



# **ENTRANCE CRITERIA AND APPLICATION GUIDANCE**

## **HOW TO COMPLETE THE APPLICATION FOR CERTIFIED MEMBERSHIP**

Issued: June 2016

## CONTENTS PAGE

	Page
<b>1. INTRODUCTION</b>	<b>3</b>
<b>2. APPLICATION PROCESS STAGES</b>	<b>3</b>
<b>3. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM</b>	<b>3</b>
Part 1    Personal Details	3
Part 2    Points and CPD	3
Part 3    Experience	4
Part 4    Practical Evidence	4
Part 5    Application Fee and Declaration	4
<b>4. SUBMITTING YOUR APPLICATION</b>	<b>4</b>
<b>5. ONLINE EXAMINATION</b>	<b>5</b>
<b>6. TELEPHONE INTERVIEW</b>	<b>5</b>
<b>7. ACCEPTANCE AS A CERTIFIED MEMBER</b>	<b>5</b>
<b>8. CONTACT DETAILS</b>	<b>5</b>

## 1. INTRODUCTION

This level of membership is aimed at professionals working in the construction industry who wish to demonstrate their skills, knowledge and experience of CDM-related activities at an advanced level.

The purpose of this document is to fully explain the application process to become a Certified Member of APS, with guidance on the entrance criteria, how to complete your application and subsequent stages of the process.

It is not recommended that you hold onto application forms for any length of time, so always check our website for the most up to date form, which should always be submitted, as previous versions of application forms will not be accepted.

## 2. APPLICATION PROCESS STAGES

1. Demonstration of entrance criteria by completion of a Certified Member application form together with relevant documentation/fees;
2. Successfully undertake the online CDM 2015 examination;
3. Successfully undertake a minimum of 4 online specialist knowledge examinations;
3. Successfully undertake the telephone interview; and
4. Payment of first year's annual subscription.

The above process should not take longer than 6-8 weeks but this is very much dependent upon the applicant. Applications will be held for up to 6 months from date of receipt, after which they may be destroyed if the above process remains incomplete after 6 months.

## 3. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

Please complete your application form as per the following instructions, which relate to each section of the application form in sequence

### **Part 1 Personal Details**

Please complete this section fully with your personal details. You must include at least one contact telephone number and one contact email address.

Preference Boxes – Only one option may be chosen within the Main Profession, APS Regional Group and “heard about” APS boxes. For Consideration of APS Membership, you may choose all which are relevant.

### **Part 2 Points, CPD and Training**

You need to score a minimum of 22 points across Section A and B which have the following minimum/maximum requirements;

#### **Section A: Qualifications – overall you require a minimum of 11 points.**

Furthermore, there is an individual requirement to achieve 4 points in the first box; and 5 points in the second box; and 2 points in the third box. This spread of qualifications points is mandatory. A list of qualifications/memberships and courses can be found in the document entitled “APS Points Tables” on our website.

#### **Section B: Experience – overall you require a minimum of 5 points.**

Points are awarded as follows: 1 point per year (full time) for years spent in the construction industry, carrying out a design health and safety, or construction health and safety role e.g. Designer - Jan 2010 to Dec 2015 = 6 points.

#### **Section C: CPD and Training – you are required to submit a list of your CPD history for 2 years previous to your application.**

This list should identify the topic, duration and date of your CPD. CPD includes all sorts of relevant training regardless of whether it is formal or informal. You are not required to send copy certificates.

Please note all proofs will be disposed of confidentially so please do not include original certificates.

APS reserves the right to verify any aspect of your application.

### **Part 3 Project related experience**

Please ensure you complete your time commitment to design health and safety and/or construction health and safety, and then all columns in relation to each project listed.

### **Part 4 Practical Evidence**

You must be able to demonstrate that you have the necessary skills, knowledge and experience in all areas of Part 4 by completing the Confirmation column for all. All points require supporting evidence alongside your application. You must also complete the file reference within the Evidence Required column so that it is clear which document supports each point.

