



Member Guideline

2020

MEMBERSHIP ADMISSION REQUIREMENTS, CERTIFICATION ELIGIBILITY AND APPLICATION PROCESSES

Reference:	Member Guideline: Membership admissions requirements, certification eligibility and application process
Effective:	01 May 2020
Review:	01 May 2021
Owner:	General Manager Professional Development and Membership

Contents

1. Purpose.....	3
2. Member Categories	3
General membership:.....	3
Professional membership:.....	3
3. Postnominals.....	3
4. General Requirements for membership	4
5. Readmission	4
6. Appeals	4
PART A: MEMBERSHIP CATEGORY REQUIREMENTS	5
7. MAPI.....	5
8. Provisional Members	5
9. Associate Member	5
10. Fellow	5
11. Life Fellow	5
12. Reciprocity Agreements and Overseas applicants (for Valuer certifications).....	5
PART B: CERTIFICATIONS.....	6
13. Eligibility.....	6
14. Process for attaining the RPV Certification	7
15. Process for attaining the CPV Certification	8
16. Process for attaining the CPV (P&M) Certification.....	9
17. Process for attaining the CPV (Bus) Certification.....	10
18. Process for attaining the CPP Certification	11
19. Process for attaining the CAM Certification.....	12
20. Process for attaining the CCPM Certification	13
21. Process for attaining the CFacM Certification	14
22. Process for attaining the CDP Certification	15

1. Purpose

- 1.1. The purpose of this Guideline is to be the authoritative source of information on rights and obligations relating to admission to membership of the API and the process and eligibility for educational certifications. It is supplementary to the API Membership Policy.

2. Member Categories

- 2.1. API membership falls into two broad classes being General and Professional. In the first instance, rights and obligations attach to the membership class (for example voting rights). Part A of this Guide lists criteria to join/apply for a membership category. Further criteria attaching to eligibility to enrol in, and requirements to attain, individual educational certifications, is contained in Part B.

GENERAL MEMBERSHIP:

- Student
- Connect
- Retired

PROFESSIONAL MEMBERSHIP:

- MAPI
- Provisional
- Associate
- Fellow
- Life Fellow

3. Postnominals

- 3.1. Members may use the post nominals as specified in Table 1. The table lists the membership category only not the available certifications linked to that member category.

Table 1

Membership Category	Permitted Post nominal
Student	No post nominal
MAPI	MAPI
Provisional Member of the Australian Property Institute	PMAPI
Associate Member of the Australian Property Institute	AAPI
Fellow of the Australian Property Institute	FAPI
Life Fellow of the Australian Property Institute	LFAPI
Retired	May use the post nominals of their membership followed by

	(Rtd) [for example FAPI CPV (Rtd.)]
Honorary	No post nominal
Connect	No post nominal

4. General Requirements for membership

- 4.1. Applicants must satisfy the general threshold requirements for membership listed upon application and complete the API member application form providing the supporting information required for the category being sought before the application can be processed.
- 4.2. Membership will not be activated until payment of the first year's membership (prorated where applicable) and any associated Certification fees, is received by the API.

5. Readmission

- 5.1. Readmission to Provisional, Associate or Fellow Membership, requirements for lapsed members or those holding General Membership:
 - 5.1.1. Demonstration of 20 CPD points gained within the past 12 months
 - 5.1.2. Completion of mandatory modules as prescribed in the CPD Policy
 - 5.1.3. If seeking return to certification - Completion of professional interview if not a professional member for over 3 years
- 5.2. Readmission to Provisional, Associate or Fellow Membership, requirements for MAPI members who have held MAPI membership continuously since category change:
 - 5.2.1. Demonstration of 10 CPD points gained within the past 12 months
 - 5.2.2. Completion of mandatory modules as prescribed in the CPD Policy
 - 5.2.3. If seeking return to certification - Completion of professional interview required after 5 years of MAPI membership.

6. Appeals

- 6.1. Applicants seeking to appeal a decision made under this Guideline are referred to the API Appeals Policy.

PART A: MEMBERSHIP CATEGORY REQUIREMENTS

7. MAPI

- 7.1. Applicants are required to show evidence of a completed degree or equivalent or three (3) years of work experience within the property industry.
- 7.2. Members in this category may enrol in one of the Certification courses open to MAPIs. Enrolment and graduation are subject to specific course entry and completion requirements

8. Provisional Members

- 8.1. This member category is open only to graduates of an API accredited degree (or assessed equivalent overseas academic qualification). It is a gateway to the Residential Property Valuer certification

9. Associate Member

- 9.1. This member category is open only to graduates of an API accredited degree (or assessed equivalent overseas academic qualification). It is a gateway to the Certified Practising Valuer certification.

