### F2- Practice License Application Form

I. IDENTIFICATION

|  |  |
| --- | --- |
| Name of the Applicant (individual or firm) |  |
| Name of firm’s representative (if applicable) |  |
| National or international |  |
| Physical address of the applicant |  |
| Email: |  |
| Tel: |  |

**II. SUBMISSION REQUIREMENTS:**

Please refer to the Criteria for Licensing of Environmental Assessment Practitioners contained in the RAPEP’s Internal roles and regulations document.

| Category | Requirements |
| --- | --- |
| Lead Expert | Proof of possession of a degree from a recognized university in Environment studies or Environmental sciences.  Eight (8) or more years of fulltime equivalent experience in the functional areas of environmental practice. This recognizes supervisory, research, policy, regulation, community conservation work and teaching.  Signed statement of Ethical Conduct in the Environmental Consulting Sector  Reference letters indicating professional conduct and competency by three respected environmental professionals and/or clients.  Commitment to ongoing Professional Development. |
| Associate Expert | Proof of possession of a degree from a recognized university in Environment studies or Environmental sciences.  Four (4) or more years of full time equivalent experience in the functional areas of environmental practice. This recognizes supervisory, research, policy, regulation, community conservation work and teaching.  Signed statement of Ethical Conduct in the Environmental Consulting Sector  Reference letters indicating professional conduct and competency by three respected environmental professionals and/or clients.  Commitment to ongoing Professional Development. |
| Junior Expert | Proof of possession of a degree from a recognized university in Environment studies or Environmental sciences.  Signed statement of Ethical Conduct in the Environmental Consulting Sector  Reference letters indicating professional conduct and competency by one respected environmental professional inclusive of university staff.  Commitment to ongoing Professional Development. |
| Firm of Experts | At least one member registered as a Lead Expert  Proof of role/shares of the Lead Expert in the Firm.  At least one member registered as an Associate Expert  Copy of Company Registration Certificate from RDB  Reference letters indicating professional conduct and competency by three respected environmental professionals, |

III. ADDITIONAL REQUIREMENTS

Please ensure that these additional requirements for your application are attached:

* Application Letter addressed to the president of RAPEP indicating which Licensing Category you wish to apply for.
* Proof of payment of Application fees
* Signed code of Ethic and Professional conduct

**NB:** Kindly note that after review of your license application by the committee, depending on the results of the applications assessment, you will be notified and will be asked to bring in proof of payment for Membership and Licensing fee.

SIGNATURE OF APPLICANT: DATE:

## Code of Ethics and Professional Conduct

Compliance with this Code of Ethics and Professional Conduct is central to sound environmental practice and the credibility of the profession, and is required for persons who are members of the Rwandan Association of Professional Environmental Practitioners (RAPEP).

This Code of Conduct was ratified by the General Assembly on the 9th day of November 2017

Environmental practitioners are committed to practice in accordance with this Code of Ethics and Professional Conduct, and accept personal accountability for professional conduct.

This Code commits environmental practitioners to:

PROMOTE ENVIRONMENTAL PRINCIPLES

(a) Advocate the integrity of the natural environment and the health, safety and welfare of the human community and future generations as being central to environmental practice;

(b) Advocate the protection of environmental values and the mitigation of environmental harm, based on objective scientific and technical knowledge;

(c) Advocate and undertake environmental practice in accordance with principles of environmental stewardship, resilience and sustainability, with a view to achieving no net loss of environmental values and preferably a net gain, and to an appropriate standard.

DEMONSTRATE INTEGRITY

(a) Be honest and trustworthy, avoid misrepresentation or obfuscation, distinguish between fact and opinion, and state opinions which are honestly held;

(b) Respect obligations of confidentiality, privacy and intellectual property;

(c) Be objective, seek peer review and other quality assurance of work as appropriate, and accept as well as give honest and fair criticism when required;

(d) Avoid or manage conflicts of interest, and make all relevant parties aware when there is such a conflict.

REPRESENT AND PROMOTE THE PROFESSION

(a) Promote and provide leadership in the adoption of high standards of environmental practice;

(b) Contribute to the development and maintenance of knowledge about environmental practice and standards of professional competence;

(c) Support others in their development as environmental practitioners;

(d) Do not advertise or represent services, or those of another, in a manner that may bring discredit to the profession.

PRACTICE COMPETENTLY

(a) Provide services at an appropriate standard as required to achieve or foster optimal environmental outcomes;

(b) Only practice and offer services in functional areas and specializations in which one is appropriately qualified, experienced and competent;

(c) Comply with all applicable governing laws and statutory requirements, and actively discourage non-compliance by others;

(d) Promote the involvement of all stakeholders and the community in decisions and processes that may impact on environmental values;

(e) Respect the contribution of other professionals and collaborate in multi-disciplinary approaches;

(f) Be diligent in practice, providing accurate, up-to-date, objective, impartial and unbiased advice;

(g) Acknowledge data and information sourced from others, and be accountable for data collected, analyses performed and conclusions drawn or plans developed as part of an assignment;

(h) Be prepared to explain work and conclusions drawn, and provide the evidence on which the work is based;

(i) Continuously update and develop skills through relevant professional development as a basis for competent practice.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ commit to adhering to and promoting this code of ethics and professional conduct within all aspects of my work.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

IV. REVIEWERS DECISION

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| --- | --- | --- | --- | --- |
| Decision made | SUCCESSFUL |  | UNSUCCESSFUL |  |
| Reviewer Names: |  | | | |
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| Review Date |  | | | |

Notes:

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