheet for Engineering Surveying Professional Experience Points

Form CP-EXP-2 is to be used to summarise the point totals from the CP-EXP-1 Engineering Surveying Professional Experience Points Worksheets. All point totals should be rounded to two decimal places.

The minimum Professional Experience requirement for certification as an ES P-AP is **100 points** under the Qualification Based Provision (Option 1) and **300 points** under the Long Term Practice Provision (Option 2).

10. Contributions to the Profession Component

Refer to Form CP-CON-1 in Appendix 'C'.

For initial certification Contributions to the Profession points are not mandatory. It is recognised that a surveyor who has a degree and four years FTE field experience should be able gain certification as an ES P-AP. Since certification is open to non-SSSI members, points cannot be gained by virtue of SSSI membership. Early in a surveyor's career, which often involves remote work, opportunities to contribute to the profession is limited. However, Contributions to the Profession activities can be used to gain points in the initial certification. Refer to Clause 5.1 above.

The importance of this aspect of professional life is recognised in the annual CPD process, necessary for retaining certification. Refer to Appendix 'A' for a fuller explanation of the Contributions to the Profession component.

11. Totalling the Points

Refer to Form CP-TOT-1 in Appendix 'C'.

After documentation of all three engineering surveying components has been completed (i.e. Educational Experience, Professional Experience and Contributions to the Profession) the totals from Forms CP-EDU-S, CP-EXP-2 and CP-CON-1 should be transferred to Form CP-TOT-1, the Total Certification Points Worksheet, and summed. If the final total does not exceed **150 points** the applicant is not eligible for certification as an ES P-AP under the Qualification Based Provision.

12. Additional Evidence

You may submit additional evidence in support of the application if you consider the certification process does not sufficiently recognise your engineering surveying skills. Such evidence would typically include, but is not restricted to, copies of professional licences or relevant certification, personal statements, letters of reference and affidavits.

However consideration of this supporting material in awarding certification as an ES P-AP is at the discretion of the Engineering Surveying Certification Panel.

13. Payment

An application for ES P-AP certification will not be processed unless full payment accompanies the portfolio. Payment may be in the form of a cheque for the full amount. SSSI accepts Visa and Mastercard credit cards.

SSSI does not, under any circumstances, accept the following forms of payment:

- Currency (foreign or domestic);
- Multiple Party Cheques;
- Credit cards other than the ones listed;
- Purchase Order Numbers.

A receipt will be sent as confirmation that the application has been received. Confirmation is only sent once a completed application has been received and the correct payment included.

13.1 Certification Fee Structure

Certification Fee:

SSSI Members - \$195 (ES P – AP)
Retired SSSI Members - \$195 (Emeritus)
Non-Members - \$850 (ES P – AP)
Retired Non-Members - \$850 (ES P – AP and Emeritus)

Certification Renewal Fee:

SSSI Members - \$75 every 2 years
Non-Members - \$500 yearly

14. Completed Application

Once the tabulation sheets have been completed and the minimum and supplemental requirements met, the supporting materials need to be organised into a portfolio. It is important that all the supporting documents be organised properly to ensure consistency and to avoid confusion. The documentation of your activities should immediately follow the achievement category to which it relates.

Once your application is complete and all your supporting documentation is to hand, you may submit your application to SSSI.

NOTE: NO STAPLES, PAPER CLIPS OR OTHER FASTENERS should be included in the portfolio. All items should be loosely grouped together and sent in a pocket folder. Portfolios should not be bound, laminated, or enhanced aesthetically. All portfolios are scanned electronically and inclusion of any of these items may substantially delay the processing of your application.

All of the documents should be included in the manner described within each section. Inserts should be added correctly. If the application is incorrectly organised, it may jeopardise its consideration or significantly delay its processing. There is no need for a title page, pagination, table of contents, or other extraneous cosmetic items.

All the necessary forms required to support your application are available on-line at www.sssi.org.au.

Completed applications and individual application materials will NOT be returned.