### **Part 5 Application Fee and Declaration**

#### Application Process Fee

Please ensure you tick the relevant application fee. (A receipt will be forwarded when this has been processed.) This fee covers the application process and is non-refundable. It is not a membership subscription fee.

#### Method of Payment

If you are paying by cheque tick the box and include it with your application (made payable to APS). If paying by card, complete all relevant details and ensure the Cardholder Signature authorisation box is signed as your card cannot be processed without this. You will receive a receipt for the application fee paid. If you are not the Cardholder, then you must ask the Cardholder to sign.

#### Declaration

Sign and date your application. Your signature is your declaration that the information you have provided is true and accurate and that APS reserves the right to verify any information.

## **4. SUBMITTING YOUR APPLICATION**

You must remember to submit the following with your application:

- Proof of qualifications for points claimed (copy of certificates or current membership cards);
- CPD history list for previous 2 years;
- Part 4 supporting evidence; and
- Appropriate application fee.

Missing items will result in a delay in processing your application and your application will not be reviewed unless accompanied by the application fee.

You may submit these by post or by email. If posting, please send to Membership Department, APS, 5 New Mart Place, Edinburgh EH14 1RW. If emailing, please ensure that total file size does not exceed 15mb, otherwise it may not reach us. Anything larger should be split and sent in several emails.

## **5. ONLINE EXAMINATION**

When your application has been verified as meeting the initial entrance criteria, you will be emailed with the appropriate links and access passwords to allow you to complete the online examination. This needs to be undertaken in a **single session** and you will be allowed 4 weeks from the date of the email to do so.

The examination consists of 40 multi-choice questions and lasts a maximum of 2 hours. Some questions may have more than one correct answer, in which case you should identify all which are correct. To pass the exam, you must be within the following range:

+80% or more; AND -20% or less.

Being outwith either of these two values will result in an unsuccessful attempt. Further attempts to the examination can be made at the cost of £35, which is payable by card at the time of re-sitting the online examination.

Questions during the examination will cover the CDM Regulations 2015 and a number of other associated safety and health topics related to construction, including, but not limited to, Work at Height, Temporary Works, Asbestos, Lead, Silica dust, Construction 2025 and HSE Construction Plan of Work.

You will receive your result in writing within 4 weeks.

## **6. CERTIFIED MEMBER SPECIALIST KNOWLEDGE EXAMS**

In addition to passing the CDM2015 exam, Certified Members have to demonstrate knowledge of 4 specialist subjects. A minimum 2 "knowledge" exams are to be undertaken as part of the initial application process of which the Health exam is mandatory. Upon completing the first 2 exams and subject to undertaking the telephone interview, the applicant will be invited to join APS as a Certified Member. The remaining 2 exams have to be completed within the next 3 months from becoming a Certified Member.

You will receive your result in writing within 4 weeks.

**Note: An Applicant may request to sit the CDM2015 and 2 specialist knowledge exams at the same time.**

## **7. TELEPHONE INTERVIEW**

Once you have passed the examination, an Assessor will contact you directly in order to arrange a suitable date and time to carry out the telephone interview. The interview itself should last no longer than around 45/60 minutes and will explore your application in the context of your design and/or construction health and safety experience.

## **8. ACCEPTANCE AS A CERTIFIED MEMBER**

APS will receive the Assessor's recommendation within 2 weeks of the interview and will advise you by letter of the outcome. In order to become a Certified member, you must pass all of the above stages and then pay your first year's annual subscription. If your employer has Corporate Practice membership with APS, then you will be entitled to pay the discounted rate for your annual subscription for as long as you are an employee. If you are unsure, please check with APS prior to paying your annual subscription.

## **9. CONTACT DETAILS**

If you are unsure of any aspect of applying for Certified membership, please call APS Membership Department on 0131 442 6600 or email [membership@aps.org.uk](mailto:membership@aps.org.uk).