



Application for Listing under HKIA BIM Accreditation Programme

Please read the Notes to Applicant in Part H before completing this form.

A. APPLICATION TYPE

Please tick as appropriate:

BIM Pro (HKIA) / BIM Pro

- I DO NOT wish to apply for Construction Industry Council - Certified BIM Manager ('CCBM') under the streamlining processing.

Remark: Without checking the box, BIM Co applicant gives his/her consent on applying for both HKIA BIMpro and CIC Certified BIM Manager (CCBM) qualifications under streamlining processing automatically.

- I am currently a Construction Industry Council - Certified BIM Manager (CCBM).

BIM Co (HKIA) / BIM Co

- I DO NOT wish to apply for Construction Industry Council - Certified BIM Coordinator ('CCBC') under the streamlining processing.

Remark: Without checking the box, BIM Co applicant gives his/her consent on applying for both HKIA BIM Co and CIC Certified BIM Coordinator (CCBC) qualifications under streamlining processing automatically.

- I am currently a Construction Industry Council - Certified BIM Coordinator (CCBC).

B. APPLICANT PARTICULARS

Name : (English) _____
Surname Given Name

(Chinese) (if any) _____

HKIA Membership No.: _____ Gender : _____

HKIA Membership Category:
(Please tick as appropriate.)

- Fellow
- Member
- Graduate Member
- Affiliate
- Referred by RP, please fill in referee information below:

Name of RP: _____

Name of Referee: _____

(include HKIA Membership No.)

Signature of Referee

(with company chop)

Office Name : _____

Office Address : _____

Office Tel. : _____ Mobile : _____ Fax : _____

Email Address : _____

C. BIM WORKING EXPERIENCE

Please present your working experience in chronological order starting from the latest practical experience. Separate sheet may be attached to the application form if space is insufficient.

1.	BIM										
Project Name :		_____									
Your Position :		_____									
Project Duration involved :		dd	mm	yyyy	to	dd	mm	yyyy	(mths	days)
Duration involved in Hong Kong :		dd	mm	yyyy	to	dd	mm	yyyy	(mths	days)
Certifier Name (Employer) :		_____									
		HKIA Registered Practice <input type="checkbox"/> Y <input type="checkbox"/> N <i>(Please tick as appropriate.)</i>									
Certifier Signature :		_____								Date :	
Certifier Name (HKIA Member) :		_____									
		<input type="checkbox"/> Fellow <input type="checkbox"/> Member <i>(Please tick as appropriate.)</i>									
		HKIA Membership No. : _____									
Certifier Signature :		_____								Date :	

2.	BIM										
Project Name :		_____									
Your Position :		_____									
Project Duration involved :		dd	mm	yyyy	to	dd	mm	yyyy	(mths	days)
Duration involved in Hong Kong :		dd	mm	yyyy	to	dd	mm	yyyy	(mths	days)
Certifier Name (Employer) :		_____									
		HKIA Registered Practice <input type="checkbox"/> Y <input type="checkbox"/> N <i>(Please tick as appropriate.)</i>									
Certifier Signature :		_____								Date :	
Certifier Name (HKIA Member) :		_____									
		<input type="checkbox"/> Fellow <input type="checkbox"/> Member <i>(Please tick as appropriate.)</i>									
		HKIA Membership No. : _____									
Certifier Signature :		_____								Date :	

C. BIM WORKING EXPERIENCE

Please present your working experience in chronological order starting from the latest practical experience.
Separate sheet may be attached to the application form if space is insufficient.

3.	BIM	Project Name : _____									
		Your Position : _____									
	Project Duration involved :	dd	mm	yyyy	to	dd	mm	yyyy	(mths	days)
	Duration involved in Hong Kong :	dd	mm	yyyy	to	dd	mm	yyyy	(mths	days)
	Certifier Name (Employer) :	HKIA Registered Practice <input type="checkbox"/> Y <input type="checkbox"/> N <i>(Please tick as appropriate.)</i>									
	Certifier Signature :	_____									
		Date :									
	Certifier Name (HKIA Member) :	_____									
		<input type="checkbox"/> Fellow <input type="checkbox"/> Member <i>(Please tick as appropriate.)</i>									
		HKIA Membership No. : _____									
	Certifier Signature :	_____									
		Date :									