14.1 Application Arrangement for ES P-AP Certification

The completed application should be arranged in the following manner:

1. Cover See template in the file "forms you will need"
2. Insert 1 – The Emeritus Provision
3. **Form CP-EMP-1 Emeritus Provision Information Sheet**
4. Insert 2 – The Long Term Practice Provision

5. **Form CP-LTP-1 Long Term Practice Provision Information Sheet**
6. Insert 3 – Educational Achievement Component
7. **Form CP-EDU-1**
8. **Form CP-EDU-2A**
9. **Form CP-EDU-2-ext** (if needed)
10. **Form CP-EDU-3A**
11. **Form CP-EDU-3A-ext** (if needed)
12. **Form CP-EDU-3B**
13. **Form CP-EDU-S Educational Achievement Points Summary Sheet**
14. Insert 4 – Official or certified copies of transcript(s) and/or certified copies of educational achievement documentation.
15. Insert 5 – Professional Experience Component
16. **Form(s) CP-EXP-1 Professional Experience Worksheets** and Supplemental Worksheets, if applicable
17. **Form CP-EXP-2 Experience Summary Table**
19. Insert 6 – Résumé, Referee & Employer Letter
20. Résumé Include referee(s) contact details
21. Employer Letter
22. Referee Letter
23. Insert 7 – Contributions to the Profession Component
24. **Form CP-CON-1 Contributions to the Profession**
25. Insert 8 – Contributions to the Profession Documentation
26. Professional Contributions Documentation
27. Insert 9 – Additional Evidence
28. **Additional Documentation as needed**
29. Insert 10 – Additional Evidence Documentation
30. Insert 11 – Total Certification Points
31. **Form CP-TOT-1 Total Certification Points**
32. **The signed Code of Ethics Acknowledgment Form (mandatory with portfolio)**

The outlined submission structure must be adhered to in order to facilitate processing. As many separate pieces of paper will be included in your submission, the portfolio should be contained in a single file or pocket folder.

14.2 Code of Ethics

Included with the application pack is a copy of the SSSI Code of Ethics. The last page of the Code contains an acknowledgement form that must be signed, dated and returned with your application. This form must accompany the completed application in order to be considered for certification. The Code of Ethics is available on the SSSI website www.sssi.org.au.

<p>NOTE: No application, regardless of points, will be considered for certification until the SSSI Code of Ethics acknowledgement form has been signed.</p>
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Mailing Instructions

The completed application should be placed in a file or pocket folder and sealed in an envelope. The portfolio should be sent to the following address:

The Secretary
Engineering Surveying Certification Panel
Surveying and Spatial Sciences Institute
PO Box 307
Deakin West, ACT 2600
Australia

15. SSSI Certification Contact Information

Enquiries regarding your application can be addressed in the first instance to:

SSSI Admin/Membership Officer
Surveying and Spatial Sciences Institute
PO Box 307
Deakin West, ACT 2600
Australia

Tel +61 2 6282 2282

Fax +61 2 6282 2576

Email support@sssi.org.au

APPENDIX 'A'

Contributions to the Profession Component

Some of the following information is taken from the SSSI Spatial Information and Cartography Commission Certification Panel Procedures Manual but is equally valid for the Engineering Surveying Professional – Australasia Pacific (ES P – AP) certification process.

1. Minimum Contributions to the Profession Requirement

The minimum qualification for certification and re-certification is to accrue points in areas that not only benefit the applicant but also benefit the spatial industry professions as a whole. There are seven major areas of professional involvement with points being awarded for a multitude of activities within them. Contribution points may fall into any of the categories or be distributed among all seven.

It must be emphasised, however, that work-related publications and sales presentations are elements of work experience. Contributions are intended to recognise documents and activities that relay lessons learned and techniques developed at work beyond the client and employer. They should benefit the spatial sciences profession as a whole.

It is recognised that professional contributions in the form of conference planning, publications, committee/board participation, outreach, and other related efforts are fundamental to the health of the spatial sciences profession. The ability to contribute can be limited by lack of administrative support and resources; however, the programme and the spatial sciences community must not lower expectations to the lowest common denominator. Instead, a case should be made for the value of participation. In this way, spatial information professionals can use the certification process to convince their management that participation contributes to the education and professional development of their staff.

