

# LICENSED MEMBER PRACTICE DIRECTION

Edition 14 | June 2020

*“Sustainability through Environmental Professionalism”*

**SocEnv**  
Society for the Environment

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The Licensed Body Practice Direction is one of a series of Practice Directions which has been approved by the Board of the Society. All developments and amendments will also be approved by the Board.

## Edition Control

Version	Revision date	Notes
Edition 2	March 2004	Incorporating minor changes to the last version of the document dated September 2003 following the auditor's workshops.
Edition 3	November 2004	Incorporating changes arising from audit and the RA meeting of 5/11, and comments made by ICE and IEMA.
Edition 4	March 2005	Incorporating changes agreed at Board Meeting 3/3/05
Edition 5	July 2007	Revised format Incorporating changes arising from comments made by new CBs and auditors workshop.
Edition 6	July 2008	Revision to include additional guidance notes to CBs regarding audit requirements – noted at RA meeting on 23rd April 2008
Edition 7	June 2009	Revisions to the "criteria for full member body" in section 2.1.2
Edition 8	September 2010	Full revision of the whole of the Practice Direction as part of the RA review programme.
Edition 9	May 2011	Final Version Board approved June 2011.
Edition 10	July 2013	Incorporating minor corrections.
Edition 11	May 2014 Version 1  Version 2	Incorporating a new register for Registered Environmental Technician and revising 'auditor' to 'reviewer'. Agreed by RA April 2014 and Cabinet May 2014.  Version 2 Amended Forms
Edition 12	December 2014	Amendment to Section 6.1 approved by the Society for the Environment Council on 3rd December 2014
Edition 13	October 2017	Full review to identify potential Charter, Bye-Law and Regulation changes

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### **SOCIETY'S PROPRIETARY INFORMATION**

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Edition 14	July 2019	Amendments to reflect Governance review, licence conditions and interim reviews.  Transfer Process
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## Definitions

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In this Practice Direction, the terms below have the meanings listed against them, and are shown in **bold type** throughout the document.

<b>Appeal Panel</b>	Three members of the <b>Registration Authority</b> appointed to consider appeals against a <b>Member Body's</b> conduct of an assessment process.
<b>Assessment sheet</b>	The official record of the outcome of an assessment drawn up by the Assessors.
<b>Assessors</b>	Two Chartered Environmentalists appointed to assess CEnv candidates through the assessment process.
<b>Bespoke Route</b>	A <b>Registration Authority</b> approved variation of the Professional Review Interview Route.
<b>Board</b>	The governing body of the <b>Society for the Environment</b> , howsoever known.
<b>Code of Professional Conduct</b>	The Code of Professional Conduct of the Society for the Environment set out in relevant sections of the Chartered Environmentalist or Registered Environmental Technician Practice Direction.
<b>Competences</b>	The competences, as set by the Society for the Environment, interpreted by the Member Body and agreed with the Society for the Environment, that an applicant must demonstrate to be registered as a Chartered Environmentalist or Registered Environmental Technician. Generic versions are set out in the Appendix of the relevant Practice Direction
<b>Eligibility Criteria</b>	The criteria specified in Section 2 of this Practice Direction.

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<b>Final Appeal</b>	An appeal against a determination of the <b>Registration Authority</b> dismissing an appeal against a <b>Member Body's</b> conduct of an assessment.
<b>Final appeal panel</b>	Three members of the <b>Board</b> appointed to hear a <b>final appeal</b>
<b>Investigation Committee</b>	A committee comprising the Society for the Environment's <b>Chair</b> and the <b>Chief Executive Officer</b> appointed to consider a <b>final appeal</b> and make recommendations to the <b>Board</b> .
<b>ISO 19011:2011</b>	Provides guidance on auditing management systems, including the principles of auditing, managing an audit programme and conducting management system audits.
<b>Member Body (MB)</b>	A professional institution or association that has been licensed by the <b>Registration Authority</b> to register its members as Chartered Environmentalists and/or Registered Environmental Technicians
<b>PRI Panel</b>	At least two Chartered Environmentalists appointed by a <b>Member Body</b> to conduct a <b>Professional Review Interview</b> .
<b>Professional Review Interview</b>	The interview that forms part of the process of assessing applicants for registration
<b>Registration Authority</b>	The part of the <b>Society for the Environment</b> that exercises the powers of registration allotted to it by the Society's Royal Charter.
<b>Reinstatement window</b>	The period of three years following people who have left the register can be reinstated without further assessment or interview.
<b>Route</b>	The route to registration provided for under CEnv Practice Direction, namely the <b>Professional Review Interview route</b> .
<b>Society for the Environment</b>	The body established by Royal Charter in 2004 to promote the advancement of, the dissemination of, knowledge of and education in good environmental practice for the public benefit, and which licences bodies to assess and