4.	BIM	Project Name : _____									
		Your Position : _____									
	Project Duration involved :	dd	mm	yyyy	to	dd	mm	yyyy	(mths	days)
	Duration involved in Hong Kong :	dd	mm	yyyy	to	dd	mm	yyyy	(mths	days)
	Certifier Name (Employer) :	HKIA Registered Practice <input type="checkbox"/> Y <input type="checkbox"/> N <i>(Please tick as appropriate.)</i>									
	Certifier Signature :	_____									
		Date :									
	Certifier Name (HKIA Member) :	_____									
		<input type="checkbox"/> Fellow <input type="checkbox"/> Member <i>(Please tick as appropriate.)</i>									
		HKIA Membership No. : _____									
	Certifier Signature :	_____									
		Date :									

Total BIM Project Duration involved:	mths	days
Total BIM Project Duration involved in Hong Kong :	mths	days

D. BIM TRAINING

Please state your BIM training in chronological order starting from the latest training.

No.	Name of University / Professional Body / Registration Body / Course Provider	Programme Period (dd.mm.yyyy – dd.mm.yyyy) and contact hours	Mode of Study (Part-time, Full-time, Distance Learning)	Programme Title <i>(in full)</i> / Professional Qualification
1.				
2.				
3.				
4.				
5.				
6.				

E1. SUPPORTING DOCUMENTS (for BIM Pro)

Please check your documents to be submitted to support your application.

- Completed Application Form
- Portfolio of BIM working experience including key project information, applicant's role and BIM tasks accomplished
- Curriculum vitae
- Reasonable proof of successful completion of BIM training course(s)
- Statement on core competencies
- Cheque for application fee OR *Proof of CIC-Certified BIM Manager
(*applicable to applicants of BIM Pro(HKIA) / BIM Pro only)

E2. SUPPORTING DOCUMENTS (for BIM Co)

Please check your documents (in this table) to be submitted to support your application

Normal Route	Grandfathering Route	Documents
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed application form for certification of BIM (App A).
<input type="checkbox"/>	N/A	<p>Certified true copies of academic qualification certificates related to a diploma (or equivalent) in Qualifications Framework (QF) Level 4 or above qualification accredited or recognised by a CIC-recognised professional body in architecture, engineering, surveying, building or construction, or equivalent, as recognised by CIC, plus proof of 3 years of full-time relevant experience e.g., employment letter (stationed in Hong Kong for at least 6 months).</p> <p>(Submitted copies of documents to HKIA must be certified as true copies of the originals by:</p> <ul style="list-style-type: none"> - CIC designated staff; or - HR/authorised staff of current employer; or - A recognised certified public accountant/solicitor/notary public; or - "Registered Architect", "Registered Professional Engineer" or "Registered Professional Surveyor" in Hong Kong. <p>The Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position/professional qualification and membership number on it. The Certifier must state that it is a true copy of the original (or words to similar effect)).</p> <p><i>Remark: Grandfathering route applicants should submit proof of 6 years of full-time relevant work experience in the industry (stationed in Hong Kong for at least 2 years).</i></p>

Normal Route	Grandfathering Route	Documents
<input type="checkbox"/>	<input type="checkbox"/>	<p>Filled-in Part C – Provide practical experience in BIM project coordination and related tasks that able to demonstrate you possess the required levels of the Core Competencies as stipulated in the Certification of BIM Coordinators.</p> <p><i>*Grandfathering route applicants should have at least 6 years of full-time work experience in the industry (stationed in Hong Kong for at least 2 years) and at least two years of full-time experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 1 year)</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed Client and Employer evaluation forms, with duplicate of respective selected BIM project in Part C, either in hardcopy (in a sealed envelope) or softcopy via email from the Client and Employer directly.
<input type="checkbox"/>	N/A	<p>Evidence of completing a CIC-Accredited BIM Coordinator Course. (e.g., completion certificate) (Refer to Section 2.2 – BIM related Education/ Training, and submit the relevant certificate.)</p> <p><i>Remark: A grace period is allowed before new applicants are required to submit a completion certificate for a CIC-accredited BIM Coordinator Course in support of their applications. (Refer to Section 2.2 BIM Training_note)</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of completing at least one BIM software/platform training course in operation level as recognised by CIC or possession of any certification of BIM software in operation level issued by respective software developers e.g. Course related to Revit, Dynamo, Fuzor (Refer to Section 2.2 – BIM related Education, and submit the relevant certificate.)
<input type="checkbox"/>	<input type="checkbox"/>	Portfolio of BIM working experience with statement of not exceeding 2000 words on all core competencies, and including key project information, the applicant's role and BIM tasks accomplished.
<input type="checkbox"/>	<input type="checkbox"/>	Curriculum vitae.
<input type="checkbox"/>	<input type="checkbox"/>	Payment or evidence of payment enclosed (cheque).