2. Professional Contribution Points Schedule

In general, it is expected that an active Certified ES P-AP professional is capable of attaining a minimum of two Professional Contribution points per year for certification

The Contribution Point Schedule below is broken down into seven categories:

- Spatial Sciences publications (writing or reviewing certain GIS related materials). Theses and dissertations are included in the Education Section under coursework credit and no additional credit will be given;
- Spatial Sciences professional association involvement (being a member of an organisation with a focus on geographic information sciences and technologies activities or education);
- Spatial Sciences industry committee participation (being a member of a committee with a focus on geographic information sciences and technologies activities or education);
- Spatial Sciences and technologies industry conference organisation participation (organising a state, local, national or International GIS conference);
- Spatial Sciences and technologies Conference Presentations and Workshop Instruction (e.g. presenting at a CPD event) at a state, local, or national event. Workshops that are presented on behalf of the applicant's employer are not applicable; (This includes poster presentations);
- Spatial Sciences and technologies Industry Awards Received (awards for excellence in GIS proficiency that may be bestowed by a variety of sources); and,
- Other spatial sciences industry Contributions (includes GIS Day type event organisation or participation and various community contributions).

Points should be included for each instance that the applicant has satisfied a listed contribution. Therefore, if the applicant has satisfied a contribution category more than once, the applicant may receive duplicate points. There is no limit to how many times a category may be used or how many points may be accrued in that category.

However in the Spatial Sciences and technologies-related professional association involvement category, **only one level of involvement can be counted per year, i.e. no double counting so use the highest points level.**

Not all categories need to be filled. If the candidate for example, has not published a book, they should move onto the next category. The candidate will be responsible for completing the calculations and arriving at a total that meets the minimum amount. The Spatial Information and Cartography Commission Certification Panel will also complete a separate tabulation to verify that the points and totals are correct and satisfactory.

CONTRIBUTIONS POINT SCHEDULE		
1. Spatial Information Industry Publications		
<p>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)</p>		
Code	Publication Type	Points Earned per Publication or Activity
1.10	Book Author/Editor	15
1.11	Published Atlas (as author)	15
1.12	Senior author of a refereed paper	5
1.13	Joint author of a refereed paper	3
1.14	Book Chapter Author	5
1.15	Published Map (as author) Note: For an atlas or map to be considered as published, for purposes of earning contribution points, it must not have been produced as a result of a work or academic assignment.	3
1.16	Editorial Board	3
1.17	Magazine Article	2
1.18	Magazine Column	2
1.19	Un-Refereed Paper	2
1.20	Magazine / Newsletter Column Editor	2
1.21	Newsletter Article	1
<p>Note: Professional writing is credited as Experience. Publication of theses and dissertations is credited as Education.</p>		

2. Spatial Industry-Related Professional Association Involvement		
Code	Level of Involvement	Points Earned per Year
2.10	National Executive member	6
2.11	National Board Membership	5
2.12	National Young Spatial Professional Committee	4
2.13	Regional Committee Member	4
2.14	Regional Sub-Committee Membership	3
2.15	Certification Assessment Panel Member	3
2.16	Regional Young Spatial Professional Committee	3
2.17	SSSI Sub Regional Group Committee (e.g. SSSI Qld Northern Group)	3
2.18	Spatial Sciences Institute Membership*	1
3. Spatial Industry Committees Participation		
Code	Level of Involvement	Points Earned per Committee
3.10	International (e.g. FIG)	5
3.11	National (e.g. ANZLIC)	4
3.12	State (e.g. QSIIS, WALIS)	3
3.13	Regional Groups (e.g Northern Group SSSI, etc)	2
4. Spatial Industry Conference Organisation Participation		
Code	Level of Involvement	Points Earned per Conference
4.10	International / National Conference Chairperson / Convener	5
4.11	International / National Conference Committee Member	3
4.12	Regional Conference Chairperson / Convener	4
4.13	Regional Conference Committee Member	2