10. Fellow

- 10.1. Applicants to become a Fellow of the API are required to submit evidence of satisfying the criteria in Appendix 1 of the Membership Policy.
- 10.2. Applications which satisfy the criteria are put to the API Board for consideration and ratification at the next available Board meeting
- 10.3. Applications can take up to three months to process. Successful applicants are notified in writing of their appointment as a Fellow of the API.

11. Life Fellow

- 11.1. Life Fellowship is conferred upon a recommendation to the API Board and adopted by a formal Board resolution. Hence, there is no process for an individual Member to apply to become a Life Fellow.
- 11.2. A professional Member of the API may nominate a Fellow Member to be a Life Fellow who will be assessed against the criteria in Appendix 1 of the Membership Policy.
- 11.3. Nominations for Life Fellow are assessed by an Executive Committee of the Board which makes a recommendation to the API Board to consider and ratify.
- 11.4. Applications can take up to three months to process. Successful applicants are notified in writing of their appointment as a Life Fellow of the API.

12. Reciprocity Agreements and Overseas applicants (for Valuer certifications)

- 12.1. The API recognises overseas qualifications and admissions under reciprocal admission arrangements. Appendix 1 to the Membership Policy outlines requirements for members of PINZ, RICS, the Appraisal Institute of Canada, Hong

Kong Institute of Surveyors (General Practice Division) and Singaporean Institute of Surveyors and Valuers (General Practice Division).

- 12.2. All other applications for a valuer Certification pathway will be assessed on a case by case basis having regard to:
- a. The Course of study undertaken assessed against the 12 core knowledge fields for API accredited degrees for RPV or CPV, and
 - b. The work history of the applicant

PART B: CERTIFICATIONS

13. Eligibility

- 13.1. The API offers Certifications that are available to members as outlined in Table 2. Eligibility to enrol in the Certifications is outlined in Table 2 with the application process outlined further below.
- 13.2. The API may introduce new Certifications aimed at both supporting the educational needs of Members and enhancing the standing of our professional members within the community.

Table 2

Certification	Eligibility to enrol	Post Nominal (after membership category)
Residential Property Valuer	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	RPV
Certified Practising Valuer	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CPV
Certified Practising Valuer (Plant & Machinery)	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CPV (P&M)
Certified Practising Valuer (Business)	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CPV (Bus)
Certified Property Practitioner	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CPP

Certified Asset Manager	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CAM
Certified Commercial Property Manager	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CCPM
Certified Facilities Manager	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CFacM
Certified Development Practitioner	Completion of an API accredited degree (or assessed equivalent overseas academic qualification) and required professional experience	CDP

14. Process for attaining the RPV Certification

14.1. Education and experience:

- a. Demonstrate completion of an API RPV or CPV accredited degree (or assessed equivalent overseas academic qualification)
- b. Complete the Future Property Professional Program (RPV level)
- c. Provide three referee reports on the required form
- d. Demonstrate via an experience journal one year of professional experience in the valuation of residential property in the past two years,

14.2. Report Submission:

- a. Provide Three Assessment Reports (can only be residential property) with all reports to be dated no earlier than 12 months of the submission date, demonstrating varying valuation methodologies. No more than one report to be short form, minimum two full reports required
- b. Provide supporting field notes for assessment reports
- c. Provide letters of certification for assessment reports

Note: Insurance Assessments will not be accepted as Assessment Reports.

14.3. Assessment of reports:

The following process will apply for all submitted reports:

- a. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication. The valuation amount provided in the Report will not be assessed, and the applicant is able to select their choice of valuation methodology (the application of which is tested at Interview).
- b. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.

14.4. Interview:

-
- 14.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.
 - 14.4.2. Interviews will ideally be conducted in person by two CPV certified members with a minimum of seven years of professional experience post their CPV certification award
 - 14.4.3. The following guidelines will be followed:
 - a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and the methodology used, as well as their understanding of responsibilities to the profession and Institute.
 - b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
 - c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.
 - d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
 - e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.
 - f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

15. Process for attaining the CPV Certification

- 15.1. Education and experience:
 - a. Demonstrate completion of an API CPV accredited degree (or assessed equivalent overseas academic qualification)
 - b. Complete the Future Property Professional Program (CPV level)
 - c. Provide three referee reports on the required form
 - d. Demonstrate via an experience journal two years of professional experience in the valuation of real property in the past four years,
- 15.2. Report Submission:
 - a. Provide Three Assessment Reports with all reports to be dated no earlier than 12 months of the submission date, demonstrating three differing valuation methodologies (e.g. Direct Comparison, Cost, Income Capitalisation) and cover three areas of property valuation (e.g. Commercial, industrial, retail, rural, residential etc).
 - b. Provide supporting field notes for assessment reports
 - c. Provide letters of certification for assessment reports

Note: Insurance Assessments will not be accepted as Assessment Reports.

