



FAQs  
Accreditation Programs

Chartered Professional (CP)

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# Chartered Professional (CP) FAQs

## Application steps

To apply for Chartered Professional accreditation, the application process is online [here](#).

Payment is required up front and then once the transaction is complete, an invoice will be automatically emailed. **Please note that the application form is available to download via a link on the invoice. If for some reason you do not receive the invoice, the application form will also be available to download from your members dashboard.**

\*Before applying, please carefully check that your qualifications, logbook hours, sponsors and competencies meet the criteria. The criteria can be found in the [Regulations](#).

- Qualifications: from page 15
- Logbook hours and criteria: pages 45 to 50
- Sponsors: page 44
- Competencies: from page 18

If you are unsure whether you meet the criteria, please contact [cpd@ausimm.com.au](mailto:cpd@ausimm.com.au). You are welcome to submit a copy of your CV for us to check your qualifications and experience, prior to applying.

Once you have received the application form, please fill in all sections and return to [cpd@ausimm.com.au](mailto:cpd@ausimm.com.au) with a copy of your CV. If you are applying for RPEQ and/or RPEV in addition, we will need to receive a copy of your photo ID (drivers license, passport etc., with the confidential information redacted).

*Please note that the application process takes approximately 6-8 weeks, depending on how quickly your sponsors respond or if there are any application queries by the assessors.*



# Chartered Professional (CP) FAQs

## Filling in the application form

The application form comprises of four sections.

- Contact details
- Type of application you are submitting
- Declaration to be signed that you will abide by the Chartered Professional Regulations
- Sponsor details
- Information of what you studied
- Information about memberships and awards
- Summary of key skills and capabilities (may be cut and paste from CV)
- Details on publications (may be cut and paste from CV)
- Work experience in discipline (may be cut and paste from CV)
  
- Competency statement – example of what is required, noted below. Applicant is to refer to the areas of practice which are listed in the Regulations or downloadable directly from the website.

Discipline Area of Practice	Location/Role where skill/ competency gained	Skill/s developed related to this Area of Practice	Period of practice (years)	Competency Level (B, M, A or E)

# Chartered Professional (CP) FAQs

## Filling in the application form

Please make sure you address every relevant item on the application checklist.

### APPLICATION CHECKLIST

Please tick all boxes to confirm you have completed

- 1. Application details & competency statement completed
- 2. Accept terms and conditions of Applicant Declaration
- 3. Provide Sponsor details
- 4. Submit current CV with application form
- 5. Complete PD logbook
- 6. Include official photo ID – ie. licence or passport (only if applying for RPEQ or RPEV)

Please submit your completed form to [cpd@ausimm.com](mailto:cpd@ausimm.com)

# Chartered Professional (CP) FAQs

## What happens once I've submitted my application

Once you have submitted your application form via email to [cpd@ausimm.com.au](mailto:cpd@ausimm.com.au) you will receive a confirmation email in return, acknowledging receipt.

We will then proceed to contact your sponsors and request they fill in a sponsor statement. **We encourage all applicants to check in with their sponsors to confirm that they have responded to our request.** This step tends to hold up applications the most.

Once all three sponsor statements have been received, your application will then be prepared and sent to the assessors for their review. The review period can take up to 3 weeks.

If you receive approval for your application, you will be notified by email and provided with a certificate and letter to confirm your accreditation. Your postnominal will also be updated to (CP) on the database.

Should you be unsuccessful in your application, you will be notified by email and offered a refund of \$200 of the application cost.