5. Spatial Industry Presentations		
Code	Presentation Type	Points Earned per Event
5.10	Continuing Professional Development (CPD) Presentation	2
5.11	Conference Presentation	1
5.12	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. Spatial Industry Awards Received		
Code	Recognition Type	Points Earned per Award
6.10	International Award	4
6.11	National Award (e.g. APSEA)	3
6.12	State Award (e.g. QSEA)	2
6.13	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 Spatial Industry Contributions		
Code	Participation Type:	Points Earned per Activity
7.10	Event Organiser	3
7.11	Event Participation/Moderation	2
7.12	Related Spatial Community Contributions	2
7.13	Spatial Technologies in Schools Coordinator / Mentor	3
7.14	YSP Mentor	2
Note: These events cannot be mandatory job requirements. An example would be organising activities for GIS Day.		

3. Contribution Points Documentation

All Contribution Points of three or higher need to be documented. With this in mind, documentation is a necessary part of any ES P-AP certification application and some types of contribution and the methods to be used for their documentation are provided below:

- **Engineering Surveying Industry Publications**

- **Books/Published Atlas:** The ISBN #, year, and title will be sufficient.
- **Refereed Papers:** The journal's title, ISSN#, Volume and Number.
- **Published Map** Location of where the map published and/or a copy of the credit.
- **Editorial Board:** List the journal, publication, or serial, the ISSN#, years and capacity served.
- **Article:** Name of the publication in which it appeared, date, year, ISSN#, and a copy of the article.
- **Paper in Conference Proceedings:** Date and location of the conference, name of the conference, copy of the paper's title page.
- **Newsletter Article:** Date and year of the article, Issue # or date, month, year, name of the newsletter, copy of the article or title.

- **Examples of What Constitutes a Work-related Publication**

- An employee of an engineering surveying organisation creates data for civil engineering works, someone else in the same organisation's design department then designs the infrastructure and places it on a web site for public. This is **not** a contribution to the profession as the decision to publish was made by the author's employer.
- An employee of a city-planning department writes an article for the regional engineering surveying user group's newsletter during normal working hours describing how a zoning map was produced. This **is** a contribution since the decision to publish was made by the newsletter editor.
- A consultant designs a new road alignment for a client and then writes a magazine article describing the project and its results at the request of the firm's marketing department. The database design is **not** a contribution, but the magazine article **is**.
- A student does original research to produce a term paper, and then writes an article for the SSSI *Journal* describing the work. The term paper is **not** a publication, but the *Journal* article **is**. The difference between the term paper and the published article, if any, is not relevant.

- **Spatial Sciences Industry Professional Association Involvement**

A Professional Association can be characterised as an organisation of persons having a common professional interest. An association can be local or national, dues paying or open, large or small. A professional association is not the same as one's place of employment. Membership should be voluntary and regular compensation from the association to the member for their involvement should not exist (i.e. salary). An honorarium is acceptable.

There are numerous levels of involvement in a professional association. These levels are listed below along with supporting documentation examples. In this category only **one level of involvement can be counted per year, i.e. no double counting – use the highest points level.**

For involvement in a organisation other than the SSSI or its founding partners, documentation may include a copy of a membership card, listing in a Membership Directory or other association publication, dues receipt, certificate or a verification letter from the association.

- **Spatial Sciences Industry Committees Participation**

This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a copy of a Committee publication or a verification letter from the Committee Secretariat.
- **Spatial Sciences Industry Conference Organisation Participation**

This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a listing in a Conference Program or other publication or a verification letter from the association/organisation stating your involvement.
- **Spatial Sciences Industry Presentations**

This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a listing in a Conference Programme or other publication or a verification letter from the association/organisation.

If the conference was held independently from a professional association or organisation then a copy of the relevant pages from the conference programme or similar documentation will suffice.

