

CHECKLIST FOR CP HFE CERTIFICATION APPLICATION

Name of applicant:
NRIC No./Passport No.:
Date of submission:
Types of application: () Associate Certification () Full Certification

SECTIONS	DESCRIPTION	Applicant Check (/)	Office Check (/)
Section 1	Applicant personal information		
Section 2	Employment/working information		
Section 3	Type of certification applied		
	Proof of payment (attachment)	Processing fees	
		Examination fees	
	Other relevant attachment: Letter/Certificate of membership		
Section 4	Academic qualification	Certificate for degree awarded	
		Transcript for degree awarded	
Section 5	Education – competency: knowledge areas	Course synopsis/ evidence of instruction received in the knowledge areas (Sub-Section A - F).	
		Evidence on how the knowledge you acquired was applied in a practical application	
Section 6 (Only for Certified Professional)	Competence – Knowledge Area		
	Proof of peer reviewed publications in journals and/or conference proceedings and/or significant published works/paper/articles.		
Section 7	Experiences		
	Proof of experiences		
Section 8	Supervised Training		
	Log of direct contact hours and duration of the project verified by supervisor/s.		
Section 9	Declaration		

insert N/A where not applicable

THREE copies of this application form, appendices, verified copies of degree/diploma, transcripts and/or copies of certificates and other evidences must be submitted along with the payment/evidence of payment before your application will be considered.

Applications need to be submitted between Jan-Mar [15th of Jan – 1st application] – [to be awarded in April/May] Jul-Sep [15th of July – 2nd application] – [to be awarded in Oct/Nov]