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	register Chartered Environmentalists and/or Registered Environmental Technicians.
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# 1 Introduction

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This document details the requirements and processes for organisations to gain and maintain a Licence to award registrations on behalf of the Society for the Environment (SocEnv). The Society is an independent umbrella body with an overall aim, set out in its Royal Charter, to promote the advancement of, the dissemination of, knowledge of, and education in good environmental practice for the public benefit.

This is one of three Practice Directions: Member Body Practice Direction (LMPD), Chartered Environmentalist Practice Direction (CEnvPD) and the Registered Environmental Technician Practice Direction (REnvTechPD) which set out the criteria to be fulfilled and processes necessary for first becoming a Constituent Body of the Society for the Environment, and then progressing to become a Member Body. A Society for the Environment Member Body is granted the authority to award the titles of Chartered Environmentalist and/or Registered Environmental Technician to their suitably qualified members.

Blank application forms are included within this document together with details of the required criteria and the supporting documentation that a prospective body will be expected to present when making an application.

## 2 CRITERIA

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There are two stages in becoming a Member Body (MB) of the Society for the Environment for an organisation. Stage one is to become a Member Body (MB). Once this has been successfully completed the organisation may then apply for a Licence, and if successful, become a LM.

### 2.1 Member Body (MB)

A MB is a membership body which joins the Society for the Environment which may or may not aspire to be licensed to award CEnv and/or REnvTech. To become a MB, an organisation must:

- 2.1.1 be an independent institute, institution, society or similar body with individual members and have the purpose of developing and advancing a profession or body of knowledge;
- 2.1.2 Be financially viable, maintain financial accounts in accordance with standard accounting practice and it or its predecessors have been in existence for at least five years;
- 2.1.3 Have incorporated environmental management and sustainability into its activities and recognised them as disciplines within its profession or body of knowledge;
- 2.1.4 have among its objectives the practice of the profession in the interest of the public as well as that of its individual members;

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- 2.1.5 recognise its responsibility to advance and extend the body of learning on which the profession is based;
- 2.1.6 have rules of admission to full membership for its individual members based on standards of competence consistent with the pre-qualification requirements for the award of at least one level of the Society’s professional qualifications, or alternatively, be able to demonstrate that the majority of its individual members are so qualified;
- 2.1.7 recognise its responsibility to concern itself with facilities, methods and provision for educating and training future entrants to the profession and for enhancing the knowledge of present practitioners;
- 2.1.8 have individual members who are able to satisfy the qualifying criteria of at least one level of the Society’s professional qualifications;
- 2.1.9 be capable of regulating and monitoring the professional conduct of its individual members;
- 2.1.10 be capable of monitoring the continuing professional development of its individual members;
- 2.1.11 be able to certify that its individual members have satisfied the requirements for any professional qualification offered by the Society and to conduct related professional reviews on behalf of the Society in accordance with Practice Directions defined by the Society.