 - **Conference Presentation/Poster**

A copy of the relevant pages from the programme or an acceptance letter from the organisation sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organisation will suffice. This letter should indicate the date, year, and name of the conference.
 - **Workshop Presentation**

A copy of the relevant pages from the programme or an acceptance letter from the organisation sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organisation will suffice. This letter should indicate the date, year, and name of the conference.
- **Awards**

A signed letter from the award granting institution or proof of when/where/why the award was bestowed. This can consist of a listing in a conference programme, newsletter, magazine, memo etc.
- **Other Spatial Science Professional Contributions**

Include any materials that would signify your participation in these events. This would include letters, articles, fliers etc.

4. How to Document Contribution Points

Locate the applicable contribution type in the Contribution Point Schedule and place the corresponding code in the box and provide the necessary information. When all claims have been listed, sum all the Contribution Points earned for your Contribution Point Total. If an Activity had a duration of more than one year (i.e. Association Membership/Board of Directors Term/etc.) place the adjusted point total counting each year in the Points box.

Documentation should immediately follow *Insert 8 – Contributions to the Profession Documentation* and should be in the exact order as listed in the right column. One may mark the documentation required to support the Contribution Points. Some of this documentation may be difficult to ascertain from a casual glance. **The applicant is invited to circle, underline, or otherwise annotate any included item that may be difficult to read.** If documentation does not exist, move onto the next item that does. No blank pages or special inserts need to be included for missing documentation.

APPENDIX 'B'

Referee Report and Employer/Supervisor Letter Guidelines

1. Referee Report

The following guidelines can be used for meeting the Referee's Report documentation requirement. The original copy of the Referee's Report should be included in the application packet. **Please do not send additional or duplicate copies and do not have the referee send the report separately.** Referee documentation that does not accompany certification applications will not be considered. Remember that this documentation should come from a peer or current supervisor. Applicants do not need Referee documentation from past supervisors.

- Please ensure that your Referee uses his/her organisation's letterhead.
- Please include in the Referee's report:
 - a) Referee's name;
 - b) Referee's title and qualifications;
 - c) Length of time the referee has known the applicant;
 - d) Relationship with applicant;
 - e) Evaluation of the applicant's skill and qualities.
- Have your Referee sign the letter and include their position within the organisation.
- Include the Referee report within your certification application.

2. Employer/Supervisor Letter

Please use the text of this letter to prepare the Employer/Supervisor Letter. The text of this letter may be copied verbatim and signed by your employer/supervisor.

[Month, Date, Year]

The Secretary
Engineering Surveying Certification Panel
The Surveying and Spatial Sciences Institute
PO Box 307
Deakin West
ACT 2600
Australia

Dear Sir/Madam

As the supervisor or employer of [NAME], I am pleased to send this letter in support of [his/her] application for certification as an Engineering Surveying Professional – Australasia Pacific (ES P-AP). Having reviewed the applicant's portfolio, I can attest that it is true and correct as to the applicant's current title, duties, experience level, and duration of employment here, and that it is consistent with what I know of the applicant's prior background. (I understand that the Engineering Surveying Certification Panel does not expect me to be able to vouch for the entire portfolio, and that any errors are solely the responsibility of the applicant.)

Yours sincerely

[Name
Position]

Definition: Immediate Supervisor – The administrative officer who oversees your professional duties, tasks, or operations.

NOTE 1– An individual with a higher position than an immediate supervisor may also sign the employer letter. A peer, partner, or subordinate may not.

NOTE 2 – Consultants and those who are self-employed will need to have the letter signed by a current or past client.

NOTE 3 – Presidents or Chief Executive Officers of companies will need to have the letter signed by a representative from their corporation’s Board of Directors.

NOTE 4 – If you are unemployed, obtain a letter from a past employer.

NOTE 5 – If you do not have a determinable immediate supervisor considering the above exceptions, the decision will be left up to the SSSI Certification Panel.

APPENDIX 'C'

Forms Required

All the forms required, including all the ones shown in this manual are contained in this appendix.

They are set out one per page for ease of extraction and or printing.

