



## Application pack - Experienced Professional Route

### Thank you for applying for the Experienced Professional Route to Chartered membership.

The Chartered Institute of Housing is the independent voice for housing and the home of professional standards. Our goal is simple - we want to provide everyone involved in housing with the advice, support and knowledge they need to be brilliant.

Before completing the application form please check you meet the entry requirements for this programme. You also need to be confident that you will be able to commit to the programme (see the overview on our webpage).

#### What are the entry requirements?

Entry to the programme depends upon experience and previous qualifications. You need to meet one of the three eligibility routes below:

- You've worked in housing or the built environment for five years, two of which are at management level AND you have a degree level qualification or a minimum Level 4 CIH qualification
- You've worked in housing or the built environment for three years AND you are a fully qualified member of another professional body
- You have more than five years experience working as a senior manager or head of service in a housing organisation

If you work in an academic setting you can access the programme providing you can evidence practical understanding/experience of housing through some or all of the following:

- You might have worked in housing practice before you became an academic or are currently a board member of a registered provider e.g. housing association or a similar organisation
- You have researched and published on an aspect of housing practice
- Through your teaching you disseminate information on housing practice and how skills and competences to work in the housing sector can be developed and enhanced

## What's included

This form contains everything you need to apply for **the Experienced Professional Route to Chartered membership**:

- Application form
- Terms and conditions

## What we need from you

To help us process your application as quickly as possible we will need:

- A fully completed application form
- Photocopies of your previous qualification certificates (where appropriate)

## We're here to help

Our friendly Housing Academy hub are on hand to help you every step of the way.

If you have any enquiries about your application please contact us:

- Call us on **613-594-3007 x16**
- Email [cihcanada\\_info@cih.org](mailto:cihcanada_info@cih.org)

### Where to send your completed applications

Send your completed form and supporting documents to CIH Canada:

Email [cihcanada\\_info@cih.org](mailto:cihcanada_info@cih.org)

or

Mail to **902-75 Albert St, Ottawa, Ontario, K1P 5E7**

## Application form

### PERSONAL DETAILS

Name:

Preferred contact address:

Preferred contact telephone no:

Preferred contact email address:

Have you lived in the UK or EU for the last three years?

(If no, we will require further information and you may need to pay the overseas student rate to them)

Yes

No

### ACCESS TO ASSESMENT

Do you consider yourself to have any disability or medical condition that would mean that you would need reasonable adjustments to support your qualification studies:	Yes	No
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If **yes** please provide details:

*\*It is important that you read and understand the CIH learning and support arrangement. We will send you a form to sign and return to us as part of your application.*

### YOUR QUALIFICATIONS

Please provide photocopies of your certificates when submitting your application. Please list your qualifications including CIH qualifications.

Dates studied:	Subject:	Level:	Grade (if appropriate)

### YOUR CAREER HISTORY

Please tell us about your employment history. If you are currently working in a voluntary position in housing or the built environment, please specify the organisation you work for and your role.

Date:	Employer:	Role:

## YOUR PROFESSIONAL BODY MEMBERSHIP

If you are applying as a full member of another professional body, please provide information below, please send proof of membership.

Grade of membership:

Professional body:

## ANY OTHER INFORMATION

Please tell us about any further information that you would like us to consider supporting your application and meeting the entry requirements:

## HOW DID YOU HEAR ABOUT US?

Please tick one of the following to let us know how you heard about this programme:

Advert

Flyer

College referral

Press

Event

Website

Word of mouth

Social network (please specify) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

## METHOD OF PAYMENT

Invoice to employer

Credit card payment

## DECLARATION BY EMPLOYER (if relevant)

**I hereby declare that the fees will be paid for this applicant upon receipt of an invoice.**

Employer name:

Address for invoicing:

Authorised by (print name):

Authorised by (signature):

Purchase order number:

## DECLARATION BY APPLICANT

**I certify that the information given in this form is correct and fully completed.**

Where fees are paid by your employer or a sponsor, CIH will provide details of your progress to them. Please tick the box if you DO NOT agree to this.

**By signing this form, you will accept that you have read and understood our terms and conditions. These can be found [here](#).**

**Please note that we cannot progress your application if you have not signed this form.**

Signature

Date

## FREE CIH MEMBERSHIP

You are entitled to be a CIH member as part of registering for this CIH qualification.

Are you already a CIH member?	Yes	No
If yes, please indicate your membership no. _____		
If no, would you like free CIH membership for the duration of your studies (you will be contacted with further details)	Yes	No

## DATA PROTECTION STATEMENT

1. CIH processes personal data in compliance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Data Protection Act.
2. CIH will use your data for the purposes set out in its Privacy Policy found [here](#).

**Please state that you have read and understood the Privacy Policy.**

*Please note that we cannot progress your application if you have not ticked this box.*

Are you happy for us to store and process your details to provide you with information about CIH membership?	Yes	No
Are you happy for us to store and process your details to provide you with information about other CIH activities, such as our policy and practice work, events and conferences, training and qualifications?	Yes	No

## CIH EQUALITY AND DIVERSITY MONITORING

The CIH Housing Academy is committed to ensuring that its services are accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. To help us to comply with our policy ensuring equality in our services to you please could you complete our optional Equality and Diversity monitoring form using [this link](#). The information you provide will be anonymous and you do not have to complete all of this form but it will help us improve our services if you can complete as much as possible.

**Thank you for applying to study with CIH Canada and CIH Housing Academy**