## 2.2 Licensed Body (LM)

A LM is a MB that has been awarded a Licence of the Society to register individuals who meet the criteria of Chartered Environmentalist and/or Registered Environmental Technician depending on the licence(s) awarded. In becoming a LM, a MB has demonstrated to the Registration Authority (RA) that it has sufficient experience, procedures and resources to undertake each of the following tasks:

- 2.2.1 assess the competence, knowledge and commitment of candidates for registration;
- 2.2.2 monitor the continued professional development of registrants;
- 2.2.3 regulate and monitor the professional conduct of its individual membership;
- 2.2.4 in accordance with the Society for the Environment Code of Professional Conduct, apply disciplinary procedures in the event of complaints of unprofessional conduct by a registrant, including the removal by the Member Body of any Chartered Environmentalist or Registered Environmental Technician from the Register of the Society for the Environment where so recommended by a disciplinary panel of the Member Body.;
- 2.2.5 agree to be reviewed by the RA and to pay to the Society any specified licence fees.

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## 2.3 Requirements for a LM to offer Registration(s)

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For a LM to offer Society for the Environment registrations it must:

- 2.3.1 demonstrate an acceptable cohort of registrable members who meet the requirements for the Society for the Environment registers as set out in the relevant Practice Direction;
- 2.3.2 have at least one member at the appropriate educational level acceptable to the Society;
- 2.3.3 have a minimum of 5 years' experience administering membership standards;
- 2.3.4 be able to assess the competence, knowledge and commitment of candidates for registration and have management systems in place to process CEnv/REnvTech applications;
- 2.3.5 have a review mechanism in place before a candidate is given the assessment decision;
- 2.3.6 ensure that its individual members are bound by the professional body's code of conduct;
- 2.3.7 provide environmentally relevant opportunities for the professional development of aspiring and registered CEnvs and REnvTechs, and manage and monitor CPD relevant to the qualification;
- 2.3.8 have a process in place for marketing the CEnv and REnvTech qualifications; and
- 2.3.9 complete an Annual Licence Member Report (ALMR) providing information pertaining to the previous calendar year and for the Licence(s) they hold.

## 3 MEMBER BODY APPLICATION AND REVIEW

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To become a MB, a professional body needs to complete an application form and supply evidence that it meets the criteria detailed in 2.1 above and be committed to living within environmental limits and promoting sustainable development. A review will be undertaken to verify that the professional body meets the criteria for becoming a MB.

Reviews will be carried out under normal quality assurance procedures following the principles of **ISO 19011:2011** by a panel consisting of two reviewers appointed by the Society, and the Society's staff acting as secretariat. The review will include the examination of documents included in their application, interview of relevant MB staff and report of findings.

A report will be made to the Board for a decision on whether to allow the professional body to become a MB.

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## 4 LICENCE APPLICATION AND REVIEWS

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There are three types of review in the licensing cycle: Initial; Interim; Renewal.

### 4.1 Initial Licence Application Review

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The Initial review will be undertaken to verify that the professional body meets the eligibility criteria for becoming a LM. The Society also requires that all the documented processes for full Professional Review Interview are submitted together at this stage.

Initial reviews will be carried out under normal quality assurance procedures by a panel consisting of two reviewers appointed by the Society, and the Society's staff acting as secretariat. The review will include the examination of documents included in their application, interview of relevant MB staff and report of findings.

Following the Initial review, the reviewers will report to the Society's RA which will either:

- approve the award of a licence or licences;
- conditionally approve the award of a licence or licences; or
- reject the application for a licence or licences.

For the avoidance of doubt, approval of a licence is dated from the date of the RA decision.

The RA will approve:

1. the award of a licence where in its opinion no major non-conformances were found during the review.
2. the award of a licence subject to the fulfillment of certain conditions where in its opinion non-conformances have been found during the review but these non-conformances can be eliminated from the system by the next RA.
3. not awarding a licence where in its opinion non-conformances have been found during the review which cannot be eliminated from the system by the next RA. In this situation the MB will be encouraged to re-apply when the non-conformances have been eliminated.

All Licences will include the following standard conditions:

- Timely completion of agreed actions;
- Submission of Annual Licence Body Report;
- Assist volunteers and Society for the Environment staff undertaking quality assurance.

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By 31<sup>st</sup> March each year every LM is required to complete an Annual Licence Body Report (ALMR) providing information pertaining to the previous calendar year and for the Licence(s) they hold. A visit by a team from the Society will be undertaken if a completed report is not received to ascertain any relevant changes within the LM and its licensing procedures. It is possible that a Renewal review might be triggered.

