



HONG KONG INSTITUTE OF PROJECT MANAGEMENT

香 港 項 目 管 理 學 會

11/F, Capital Centre, 151 Gloucester Road, Wanchai, Hong Kong
香港灣仔告士打道 151 號資本中心 11 樓

Tel 電話: (852) 2801 9765
Fax 傳真: (852) 3013 6259
Website 網址: www.hkipm.org.hk

Certified Project Manager Application Form

Guidance Notes:

1. Please read and understand the Membership Guide, Certified Project Manager Guide and Personal Data Policy before submitting the application.
2. All required sections should be completed in block letters.
3. Please only send the application fee (refer to Membership Guide) by post to the above address.
4. The annual membership subscription fee should be settled upon the approval of the application after assessment.
5. Please send completed forms and the copy of related documents by post to the above address and by email (certpmgr@hkipm.org.hk).
6. The application fee is non-refundable.
7. Hong Kong Institute of Project Management reserves all the rights in the approval of any applications.

A. Application for Industry Sector

I am writing to apply for the Certified Project Manager (CertPMgr) in the Industry Sector of:

(Please tick only **ONE** appropriate box below to indicate your most preferred Industry Sector that you wish to apply):

- Construction (CONST)
- Architecture (ARCH)
- Engineering (ENG)
- Digital Technology (DTECH)
- Education (EDU)
- Surveying (SUR)
- General Practice (GENPRA)



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B. Your Personal Particulars

Surname: _____ First name: _____ Chinese name _____

Salutation: Dr. Mr. Mrs. Miss H.K. Identify Card/ Passport number: _____

Date of Birth (DD/MM/YYYY): _____ Nationality: _____

Home Address:

Correspondence Address:

Telephone No. (Home): _____ (Mobile): _____ (Office): _____

Fax: _____ E-mail: _____

C. Current Employment

Employer: _____ Job Title: _____

Business Address: _____

D. Membership Information

You must be a full member of the HKIPM before submitting the application for Certified Project Manager.

HKIPM Membership Number: _____ Membership Grade: _____ Date of Issue: _____



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D. Education (in reverse-chronological order)

Date (MM/YY)		Full/Part -time	Institute/University	Qualification	
From	To			Qualification obtained	Date of Award

E. Professional Qualifications (in reverse-chronological order)

Name of Professional Institution	Class of membership obtained	Membership Number	Date of Award



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F. Career History (in reverse-chronological order)

Start / End Date	Employer and Job Title	Role Descriptions and Responsibilities



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G. Accountability Diagram

Blank area for drawing the Accountability Diagram.

Please provide an up-to-date accountability diagram showing two or three levels of authority above and below your current post if you are not at the highest level. If you are at the highest level, the diagram is required to show only levels below your current post. If you have changed your job within one year, please include the diagram for your previous post, together with the relevant date(s).



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H. Professional Development or Training Schemes (if applicable)

Start Date	End Date	Company	Accreditation

Please provide the details of formal or structured training or the Professional Development Scheme that you have completed.

I. Professional Services, Papers Presented, etc. (if applicable)

Date	Title



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J. Declaration

I, the undersigned, hereby apply for admission to the Hong Kong Institute of Project Management. I declare that all the information and documents given in this application are correct and agree, if admitted, I have to abide by the Regulations and Rules of the Institute as now formed or as they may be thereafter legally altered. In the event of my not being considered eligible for admission to the grade applied for, I am willing to accept the grade offered by the Hong Kong Institute of Project Management.

Signature of Candidate: _____ Date (DD/MM/YYYY): _____

Please note that your application cannot be submitted until a Supporter has verified your application. If you submit the application without a supporter who meets the mandatory requirements, your application may be returned to you and will require all supporters to re-verify your application.

K. Supporters' Details

I, the undersigned, support the candidate from professional knowledge as worthy of consideration for Hong Kong Institute of Project Management registration of Certified Project Manager and I endorse the contents of this application.

Supporter 1

Supporter who knows or has known the candidate professionally, working at a senior level with the candidate and with direct knowledge of the candidate's roles and responsibilities, such as the current immediate superior, employer, or working partner, and at similar position in the organisation (if the candidate who is at a senior position).

