



## Applicant Documentation Checklist

In order to expedite your application review and to ensure that you are fully credited with both academic course equivalents and work experience, the following items should be submitted to CIQS office [membership@ciqs.org](mailto:membership@ciqs.org)

- CIQS Application form (not required if already completed online)
- Current Resume/Curriculum Vitae (**must include the start and end date (month and year) for each employment positions held**)
- Copies of Professional Association memberships and affiliations (E.g., APEGGA, ASET, AACE, RICS, etc.)
- Copies of Diplomas or Certificates
- Transcripts of Post-Secondary Courses

The following documents are not mandatory and are not applicable in all cases. The intent is to ensure that the applicant receives full credit for both their academic achievements and work experience.

- Academic Equivalence Reports from assessment agencies, if applicable
- Descriptions or Syllabus of Courses
- List of Publications, if applicable
- Letters of Reference