## 4.2 Interim Review

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One or possibly two interim reviews in the first two years of a licence may be called for by the RA. An Interim review will be undertaken by a panel consisting of two reviewers appointed by the Society, and the Society's staff acting as secretariat. The panel will review progress of the PRI assessment process to ensure that procedures are being carried out in accordance with the requirements of the Society. As part of this process for CEnv, the reviewer(s) may request an opportunity to attend a Professional Review Interview as observer(s). The RA may call for an interim review at any time during the life of a licence if it feels standard licence conditions have not been met.

## 4.3 Renewal Review

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Up to five years after commencement of Licence operation, the Licence will be due for renewal. At that stage, a full review will be carried out by a panel consisting of two reviewers appointed by the Society, and the Society's staff acting as secretariat.

This review will have the primary function of examining the LM to ensure that it is maintaining the standards for the award of the CEnv and/or REnvTech qualifications and that all other specified criteria listed above are still being fulfilled. The procedure will be as generally described for the Initial review but with an emphasis on CEnv and/or REnvTech records rather than on the systems themselves.

There are three possible outcomes from the Renewal review, namely:

- to renew the licence;
- to suspend the licence; or
- to withdraw the licence.

The RA will approve:

1. the renewal of a licence where in its opinion no major non-conformances were found during the review.
2. the renewal of a licence subject to the fulfilment of certain conditions where in its opinion non-conformances have been found during the review but these non-conformances can be eliminated from the system by the next RA.
3. not renewing a licence where in its opinion non-conformances have been found during the review which cannot be eliminated from the system by the next RA. In this situation the LM will be encouraged eliminate the non-conformances within the designated timescale.

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The RA will renew a licence for up to five years where in its opinion the LM has fulfilled the requirements of the RA, with only such non-conformances that have not resulted in and will not result in the incorrect award of the CEnv/REnvTech qualification, and if such non-conformances and conditional recommendations can be eliminated from the system by the next RA. Non-conformances and conditional recommendations following the review should be addressed and observations made by the reviewers should be considered within the designated timescale.

The RA will suspend the licence of a LM where in its opinion such body has non-conformances in its system of such magnitude that the body is liable to misapply the standard of CEnv/REnvTech. The LM will be required to respond within a designated timescale and be given every opportunity to address the non-conformances. However, the licence will remain suspended until such a time as the non-conformances resulting in the suspension have been corrected. If the reviewers believe that such a suspension could be for longer than six months in duration, then the RA should consider the withdrawal of the licence. The LM will be required to inform the RA in writing of the changes that have been made to comply. The RA may grant the licence based on that information or it may require that a second review of the LM be conducted before deciding. If the RA decides to hold a second review, such review should be carried out within two months of the LM informing the RA of the changes made. Any remaining non-conformances must be addressed, and observations made by the reviewers considered.

The RA will withdraw the licence from a LM where in its opinion one or more serious non-conformances have been found during the review and these non-conformances have or could result in the misapplication of the award or maintenance of the CEnv or REnvTech qualification. The RA will inform the LM of its decision and will inform the Council to whom the LM may appeal, pursuant to Bye Law 71 (c). If the RA decision is appealed, the licence will be suspended from the date of the letter informing the LM of the RA decision until the date of the final decision of the Council.

For the avoidance of doubt a licence renewal is dated from the date of the relevant RA decision.

## 5 FEES

A professional body which becomes a MB and/or a LM will be asked by the Society to pay the relevant fees applicable at the time and the appropriate annual fee thereafter. These will be advised to the MB/LM on request.

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## Member Body Application Form

**Name of Organisation** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Key Contacts: Please include CEO, Registration/Membership Manager.**

1. \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Tel. \_\_\_\_\_

2. \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Tel. \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

On behalf of: \_\_\_\_\_

PLEASE COMPLETE EACH OF THE FOLLOWING SECTIONS IN SUPPORT OF YOUR APPLICATION. SUGGESTIONS FOR SUPPORTING DOCUMENTS ARE INCLUDED IN THE FORM BELOW AND YOU WILL NEED TO INCLUDE A REFERENCE TO THESE WITHIN YOUR APPLICATION.

