



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 confirm to apply for Construction Industry Council - Certified BIM Manager.

BIM Co (HKIA) / BIM Co

B. APPLICANT PARTICULARS

Name : (English) _____
Surname Given Name

(Chinese) (if any) _____

HKIA Membership No.: _____ Gender : _____

HKIA Membership Category : Fellow
(Please tick as appropriate.) Member
 Graduate Member
 Affiliate

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 (Please tick as appropriate.)									
Certifier Signature :	_____									
	Date : _____									
Certifier Name (HKIA Member) :	_____									
	<input type="checkbox"/> Fellow <input type="checkbox"/> Member (Please tick as appropriate.)									
	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 (Please tick as appropriate.)									
Certifier Signature :	_____									
	Date : _____									
Certifier Name (HKIA Member) :	_____									
	<input type="checkbox"/> Fellow <input type="checkbox"/> Member (Please tick as appropriate.)									
	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.				

E. SUPPORTING DOCUMENTS

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)

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	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.
BIM Training	Successful completion of BIM Pro Course organized by HKIA and BIM Manager Course accredited by CIC..
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 or Affiliate Member of HKIA</p>
Recognized Practical BIM Experience	<p>Candidates should have no less than <u>ONE YEAR</u> BIM working experience in the past five years (including at least six months in Hong Kong) in master planning, building design, project co-ordination & administration etc. plus operation of BIM system, counting up to the application form submission date.</p>
BIM Training	<p>Successful completion of BIM training course(s), including in-house training, short-term course, degree course, and course(s) organized or taught by a BIM Pro (HKIA) / BIM Pro, which is accepted by HKIA.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. HKIA Members who can demonstrate extensive BIM working experience/knowledge during interview with reference to core competencies in 1.4 would be granted exemption for document proof of BIM Training attendance
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 500 – 1,000 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 1.4 and required practical experience. <p>[(2) is required if reasonable proof for successful completion of BIM training course(s) accepted by HKIA could <u>not</u> be provided.]</p>
Application Fee	\$300

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.