Full Name of Signatory: _____

Relation with the applicant: _____

Contact No.: _____ Email: _____

Signature: _____ Date (DD/MM/YYYY): _____



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Supporter 2

Supporter who knows the candidate at least 2 years and has known the candidate professionally, personal responsibility, etc.

Full Name of Signatory: _____

Relation with the applicant: _____

Contact No.: _____ Email: _____

Signature: _____ Date (DD/MM/YYYY): _____

Notes for Supporters: Before signing on the application form, you are requested to ensure that the presentation of the form is to the candidate's best advantage and provides adequate information to enable the Hong Kong Institute of Project Management to reach a decision. Please note that you will be required to complete a Supporter Reference Form (sent to the supporter(s) separately) on the candidate's eligibility for certification.

L. Checklist

1. Completed Certified Project Manager Application Form (CPM F1)
2. Completed Project Management Competency Form (CPM F2)
3. Copy of academic certificates (Certified true copy signed by the applicant)
4. Copy of professional certificates or documents (Certified true copy signed by the applicant)
5. Documentary proof for working history
6. Application fee (non-refundable) of HK\$500 payable to “**Hong Kong Institute of Project Management Limited**”

Cheque No.: _____ Bank: _____

Cheque Date: _____



Application Ref. (for official only):

Section 1: General Information

Name of Applicant:

HKIPM Membership No.:

Contact number:

Contact Email:

Application for the Industry Sector:

*No more than 2,000 words in total for all the following sections

Section 2: Professional / Industrial Knowledge

[Please demonstrate your knowledge in your Industry Sector]

Section 3: Generic Management Knowledge

[Please demonstrate your generic management knowledge such as management process - planning, organising, leading, controlling, communication, etc.]

Section 4: Project Management knowledge

[Please demonstrate your project management knowledge such as agile project management, project constraints, project life cycle, project office management, project planning, project risk, project resources control, stakeholder management, negotiation skills, etc.]



Section 5: New Technology

[A brief illustration of your knowledge about new technologies and how to apply them to a real-life project]

Section 6: The roles and responsibilities of a Project Manager

[A brief illustration of the roles and responsibilities of a Project Manager, please give an example of how you apply your management skills/knowledge to a real-life project]

Section 7: Case demonstration

[Use any project that you have managed to demonstrate how you apply your generic / project management knowledge to oversee the project. If possible, it is preferred to use a project with a problem(s)]

Section 8: Ethical behaviour

[Please illustrate briefly that you encounter possible unethical situations arising, behave with integrity and in an equitable manner with good faith and good conscience, that affect the management process of a project]



Date:

Hong Kong Institute of Project Management

11/F, Capital Centre, 151 Gloucester Road, Wanchai, Hong Kong

Dear Sir/Madam,

I enclose a Supporter Reference Form for a candidate applying for the Certified Project Manager with the Hong Kong Institute of Project Management, who has given your name as a Supporter.

The Candidate's details have been completed in Section 1 of the form. You are invited to complete Sections 2, 3 and 4, by giving comments to show how, in your opinion, the candidate has demonstrated his/her competences in project management with respect to his/her nominated Industry Sector.

Once the Form is completed, please either email a scanned copy of the completed form (with your original signature) to certpmgr@hkipm.org.hk; or post to the address shown above.

It would be much appreciated if this form could be returned to the HKIPM on or before [date] to avoid delays in the processing of the application.

Your sincerely,

Dr Francis CHAN

Chair of Internal Affairs, External Affairs, Accreditation and Professional Standard Committee

Hong Kong Institute of Project Management



Supporter Reference Form

Not Know <input type="checkbox"/>	Marginal <input type="checkbox"/>	Adequate <input type="checkbox"/>	Strong <input type="checkbox"/>
B – Personal responsibilities and interpersonal skills			
Not Know <input type="checkbox"/>	Marginal <input type="checkbox"/>	Adequate <input type="checkbox"/>	Strong <input type="checkbox"/>

Section 4: Relationship with Candidate

I support this application: Marginal Adequate Strong

Supporter's signature: _____ Date: _____