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CRITERIA	SUGGESTIONS FOR SUPPORTING DOCUMENTS	DOCUMENT REFERENCE
<b>To be a Member Body; an organisation must:</b>		
1. be an independent institute, institution, society or similar body with individual members and have the purpose of developing and advancing a profession or body of knowledge	Terms of Incorporation	Insert References from Constituent Body application
2. Be financially viable, maintain financial accounts in accordance with standard accounting practice and it or its predecessors have been in existence for at least five years	Reviewed accounts for the past 5 years	Insert References from Constituent Body application
3. Have incorporated environmental management and sustainability into its activities and recognised them as disciplines within its profession or body of knowledge	Environmental Management System Internal Audit Programme	Insert References from Constituent Body application
4. have among its objectives the practice of the profession in the interest of the public as well as that of its individual members	Memorandum and Articles of Association – aims and objectives.	Insert References from Constituent Body application
5. recognise its responsibility to advance and extend the body of learning on which the profession is based	Environmental Policy	Insert References from Constituent Body application
6. have rules of admission to full membership for its individual members based on standards of competence consistent with the pre-qualification requirements for the award of at least one level of the Society’s professional qualifications, or alternatively, be able to demonstrate that the majority of its individual members are so qualified	Environmental events / magazine articles / publications	Insert References from Constituent Body application

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CRITERIA	SUGGESTIONS FOR SUPPORTING DOCUMENTS	DOCUMENT REFERENCE
7. recognise its responsibility to concern itself with facilities, methods and provision for educating and training future entrants to the profession and for enhancing the knowledge of present practitioners		Insert References from Constituent Body application
8. have individual members who are able to satisfy the qualifying criteria of at least one level of the Society's professional qualifications		Insert References from Constituent Body application
9. be capable of regulating and monitoring the professional conduct of its individual members		Insert References from Constituent Body application
10. be capable of monitoring the continuing professional development of its individual members		Insert References from Constituent Body application
11. be able to certify that its individual members have satisfied the requirements for any professional qualification offered by the Society and to conduct related professional reviews on behalf of the Society in accordance with Practice Directions defined by the Society		Insert References from Constituent Body application

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## Application Form to become a Member Body



Name of Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Key Contacts: Please include CEO, Head of Licensing, Registration and Standards.**

1. \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Tel. \_\_\_\_\_

2. \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Tel. \_\_\_\_\_

Please tick the appropriate box for the licences being applied for:

Chartered Environmentalist  Registered Environmental Technician

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In accordance with the Society's Regulations we agree to:

- (iii) pay such Member Body fees and subscriptions as may be determined from time to time by the Council; and
- (iv) to nominate the following two individuals to act as Volunteer Reviewers for the Society for the Environment:

1. First Name(s) \_\_\_\_\_ Family Name \_\_\_\_\_

2. First Name(s) \_\_\_\_\_ Family Name \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

On behalf of: \_\_\_\_\_

PLEASE COMPLETE EACH OF THE FOLLOWING SECTIONS IN SUPPORT OF YOUR APPLICATION. SUGGESTIONS FOR SUPPORTING DOCUMENTS ARE INCLUDED IN THE FORM BELOW AND YOU WILL NEED TO INCLUDE A REFERENCE TO THESE WITHIN YOUR APPLICATION.

PLEASE NOTE IF YOU ALREADY HAVE A LICENCE WITH THE SOCIETY FOR THE ENVIRONMENT YOU NEED NOT COMPLETE THE GENERAL REQUIREMENTS TO BE A MEMBER BODY. PLEASE GO TO SPECIFIC REQUIREMENTS.