- 15.3. Assessment of reports:

The following process will apply for all submitted reports:

- a. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication. The valuation amount provided in the Report will not be assessed, and the applicant is able to select their choice of valuation methodology (the application of which is tested at Interview).

-
- b. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.
- 15.4. Interview:
- 15.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.
 - 15.4.2. Interviews will ideally be conducted in person by two CPV certified members with a minimum of seven years of professional experience post their CPV certification award
 - 15.4.3. The following guidelines will be followed:
 - a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and the methodology used, as well as their understanding of responsibilities to the profession and Institute.
 - b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
 - c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.
 - d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
 - e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.
 - f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

16. Process for attaining the CPV (P&M) Certification

- 16.1. Education and experience:
 - a. Demonstrate completion of an API CPV accredited degree (or assessed equivalent overseas academic qualification or combination of 10 years experience and ASA course modules)
 - b. Complete the Future Property Professional Program (CPV level)
 - c. Provide three referee reports on the required form
 - d. Demonstrate via an experience journal a minimum two years of professional experience, depending on academic qualifications, in the valuation of plant and machinery in the past four years.
- 16.2. Report Submission:
 - a. Provide Three Assessment Reports with all reports to be dated no earlier than 12 months of the submission date, of differing plant and machinery, demonstrating differing valuation methodologies.
 - b. Provide letters of certification for assessment reports
- 16.3. Assessment of reports:

The following process will apply for all submitted reports:

 - a. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication. The valuation amount provided in the Report will not be assessed, and the applicant is able to select their choice of valuation methodology (the application of which is tested at Interview).

-
- b. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.
- 16.4. Interview:
- 16.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.
 - 16.4.2. Interviews will ideally be conducted in person by two CPV (P&M) certified members with a minimum of seven years of professional experience post their CPV (P&M) certification award
 - 16.4.3. The following guidelines will be followed:
 - a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and the methodology used, as well as their understanding of responsibilities to the profession and Institute.
 - b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
 - c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.
 - d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
 - e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.
 - f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

17. Process for attaining the CPV (Bus) Certification

- 17.1. Education and experience:
 - a. Demonstrate completion of an API CPV accredited degree (or assessed equivalent overseas academic qualification)
 - b. Complete the Future Property Professional Program (CPV level)
 - c. Provide three referee reports on the required form
 - d. Demonstrate via an experience journal two years of professional experience in the valuation of business in the past four years,
- 17.2. Report Submission:
 - a. Provide Three Assessment Reports with all reports to be dated no earlier than 12 months of the submission date, demonstrating differing valuation approaches.
 - b. Provide letters of certification for assessment reports
- 17.3. Assessment of reports:

The following process will apply for all submitted reports:

 - a. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication. The valuation amount provided in the Report will not be assessed, and the applicant is able to select their choice of valuation methodology (the application of which is tested at Interview).
 - b. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.
- 17.4. Interview:

-
- 17.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.
 - 17.4.2. Interviews will ideally be conducted in person by two CPV (Bus) certified members with a minimum of seven years of professional experience post their CPV (Bus) certification award
 - 17.4.3. The following guidelines will be followed:
 - a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and the methodology used, as well as their understanding of responsibilities to the profession and Institute.
 - b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
 - c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.
 - d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
 - e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.
 - f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

18. Process for attaining the CPP Certification

- 18.1. Education and experience:
 - a. Demonstrate completion of an API CPP accredited degree (or assessed equivalent overseas academic qualification)
 - b. Provide three referee reports on the required form
 - c. Demonstrate via an experience journal two years of professional experience in property consultancy in the past four years,
- 18.2. Report Submission:
 - a. Provide Three Assessment Reports with all reports to be dated no earlier than 12 months of the submission date, demonstrating differing types of property.
 - b. Provide letters of certification for assessment reports
- 18.3. Assessment of reports:

The following process will apply for all submitted reports:

 - a. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication.
 - b. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.
- 18.4. Interview:
 - 18.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.
 - 18.4.2. Interviews will ideally be conducted in person by two CPP certified members with a minimum of seven years of professional experience post their CPP certification award
 - 18.4.3. The following guidelines will be followed:

-
- a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and industry as well as their understanding of responsibilities to the profession and Institute.
 - b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
 - c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.
 - d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
 - e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.
 - f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

19. Process for attaining the CAM Certification

19.1. Education and experience:

- a. Demonstrate completion of an API CAM accredited degree (or assessed equivalent overseas academic qualification)
- b. Provide three referee reports on the required form
- c. Demonstrate via an experience journal two years of professional experience in asset management in the past four years,

19.2. Report Submission:

- a. Provide Three Assessment Reports with all reports to be dated no earlier than 12 months of the submission date, demonstrating differing types of assets.
- b. Provide letters of certification for assessment reports

19.3. Assessment of reports:

The following process will apply for all submitted reports:

- c. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication.
- d. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.