F. DECLARATIONS BY APPLICANT

1. I (name in full) _____ being an applicant for listing under HKIA BIM Accreditation Programme by The Hong Kong Institute of Architects do hereby DECLARE that the above is a TRUE STATEMENT OF ALL MY PARTICULARS. I also hereby authorize The Hong Kong Institute of Architects to make any reasonable enquiries into the information given above.
2. I declare that the portfolio I submit is a true record of my own experience.
3. My personal particulars can be released to third parties for confirmation of my qualification and experience.
4. I have read the listing requirements and procedures detailed in the HKIA BIM Accreditation Programme Application Handbook and relevant circulars. I shall abide by the rules therein.
5. I hereby authorize The Hong Kong Institute of Architects to submit a copy of this application form and portfolio to Construction Industry Council for streamline processing of application for CIC - Certified BIM Manager upon accepted as BIM Pro (HKIA) / BIM Pro. (not applicable to BIM Co (HKIA) / BIM Co applicants)

Signature of Applicant

Date

G. OFFICIAL USE ONLY

Application Process Check			
Event	By	Signature	Date
Application received			
Application fee received			
Application documents checked			
Membership no. checked			
Application result <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected			
Applicant notified			

H. NOTES TO APPLICANT

1. Eligibility

1.1 BIM Pro (HKIA) / BIM Pro

	BIM Pro (HKIA) / BIM Pro
Qualifications	<p>BIM Pro (HKIA): Fellow Member or Full Member of HKIA;</p> <p>BIM Pro: Graduate Member of HKIA with more than <u>FIVE YEARS</u> of relevant post-degree experience in architecture</p>
Recognized Practical BIM Experience	<p>Candidates should have no less than <u>TWO YEARS</u> BIM working experience in the past five years (including at least six months in Hong Kong) in the execution and management of BIM projects, such as in development of BIM standards, planning, design, contract administration etc. plus execution of BIM projects, counting up to the application form submission date.</p>
BIM Training	<p>Successful completion of 1) BIM Pro Course organized by HKIA and 2) BIM Manager Course accredited by CIC.</p> <p><i>Remark: The requirement of BIM Manager Course accredited by CIC can be waived if Applicants have already got CIC Certified BIM Manager qualification.</i></p>
Submission of Supporting Document	<ol style="list-style-type: none"> 1. Completed Application Form (App A); 2. Reasonable proof of successful completion of BIM training course(s); 3. Portfolio of BIM working experience with statement of between 1,500 and 2,500 words on all core competencies, and including key project information, the applicant's role and BIM tasks accomplished. Each BIM project experience to be certified by <ol style="list-style-type: none"> (i) Authorized Signature of Employer which is a HKIA Registered Practice; OR (ii) Authorized Signature of Employer which is not a HKIA Registered Practice AND HKIA Fellow / Full Member who is a project participant 4. Curriculum Vitae
Acceptance Requirements	<ol style="list-style-type: none"> 1. Submitted document accepted by the Vetting Panel; and 2. Passing a Panel Interview arranged by HKIA to assess whether the applicant possesses the core competencies as stated in 1.3 and required practical experience.
Application Fee	<p>\$500</p> <p>Note: Application fee of CIC - Certified BIM Manager as BIM Pro (HKIA) / BIM Pro will be waived up to 31 Jul 2021</p>