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CRITERIA	SUGGESTIONS FOR SUPPORTING DOCUMENTS	DOCUMENT REFERENCE
<b>General requirements to be a Member Body to offer CEnv and/or REnvTech an organisation must</b>		
<ul style="list-style-type: none"> <li>▪ assess the competence, knowledge and commitment of candidates for registration</li> </ul>		
<ul style="list-style-type: none"> <li>▪ monitor the continued professional development of registrants</li> </ul>		
<ul style="list-style-type: none"> <li>▪ regulate and monitor the professional conduct of its individual membership</li> </ul>		
<ul style="list-style-type: none"> <li>▪ in accordance with the Society for the Environment Code of Professional Conduct, apply disciplinary procedures in the event of complaints of unprofessional conduct by a registrant and to remove such Chartered Environmentalist from the Soc Env Register of Chartered Environmentalists.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ agree to be reviewed by the Registration Authority and to pay to the Society any specified licence fees</li> </ul>		
<b>Specific requirements to offer CEnv</b>		
<ul style="list-style-type: none"> <li>▪ demonstrate an acceptable cohort of registrable members meet the requirements for the Society for the Environment registers as set out in the relevant Practice Direction</li> </ul>		
<ul style="list-style-type: none"> <li>▪ have at least one member at the appropriate educational level acceptable to the Society</li> </ul>		

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<ul style="list-style-type: none"> <li>have a minimum of 5 years' experience administering membership standards</li> </ul>		
<ul style="list-style-type: none"> <li>can assess the competence, knowledge and commitment of candidates for registration and have management systems in place to process CEnv applications</li> </ul>		
<ul style="list-style-type: none"> <li>have a review mechanism in place before candidate is given assessment decision</li> </ul>		
<ul style="list-style-type: none"> <li>ensure that its individual members who are bound by the professional bodies code of conduct</li> </ul>		
<ul style="list-style-type: none"> <li>provide environmentally relevant of registrants monitor CPD relevant to the qualification</li> </ul>		
<ul style="list-style-type: none"> <li>have a process in place for marketing the CEnv and REnvTech registers</li> </ul>		
<ul style="list-style-type: none"> <li>required to complete an Annual Licence Body Report (ALMR) providing information pertaining to the previous calendar year and for the Licence(s) they hold</li> </ul>		
<b>Specific requirements to offer REnvTech</b>		
<ul style="list-style-type: none"> <li>can demonstrate an acceptable cohort of registrable members who meet the requirements for REnvTech as set out in the relevant Practice Direction</li> </ul>	<p>Profile of membership grades to show which grades of members will be eligible to apply for REnvTech</p> <p>Membership survey to ascertain the potential level of interest in REnvTech</p>	

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**SOCIETY'S PROPRIETARY INFORMATION**

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CRITERIA	SUGGESTIONS FOR SUPPORTING DOCUMENTS	DOCUMENT REFERENCE
<ul style="list-style-type: none"> <li>have at least one membership level that is appropriate to REnvTech</li> </ul>	<p>Membership procedures manual</p> <p>Mapping exercise between membership grades and REnvTech</p>	
<ul style="list-style-type: none"> <li>have a minimum of 5 years' experience administering membership standards</li> </ul>	<p>Membership procedures manual</p> <p>Evidence of members joining over 5 years ago</p>	
<ul style="list-style-type: none"> <li>can assess the competence, knowledge and commitment of candidates for registration and have management systems in place to process REnvTech applications through Panel document review and to remove such REnvTech from the Soc Env Register of Registered Environmentalist Technicians</li> </ul>	<p>Procedure for how existing membership are assessed and how they are maintained</p> <p>Procedures manual for current membership applications</p> <p>Written procedures for processing and assessing applications</p> <p>Internal review plans for REnvTech application process</p> <p>Recruitment and training programme for REnvTech assessors</p>	
<ul style="list-style-type: none"> <li>its individual members who hold the above standard are bound by a code of conduct</li> </ul>	<p>Code of conduct</p>	
<ul style="list-style-type: none"> <li>provide opportunities for the professional development of aspiring REnvTechs and registrants and manage and monitor CPD relevant to them</li> </ul>	<p>CPD procedures</p>	
<ul style="list-style-type: none"> <li>have a process in place for marketing the Society for the Environment and the REnvTech qualification.</li> </ul>	<p>Marketing plan to demonstrate how the Society and the REnvTech qualification will be promoted and communicated to members</p>	

Please return application forms to:

Post: Society for the Environment, ICI.14a Technology Centre, Coventry Technology Park,  
4 Puma Way, Coventry CV1 2TT

Email: [enquiries@socenv.org.uk](mailto:enquiries@socenv.org.uk)

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## 7 TRANSFERRING CENV TO ANOTHER MB

The Society for the Environment have taken clear steps in putting together instructions and guidance on how to transfers to an appropriate Licenced Body (MB) holding the appropriate licence.