19.4. Interview:

19.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.

19.4.2. Interviews will ideally be conducted in person by two CAM certified members with a minimum of seven years of professional experience post their CAM certification award

19.4.3. The following guidelines will be followed:

- a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and industry as well as their understanding of responsibilities to the profession and Institute.

-
- b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
 - c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.
 - d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
 - e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.
 - f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

20. Process for attaining the CCPM Certification

20.1. Education and experience:

- a. Demonstrate completion of an API CCPM accredited degree (or assessed equivalent overseas academic qualification)
- b. Provide three referee reports on the required form
- c. Demonstrate via an experience journal two years of professional experience in commercial property management in the past four years,

20.2. Report Submission:

- a. Provide Three Assessment Reports with all reports to be dated no earlier than 12 months of the submission date, demonstrating differing types of commercial property.
- b. Provide letters of certification for assessment reports

20.3. Assessment of reports:

The following process will apply for all submitted reports:

- a. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication.
- b. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.

20.4. Interview:

20.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.

20.4.2. Interviews will ideally be conducted in person by two CPV (CCPM) certified members with a minimum of seven years of professional experience post their CPV (CCPM) certification award

20.4.3. The following guidelines will be followed:

- a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and industry as well as their understanding of responsibilities to the profession and Institute.
- b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
- c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.

-
- d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
 - e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.
 - f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

21. Process for attaining the CFacM Certification

21.1. Education and experience:

- a. Demonstrate completion of an API CFacM accredited degree (or assessed equivalent overseas academic qualification)
- b. Provide three referee reports on the required form
- c. Demonstrate via an experience journal two years of professional experience in facilities management in the past four years,

21.2. Report Submission:

- a. Provide Three Assessment Reports with all reports to be dated no earlier than 12 months of the submission date, demonstrating differing types of facilities.
- b. Provide letters of certification for assessment reports

21.3. Assessment of reports:

The following process will apply for all submitted reports:

- a. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication.
- b. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.

21.4. Interview:

21.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.

21.4.2. Interviews will ideally be conducted in person by two CFacM certified members with a minimum of seven years of professional experience post their CFacM certification award

21.4.3. The following guidelines will be followed:

- a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and industry as well as their understanding of responsibilities to the profession and Institute.
- b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
- c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.
- d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
- e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.

-
- f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

22. Process for attaining the CDP Certification

22.1. Education and experience:

- a. Demonstrate completion of an API CDP accredited degree (or assessed equivalent overseas academic qualification)
- b. Provide three referee reports on the required form
- c. Demonstrate via an experience journal two years of professional experience in property and/or land development in the past four years,

22.2. Report Submission:

- a. Provide Three Assessment Reports with all reports to be dated no earlier than 12 months of the submission date, demonstrating differing types of development projects.
- b. Provide letters of certification for assessment reports

22.3. Assessment of reports:

The following process will apply for all submitted reports:

- a. Reports will be assessed against a checklist for technical content and must meet a minimum standard of written communication.
- b. Reports that fail the assessment will be returned to applicants with feedback to enable the applicant to review and resubmit the Report. Resubmission may not be made earlier than one month from when the feedback is received.

22.4. Interview:

22.4.1. Once the Report Stage has been passed, the applicant will be eligible to proceed to Interview which will be conducted either physically or virtually.

22.4.2. Interviews will ideally be conducted in person by two CDP certified members with a minimum of seven years of professional experience post their CDP certification award

22.4.3. The following guidelines will be followed:

- a. The Interview shall run for no more than 1.5 hours and will follow an established format aimed at testing the Applicant's knowledge of the Reports and industry as well as their understanding of responsibilities to the profession and Institute.
- b. The Interview stage is not to be used to re-examine the Reports; however, the Applicant may be questioned on the Report to test understanding and knowledge.
- c. Following the conclusion of the Interview, the Applicant will be informed whether they have passed or failed the Interview Stage.
- d. An applicant who has failed the Interview stage will be given a right to apply for a second Interview which cannot be scheduled earlier than two months from the date of the initial Interview.
- e. The Applicant will be provided with feedback outlining areas of improvement. Initial reports may be used for the second interview, with the interview to be conducted by new panellists.
- f. If the Applicant fails the second interview they will not be permitted to present for a new Interview until a period of six months has elapsed from the date of the second failed Interview. This is to allow time for the applicant to review feedback and to gain the required additional skills and knowledge.

