**Requirements**

Please download guidelines as follows available at [www.picqs.org](http://www.picqs.org) to ensure full compliant of all the relevant APC requirements.

1. APC Candidate’s Guide
2. APC Mentor’s Guide
3. APC Checklist

**Fees**

Candidates must pay the prescribed fee for ‘Application to enter the APC’ amounting to Php 5,000.00. For payment options and further details, please refer to APC Candidate’s Guide, Section 10.2.

All fees are non-refundable with the exception of Application Fee for Final Assessment, when the candidate withdraws his/her application within 14days from the confirmation of his/her eligibility as APC candidate.

**APC Application Form**

*Personal details*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Membership number | |  | | | |
| Title: |  | Family name: |  | | |
| First Name: | |  | | | |
| Nationality: | |  | | | |
| Telephone: | | Home: | | | Mobile: |
| Date of Birth: | |  | | | |
| Email: | |  | | | |
| Gender: | | Male ☐ | | Female ☐ | |
| Home address: | |  | | | |
| Post/Zip code: | |  | | | |
| County: | |  | | | |

*Employment details*

|  |  |  |
| --- | --- | --- |
| Company name: |  | |
| Company address: |  | |
| Post code: |  | |
| County: |  | |
| Telephone: | Work: | Direct Line: |
| Mobile: |  | |
| Email: |  | |
| Employment start date: |  | |

Select preferred correspondence address (please note all communication will be sent to this address):

|  |  |
| --- | --- |
| ☐ Home | ☐ Business |

Select preferred email address (please note all communication will be sent to this address):

|  |  |
| --- | --- |
|  |  |
| ☐ Personal | | | ☐ Business |

*Academic qualifications (Please provide details of your academic qualifications)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of university/institution (include location) | Course  (e.g. BSc Civil Engineering) | Date started | Date completed/ expected | Mode of study (full/part time/distance/work placement) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Professional membership (Please provide details of your professional body membership)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organization | Current grade | How was membership achieved (e.g. examination) | Year gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Relevant Work Experience*

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration**  e.g. Jan 2019 – Apr 2021 (2.25 years) | **Job title** | **Employer** | **Duties and responsibilities relevant to Quantity Surveying** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Disability*

If candidate consider herself/himself disabled, please provide details below.

|  |
| --- |
|  |

*Candidate’s Declaration*

I confirm that all the above mentioned information is accurate and true to the best of my knowledge and belief. I understand that any wilful dishonesty may result to refusal of this application.

I accept the PICQS Rules of Conduct and Ethical Standards.

I declare that I have read and understood the following PICQS Rules of Conduct for Members and the PICQS Ethical Standards and if I will be admitted as a Member, I will fully abide and comply by PICQS Rules and Regulations.

|  |  |
| --- | --- |
|  |  |
| Name: | |  |
| PICQS Membership Number: | |  |

**PICQS RULES OF CONDUCT**

Professional Behaviour - Members shall at all times, act with integrity, avoid conflicts of interest and do not engage in any actions that are not befitting that of a professional.  
  
Continuing Professional Development (CPD) - Members shall plan, undertake and record appropriate continuing professional development of 13 hours per year and submit any evidence to PICQS as required.  
  
Solvency - Members shall ensure that they properly manage their personal finances  
  
Provision of Professional Indemnity Insurance - Any Member who operates his/her own Firm shall ensure that all Works undertaken by the Firm is covered by an adequate and appropriate professional indemnity insurance cover which complies with standards.  
  
Payment of Membership Fee - Members shall ensure that they pay their annual Membership fee in a timely basis.  
  
High Standard of Service - Members shall provide the highest standard of professional service  
  
Participation in Meetings/Events - Members shall actively participate in the following: Annual General Membership, Meetings, Annual National Convention, Conferences and Chapter Meetings.  
  
Career Plan Declaration - Members are required to declare and submit their career plan during the Annual Membership Validation

**PICQS ETHICAL STANDARDS**

I – Integrity  
  
T – Trustworthy  
  
E – Equality  
  
A – Accountability  
  
C – Corporate Social Responsibility  
  
H – High Standard of Competence