These guidance notes have been prepared to provide support, assistance and advice to LMs and those whose members wish to transfer their membership to another LM meeting the new LM's requirements.

Once transfer has been completed, applicants will receive a letter from the Chief Executive confirming their transfer and will be sent a new certificate.

### CEnv Register Transfer Form



This form is to be used for the agreement of transfer of Registered CEnvs from one Member Body (MB) to another.

1. Personal Details (to be completed by CEnv wishing to transfer and then forwarded to existing MB with whom CEnv is registered with)	
First Name	Surname
Title	
Home address and postcode:	
Email address:	
I wish to transfer my CEnv Registration from:	
I wish to transfer my CEnv Registration to:	
CEnv Registration No:	
I wish this transfer to take effect from:	
Please give reasons for transfer:	
Signature (or name if just electronic format used)	
Date:	

#### Section 1

Registrants completes Section 1 and then send the transfer form to their existing Licensed Body.

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## 2. Section to be completed by Existing MB and then forwarded to New MB

<b>Existing Member Body</b>	
MB Membership No.	
CEnv Membership Grade	
I agree to the transfer of the above CEnv, who is a full paid up member of our Member Body, to the Member Body in Section 3 below.	
Date of transfer	
Name	
Position	
Date	

### Section 2

The existing Licensed Member will then complete Section 2 and will send to SocEnv if they are a fully paid up member.

## 3. Section to be completed by New MB and then sent to SocEnv

<b>New Member Body</b>	
MB Membership No.	
CEnv Membership Grade	
I agree to the transfer of the above member onto the Register for CEnvs for this Member Body	
Date of transfer onto their Register	
Name	
Position	
Date	

### Section 3

SocEnv will then send it to the new MB to complete Section 3 and will send back to the Society.

## 4. Section to be completed by SocEnv

Date of Register transfer active from	
Date completed form copied to both MBs	
Registrants date of award	
Name	
Date	