1.2 BIM Co (HKIA) / BIM Co

	BIM Co (HKIA) / BIM Co
Qualifications	<p>BIM Co (HKIA): Fellow Member or Full Member of HKIA;</p> <p>BIM Co: Graduate Member, Affiliate Member of HKIA or Experienced architectural technicians or project coordinators referred by HKIA Corporate Members, HKIA Full Members and Fellows</p>
Academic qualification and Working experience	<p>Candidates should have a diploma (or equivalent) in Qualifications Framework (QF) level 4 or above qualification accredited or recognized by a CIC-recognised professional body in architecture, engineering, surveying, building or construction or equivalent, as recognised by CIC, plus 3 years of full-time relevant work experience (with at least 6 months stationed in Hong Kong)</p>
Recognized Practical BIM Experience	<p>Practical experience in BIM project coordination and related tasks – at least one year full-time relevant BIM experience in BIM projects in the latest five years (with at least 6 months stationed in Hong Kong). Examples of BIM project coordination and related task such as implementation of BIM Execution Plan on a BIM project, BIM modelling production and collaborate information exchange amongst related stakeholders, maintain a Task Information delivery plan, performing BIM-related coordination (internally or externally) with the stakeholders, administration and maintenance of data exchange to the project Common Data Environment (CDE), assist in holding or facilitating various BIM related meeting internally or externally, performing BIM data quality control/checking or assurance in BIM projects, etc.</p>
BIM Training	<p>BIM education – successful completion of:</p> <ol style="list-style-type: none"> 1) A CIC-Accredited BIM Coordinator Course, AND 2) At least one BIM software/platform training course in operation level as recognised by CIC, OR possession of any certification of BIM software in operation level issued by respective software developers <p>Note: During the 6 months grace period, effective from 1 February 2022 to 31 July 2022, the requirement of 1) A CIC-Accredited BIM Coordinator Course is waived.</p>

<p>Submission of Supporting Document</p>	<ol style="list-style-type: none"> 1. Completed Application Form (App A); 2. Reasonable proof of successful completion of tertiary education and BIM training course(s); 3. Submission of Evaluation forms from employer a) Employer Evaluation Form and client b) Client Evaluation Form (if any) sides that can prove at least one year of practical experience in BIM. If the one-year BIM experience covers more than one project, the evaluation from relevant employers and clients are then required. Standardised evaluation forms for employer and client sides will be provided by the HKIA. The applicant should ask his/her employer and client to fill in the standardised evaluation forms and return by the client and employer directly to the HKIA separately. The forms will be used to verify the applicant's BIM experience and BIM capability obtained. 4. Professional conduct and integrity demonstrated by the Employer and Client Evaluation Forms, applicant's professional disciplinary history and conviction records (if any) and applicant's interview performance (if any). An applicant who has <ol style="list-style-type: none"> a) committed misconduct or neglect in any professional respect, b) been disqualified from the BIM Certification and Accreditation Schemes by the HKIA or CIC and removed from the HKIA BIM Pro, HKIA BIM Co, CIC-Certified BIM Managers or CIC-Certified BIM Coordinators Register, c) been disqualified from being registered or certified as a BIM personnel by other BIM certification body for disciplinary reasons, or d) been convicted of any criminal offence involving bribery, fraud, dishonesty or malfeasance, or any offence which may bring the HKIA and the BIM profession into disrepute, will not be considered for certification. 5. Portfolio of BIM working experience with statement of not exceeding 2000 words on all core competencies, and including key project information, the applicant's role and BIM tasks accomplished. Each BIM project experience to be certified by <ol style="list-style-type: none"> a. Authorized Signature of Employer which is a HKIA Registered Practice; OR b. Authorized Signature of Employer which is not a HKIA Registered Practice AND HKIA Fellow / Full Member who is a project participant 6. Curriculum Vitae.
<p>Acceptance Requirements</p>	<ol style="list-style-type: none"> 1. Submitted document accepted by the Vetting Panel; and 2. Passing a Panel Interview arranged by HKIA to assess whether the applicant possesses the core competencies as stated in 1.4 and required practical experience.
<p>Application Fee</p>	<p>\$300</p>

2. Review of Interview / Assessment Results and Handling of Appeal

A candidate who fails Interview/Assessment may apply in writing to BIM Accreditation Committee (BAC) for a review of his/her result within 14 calendar days from the date of announcement of results (but excluding the day of announcement) with an application fee of \$300 giving the brief grounds for review for justification. Late appeals will not be considered.

The grounds for such application shall be confined to material administrative error in the Assessment process only.

Disagreement with the decision of the assessors, illness or medical-related circumstances shall not be accepted as grounds for review. The applicant in his/her application shall demonstrate to the satisfaction of BAC that there is sufficient evidence to support such an application before it can be accepted.

Appeal result normally will be released 4 weeks after the close of appeal application period. Successful appeal will be refundable in full.