

APPLICATION FORM FOR RECERTIFICATION IN HYDROGRAPHIC SURVEYING

NOTES FOR COMPLETING RECERTIFICATION APPLICATION SUBMISSION

INSTRUCTIONS

Please read the 'Guidelines for Certification in Hydrographic Surveying' carefully before completing this application form and review the **AHSCP Recertification Flowchart** (www.geospatialcouncil.org.au). The application for recertification in hydrographic surveying comprises the following components. All of these must be submitted for your application to be considered by the AHSCP Panel.

1. **Complete the Checklist of Documentation Submitted.** This form is available for download from the 'Apply for Recertification' page of the GCA website - www.geospatialcouncil.org.au. **Details for how to pay the assessment fee are listed in this form.**
2. **Cover Letter** – the cover letter should be no more than 1-2 pages and include an overview of your experience, skills and qualifications, and any particular information or requests that you wish to bring to the Panel's attention.
3. **Application Form for Recertification in Hydrographic Surveying** – This form is available for download from the 'Apply for Recertification' page of the GCA website - www.geospatialcouncil.org.au.
4. **Evidence of previous certification (Certification Certificate or Panel Certification Letter)** – This is a copy of your original AHSCP Certification certificate, or of the letter that the AHSCP Panel issued to advise you of your successful certification. If you cannot locate these, please email ahs.cp@defence.gov.au for assistance.
5. **Record of compliant Continuous Professional Development (CPD) activities for the past 12 months.** At least one of the CPD activities should be a significant calendar event such as a conference or seminar pertaining to the spatial industry. Refer to www.geospatialcouncil.org.au for more information.
6. **Signed Logbook of Practical Hydrographic Surveying Experience for past 12 months.** This form is available for download from the 'Apply for Recertification' page of the GCA website - www.geospatialcouncil.org.au. Please ensure that your supervisor/s sign every page.

IF IT IS MORE THAN FOUR YEARS SINCE YOUR CERTIFICATION LAPSED, YOU MUST ALSO SUBMIT:

7. **Referee's Report.** Send your Referee (minimum of one) a copy of the Referee's Report (available for download from the 'Apply for Recertification' page of the GCA website - www.geospatialcouncil.org.au). It is recommended that referees are experienced hydrographic surveyors, preferably CPHS 1. The referee must submit the completed form **directly to the AHSCP** at ahs.cp@defence.gov.au.
8. **LEVEL 1 APPLICANTS ONLY.** At least one Hydrographic Survey Report conducted in the past 24 months. If applying for recertification in Sub-Specialism/s also, one Survey Report relevant to each Sub-Specialism applied for.
9. **LEVEL 1 APPLICANTS ONLY.** Hydrographic Survey Plans (i.e. fair sheet /smooth sheet / drawings) for the above Hydrographic Survey Report/s.

MEMBERSHIP OF THE GEOSPATIAL COUNCIL OF AUSTRALIA (GCA) OR SURVEY AND SPATIAL NEW ZEALAND (S+SNZ)

Specialist Certification in Hydrographic Surveying confers eligibility for membership of the GCA with the notation as Certified Professional in Hydrographic Surveying – Level 1 or Level 2 – and, subject to S+SNZ approval, membership of S+SNZ as a Member (Level 1) or Associate Member (Level 2). In addition, certification confers placement on a List (Register) of Certified Professionals in Hydrographic Surveying. The AHSCP advises both the GCA Professional Certification Panel and the S+SNZ Council of successful applications. Following notification of Specialist Certification in Hydrographic Surveying at either Level 1 or Level 2, an applicant who is not already a member of the GCA or S+SNZ will be given an opportunity to apply for membership. **An applicant who does not become a member of GCA/S+SNZ and maintain their CPD requirements will be required to apply for Certification every year, with payment of the relevant fee.**

APPLICABLE FEES (GST Inclusive)

Payment of a recertification assessment fee (AU \$242.00 for members or AU \$500.00 for non-members) must be included with the Application for Recertification. Application for Recertification in Sub-Specialism/s incur additional fees. Details for payment are listed in the recertification **Checklist of Documentation Submitted.**

LODGEMENT

Please contact the AHSCP Secretary (ahs.cp@defence.gov.au) and request access to the AHSCP file sharing site. Once you have requested access, you will be sent an email with login details so that you can register and upload your application files. Any copies of certificates etc, must be scanned in colour at a resolution of 300 dpi and submitted to the file sharing site once you have received your login details. The deadline for lodgement of applications is **one month** prior to a meeting of the AHSCP. The AHSCP meets every three to four months – details of meeting dates will be published on www.geospatialcouncil.org.au or contact the Secretary. **Email: ahs.cp@defence.gov.au**