### Section 4

SocEnv will complete Section 4

### IN COMPLETION

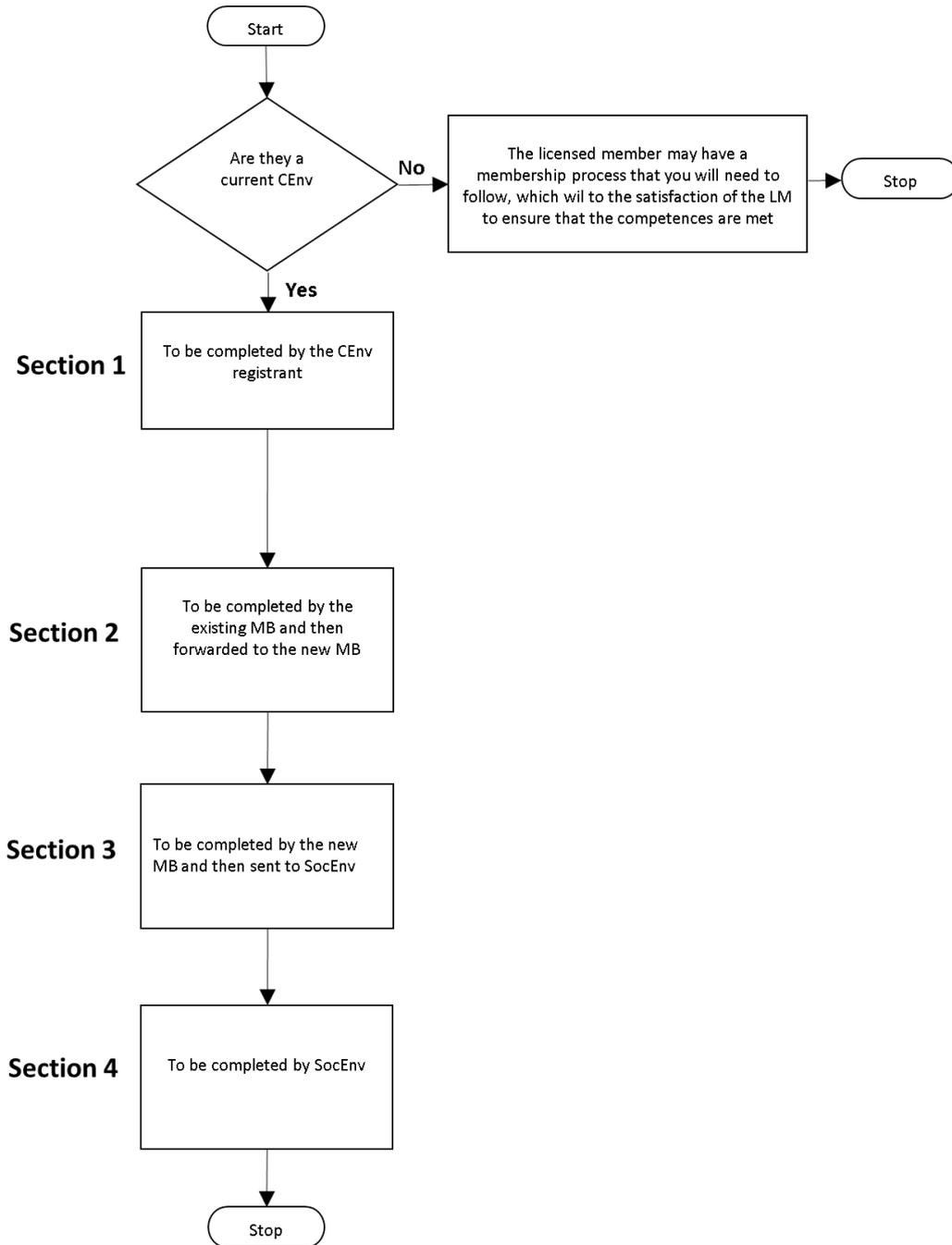
A copy of the completed transfer form will be sent to the new MB and CEnv to confirm that the transfer has taken place, if necessary, issue invoice to new MB if they have not paid their renewal fees in that year.

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# Annex i Transferring CEnv registration to another MB




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# Contact Details

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Society for the Environment  
EC1.1 Enterprise Centre  
Coventry Technology Park  
Puma Way  
Coventry  
CV1 2TT

Tel: +44 (0)345 337 2951      Email: enquiries@socenv.org.uk

## End of Member Body Practice Direction

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## MEMBER BODIES

Arboricultural Association (AA)

Chartered Association of Building Engineers (CABE)

Chartered Institute of Architectural Technologists (CIAT)

Chartered Institute of Ecology and Environmental Management (CIEEM)

Chartered Institute of Building (CIOB)

Chartered Institution of Wastes Management (CIWM)

Chartered Institution of Water and Environmental Management (CIWEM)

Energy Institute (EI)

Institute of Agricultural Management (IAgrM)

Institute of Chartered Foresters (ICF)

Institute of Environmental Management and Assessment (IEMA)

Institute of Fisheries Management (IFM)

Institute of Materials, Minerals & Mining (IOM3)

Institute of Water (IWater)

Institution of Agricultural Engineers (IAgrE)

Institution of Chemical Engineers (ICHEME)

Institution of Civil Engineers (ICE)

Institution of Engineering Designers (IED)

Institution of Environmental Sciences (IES)

Institution of Mechanical Engineers (IMECHE)

Institution of Occupational Safety and Health (IOSH)

Nuclear Institute (NI)

Royal Institution of Chartered Surveyors (RICS)

Royal Society of Chemistry (RSC)

Society of Operations Engineers (SOE)

Correct as of September 2019

[www.socenv.org.uk](http://www.socenv.org.uk)