



## 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](http://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](mailto: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

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: \_\_\_\_\_