



Guidance for Completion of the MISP Application Process

We have tried to make this application process and forms as simple as possible for you to complete. We trust you and your Professional Referee/s to provide information that is honest and true.

Background

The Institution of Sustainability Professionals (ISP) is a non-political professional organisation that brings together a wide group of people who have a common interest in the field of sustainability. We seek to help a wide range of professionals and others understand the importance of taking a sustainable approach to their work.

We provide a high standard of peer-reviewed accreditation for professionals working in the field of sustainability in a wide range of sectors across the world.

ISP encourages applications from anyone working directly or indirectly in the field of sustainability. It may be that your job (full-time or part-time) is wholly devoted to 'sustainability' for your organisation or it may be that you just take a sustainable approach to your work. Professionals taking a sustainable approach to their work should be able to think in a holistic manner and promote such an approach to others. When we talk about sustainability we mean it in the widest sense – covering the economic, social and environmental issues, and the inter-relationships of these areas. We encourage applications for full membership from all those who wish to work in a sustainable and professional manner.

Thinking in a holistic manner - considering: economic issues; social and health issues; resource and energy management; and, environmental issues helps provide a sustainable future for the whole planet. Everyone can do their bit to ensure our new generations can have a sustainable future.

Full Member (MISP)

To become a Full Member of the Institution of Sustainability Professionals is quite simple. The **Normal Route** is for those who are not full or chartered members of a relevant body (i.e. they have not already successfully completed a professional body application process). The **Fast Track Route** is for those who can prove that they have already successfully completed an application process for a relevant professional body.

Normal Route: Applicants who are not full or chartered members of an approved body submit a completed comprehensive application form which includes a written statement of up to approximately 1500 words as evidence of your sustainability experience and a CV.

Fast Track Route: Full or chartered members of any approved professional institution, learned body or society (contact ISP office to check membership@webisp.org), submit a completed application form which includes a 500-word written statement as evidence of your sustainability experience and a CV.

You may complete the application form by typing in your submission details or you may complete it by hand. The information we hold will not be disclosed to third parties.

Referees

Normal Route Application

Your two Professional Referees should have known you for a minimum of 2 years in a professional/work capacity. They should not be related to you and ideally should include your current or a former manager but can also be work colleagues in your organisation or another that know you well.

Fast Track Route Application

Your one Professional Referee should be someone who has known you for a minimum of 2 years in a professional/work capacity. They should not be related to you and ideally should be or have been your manager but can also be a work colleague in your organisation or another that know you well.



Institution of Sustainability Professionals

Key professional competencies required of a Full Member are:

- A: Use a combination of knowledge and understanding to provide sustainable solutions to a range of practical applications.
- B: Apply appropriate methods to the analysis and solution of sustainability problems.
- C: Provide technical and/or commercial leadership.
- D: Demonstrate effective interpersonal skills.
- E: Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

The Assessment Panel will be looking at your application form and CV to ascertain whether you meet the above criteria. They will be looking for examples of projects and work that you have done and do now which show that you meet these criteria. You should clearly explain your role in this work. The application forms provide a series of guided questions with suggestions as to approximate numbers of words per section. This is provided as a guide and if you can make your case in a particular section more succinctly or you need some more words to explain your case – this will not be a problem.

It may be on occasion that the Assessment Panel considers that further clarification of your submission would be useful. An Assessment Panel Member may contact you by phone for to clarify your experience or knowledge as part of the assessment process, rather than assessing the submission to be unsuccessful and asking for a resubmission.

ISP Process

Once we have received your application, we will check to see that all elements have been completed. We will acknowledge your application by email and forward your application form and CV to our Assessment Panel. Normally this assessment process will take 4 weeks but may in some circumstances take up to 8 weeks.

Once we receive the results from the Assessment Panel we will inform you of this.

If you have been successful in your application we will then: a) process the fees; and, b) we will send you your certificate and you can use the letters **MISP** after your name and the Institution's logo on your business cards and letter heads if you so wish. You also receive a monthly electronic copy of the members only 'Sustainability Digest' and other member updates.

If you have been unsuccessful we will: a) provide you with feedback as to why the Assessment Panel considered that you did not meet the criteria required for membership, with suggestions as to how you can gain experience and/or knowledge to hopefully make a successful application next time.

The current fees are:

Registration Application Fee: GBP 150.00 + VAT = 180.00

Please check online to ensure that this is the current fee.

If you have any questions or think that we could make these guidelines clearer, please don't hesitate to contact our membership team on 01827 722153 or email membership@webisp.org

The current applications forms for both Normal and Fast Track Routes are provided on the ISP website for information. The forms can be downloaded online from the website.



MISP Normal Application Form

Notes on Completion of this Form

We have tried to make this application form simple for you to complete. We trust you and your Professional Referee to provide information that is honest and true.

You may complete this form typing in your submission details or you may complete it by hand. The information we hold will not be disclosed to third parties. We may from time to time contact you by mail or other means regarding important information and Institution updates. Your two Professional Referees should have known you for a minimum of 2 years in a professional/work capacity. They should not be related to you and ideally should include your current or a former manager but can also be work colleagues.