COVER PAGE

Application for Certification

Engineering Surveying Professional – Australasia Pacific (ES P-AP)



Name:

Address:

Phone:

Email:

SSSI member number (if applicable)

CP-EMP-1

Please complete before proceeding	Check box A
A. Yes , I am retired and would like to be considered under the Emeritus Provision.	

CP-LTP-1

Please complete before proceeding	Check box A
A. Yes , I would like to be considered under the Long Term Practice Provision.	

CP-EDU-1

HIGHEST CREDENTIAL EARNED	YEAR CONFERRED	INSTITUTION	POINTS

CP-EDU-2A

CP-EDU-2A: COURSE POINTS						
(Use additional copy if necessary – label as EDU-2A-ext)						
	Institution, Course Name and Number	Project title	Class Contact Hours	Course Duration (weeks)	Multiplier	Student Activity Hours
SUBTOTAL – Student Activity Hours						
Divided by 40						
TOTAL SHORT COURSE POINTS						

CP-EDU-3A

CP-EDU-3A: Short Courses and Workshops <i>(use additional copies if necessary label CP-EDU-3A-ext)</i>		
Year	CPD Event Title/Hosting Organisation/Location	CPD Hours
SUBTOTAL – CPD Hours		
Divided by 40		
TOTAL CPD CERTIFICATION POINTS		

CP-EDU-3B

CP-EDU-3B – Seminars and Conferences <i>(Use additional copy if necessary – label as CP-EDU-3B.ext)</i>		
EXAMPLES	CPD Event Title/Hosting Organisation/Location	Event allocated CPD Days
SUBTOTAL – CPD Days		
Multiply by 0.1		
TOTAL SEMINAR AND CONFERENCE POINTS		

CP EDU-S

EDUCATIONAL ACHIEVEMENT POINTS SUMMARY SHEET (EDU-S)	
<p>Educational achievement points are awarded for credentials earned from tertiary education (documented in section CP-EDU-1), completed courses (CP-EDU-2) and for Continuing Professional Development (CPD) events successfully completed (CP-EDU-3A & 3B). The sum of points claimed on the three forms is the total number of education achievement points earned (subject to approval by SSSI Spatial Information Commission Certification Panel).</p> <p>Procedure</p> <ol style="list-style-type: none"> 1) Complete sections CP-EDU-1, CP-EDU-2, and CP-EDU-3A & 3B. 2) Enter in the spaces below right the point totals calculated in each of the sections. 3) Sum the two subtotals to produce the total number of education points. 	Education Points
Credential Points (EDU-1)	
Course Points (EDU-2)	
Short Course and Workshop Points (EDU-3A)	
Seminar and Conference Points (EDU-3B)	
*TOTAL EDUCATION POINTS (EDU-1 + EDU-2+EDU-3A & 3B) =	

CP-EXP-1

Worksheet:						
Title (from résumé):						
Employer:						
Years / Months Employed: # of yrs + (# of months / 12)		start date		finish date		
Engineering Surveying-Related Duties:						
Experience Level	% Full Time Equiv.		Years (from above)		Pts/Yr	Subtotal
				x		
				x		
		x		x		
				x		
Total this worksheet. This figure would then be added to CP-EXP-2						

Make additional copies of this form to record experience from each employer and label them “worksheet 1, worksheet 2, etc” as required.

Avoid general statements in the “Engineering Surveying-Related Duties:

Summarise these sheets on CP-EXP-2.

CP-EXP-2

:- Summary sheet for professional experience points

Worksheet	Title	Points
Total Experience Points:		

CP-CON-1

CP-CON-1: Contribution to Profession Points Sheet				
<i>Note: If the Activity has had a duration of more than one year (i.e. Association Membership/Board of Directors Term/etc.) place the adjusted point total in the Points box.</i>				
CODE NUMBER (indicate number)	Year(s)	Description	Documentation?	Points
*TOTAL CONTRIBUTIONS POINTS (Sum the above points) =				

Refer to appendix "A" of the "Procedures Manual" for the **Contribution points schedule codes**

CP-TOT-1

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