Please do not hesitate to contact us if you have any queries regarding the completion of this form or your eligibility to be a MISP.

Please complete the form and ensure that it is signed. Please post it with a copy of your CV and a cheque for the GBP 150.00 + VAT = 180.00 registration application made out to "Institution of Sustainability Professionals". Cheques will not be cashed until your application has been approved. Postal Address: Institution of Sustainability Professionals, Arlington House, 7 Hunters Walk, Witherley, Atherstone, Warwickshire, CV9 3SU, United Kingdom.

There is no annual membership fee.

Applicant's Family Name: Title: (Prof/Dr/Mr/Mrs/Miss/Ms/Other):	Other Names:
Name as you wish it to appear on your certificate:	
Contact Address:	
Contact Telephone Number:	
Contact Email Address:	
Any professional qualifications with dates gained:	
Written Statement to support your application Guidance on words per section are given in brackets. 1. I understand sustainable development to mean... (100 words)	



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2. I take a sustainable approach to my work by... (200 words)

3. Three examples of where I work as at a professional level are... (up to 1000 words)



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4. I understand professional ethical standards to mean... (100 words)

5. I wish to become a Full Member of ISP because... (100 words)

Applicant's Statement:

I have completed this application form and the all the information provided is honest and true.

If accepted as a Full Member of the Institution of Sustainability Professionals I shall act in a professional manner and not bring the Institution into disrepute. I understand that registration information about me will be held on Institution databases for registration purposes and that the Institution may communicate with me directly regarding Institution matters and news.

I understand that as a professional I should complete at least 20 hours of Continued Professional Development per year and this may be checked by the Institution.

Signed:

Date:



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First Professional Referee's Statement:

Name:
Address:

Email Address:

I have read the above submission and to the best of my knowledge the information is true.
I have known the applicant for [] years.
My professional relationship to the applicant is:
My professional qualifications are:

Signed:
Date:

Second Professional Referee's Statement:

Name:
Address:

Email Address:

I have read the above submission and to the best of my knowledge the information is true.
I have known the applicant for [] years.
My professional relationship to the applicant is:
My professional qualifications are:

Signed:
Date:

Office Use only:
Application Received:
Assessment Panel Decision:
Certificate of Registration/MISP sent:

Application Processed:
Applicant Informed:



MISP Fast-Track Application Form

Notes on Completion of this Form

We have tried to make this application form simple for you to complete. We trust you and your Professional Referee to provide information that is honest and true.

Please do not hesitate to contact us if you have any queries regarding the completion of this form or your eligibility to be a MISP. Fast-track membership is available to anyone who is a full or chartered members of any professional institution, learned body or society (contact ISP office to check membership@webisp.org if you want to check).

You may complete this form typing in your submission details or you may complete it by hand. The information we hold will not be disclosed to third parties. We may from time to time contact you by mail or other means regarding important information and Institution updates. Your Professional Referee should be someone who has known you for a minimum of 2 years in a professional/work capacity. They should not be related to you and ideally should be or have been your manager but can also be a work colleague.

Please complete the form and ensure that it is signed. Please post it with a copy of your CV and a cheque for the GBP 150.00 + VAT = £180.00 registration application made out to "Institution of Sustainability Professionals". Cheques will not be cashed until your application has been approved. Postal Address: Institution of Sustainability Professionals, Arlington House, 7 Hunters Walk, Witherley, Atherstone, Warwickshire, CV9 3SU, United Kingdom. **There is no annual membership fee.**

Applicant's Family Name: Title: (Prof/Dr/Mr/Mrs/Miss/Ms/Other):	Other Names:
Name as you wish it to appear on your certificate:	
Contact Address:	
Contact Telephone Number:	
Contact Email Address:	
Membership of approved professional body for fast-track application eligibility Name of Professional Body: Membership status: Date gained: Any other professional qualifications with dates gained:	
Written Statement to support your application (approximately 500 words): I understand sustainable development to mean...	



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I take a sustainable approach to my work by...

I wish to become a Full Member of ISP because...

Applicant's Statement:

I have completed this application form and the all the information provided is honest and true.

If accepted as a Full Member of the Institution of Sustainability Professionals I shall act in a professional manner and not bring the Institution into disrepute. I understand that registration information about me will be held on Institution databases for registration purposes and that the Institution may communicate with me directly regarding Institution matters and news.

I understand that as a professional I should complete at least 20 hours of Continued Professional Development per year and this may be checked by the Institution.

Signed:

Date:

Professional Referee's Statement:

Name:

Address:

Email Address:

I have read the above submission and to the best of my knowledge the information is true.

I have known the applicant for [] years.

My professional relationship to the applicant is:

My professional qualifications are:

Signed:

Date:

Office Use only:

Application Received:

Assessment Panel Decision:

Certificate of Registration/MISP sent:

Application Processed:

Applicant Informed: