

Guidance for Applying to become a Circular Economy Institute Fellow Member

Introduction

This application document sets out the processes by which individuals can qualify to become registered as Circular Economy Institute (CEI) Fellow Members. The criteria to become a CEI Fellow Member are based on education, training, experience, professional and ethical conduct.

How to become a CEI Fellow Member?

You are required to:

- Complete an application form.
- Sign a declaration to confirm you will comply with the CEI Code of Ethics (appendix 1) and Standards of Professional Conduct (appendix 2).
- Submit your CV and a personal statement (appendix 4) demonstrating your competence, knowledge and engagement with the circular economy within your profession, including the promotion of best practice.
- Provide a Continuing Professional Development (CPD) plan for remaining up to date for the next 12 months (appendix 5).
- Attend a professional review interview where you will present for 10 minutes on how you have applied the circular economy within your role.

How do I know if I meet the criteria?

You can start the application process by completing the Candidate Initial Assessment (appendix 3). This document lists the criteria for becoming a CEI Fellow Member and gives you the opportunity to write notes against the criteria on how you meet the competencies. It will give you the opportunity to identify any areas where you need to carry out further development and will help you think of examples to include when writing your CV and personal statement.

How do I write my CV and personal statement?

The CV and personal statement that accompany your application must demonstrate your knowledge, expertise and experience in relation to the competencies listed in the Candidate Initial Assessment (appendix 3). It should be clear how you have met each of the competencies so you should include examples to illustrate your points and headings to structure your answer. There is no word count; however, a good statement should be no more than two to four A4 pages long. There is a personal statement template available in appendix 4.

Remember: as you write your statement, you should focus on the role you played and not that of your team. Using 'I' and not 'we' is crucial to distinguish your own achievements and impacts in relation to the circular economy.

How do I write a CPD plan for the next 12 months?

Regardless of where you are in your career, CPD can benefit you. It is the process of tracking and documenting the skills, knowledge and experience you gain (formally and informally). Use the template in appendix 5 to plan your CPD journey in relation to the circular economy over the next 12 months.

How to apply?

Applicants are encouraged to send in their application electronically to membership@ceinstitute.org. Fees can be paid by calling the Membership Department and they will be sent an invoice.

How will my application be reviewed?

Your application will be considered by an approved CEI representative. All representatives reviewing application will meet the following criteria:

1. **Professional Standing**
 - o Employed or contracted by CEI to carry out application reviews.
2. **Experience**
 - o Minimum of 1 year relevant professional practice, demonstrating breadth and depth of experience within the field.
 - o Familiarity with the standards, competencies, and ethical expectations required for membership.
3. **Knowledge of Membership Framework**
 - o Understanding of the organization's membership pathways, assessment criteria, and code of conduct.
 - o Familiar with CEI Competence Framework.
 - o Commitment to applying criteria consistently and objectively.
4. **Skills and Attributes**
 - o Ability to exercise sound judgment based on evidence.
 - o Strong written and verbal communication skills, including the ability to provide clear, constructive feedback.
 - o Commitment to fairness, impartiality, and confidentiality.
5. **Training and Development**
 - o Completion of the CEI Practitioner course (or equivalent).
 - o Commitment to ongoing refresher training and updates to maintain consistency with evolving standards.
6. **Ethical Commitment**
 - o Agreement to uphold the principles of integrity, confidentiality, fairness, and respect in all review activities.
 - o Declaration of any conflicts of interest when reviewing applications.

What is a professional review interview?

Should you be successful during the first assessment phase, you will progress to the professional review interview. The professional review interview is conducted

virtually, and they are recorded for quality assurance purposes, as well as use in appeals. The interview consists of:

- A 10-minute presentation (via screen share) on how you have applied the circular economy principles within your role.
- A 20-to-30-minute discussion with a panel who will ask questions about your presentation, discuss areas of your personal statement and understanding of the circular economy in your field. You will also be asked about your commitment to maintaining professional standards.

The assessment by the panel will be recorded on an assessment score sheet, each of the elements will be judged and given a score.

What happens if I am successful?

Successful applicants will be entered on the register of CEI Fellow Members upon payment of the prescribed fee. Once entered on the register, registrants are entitled to use the title **[INSERT]** and the designatory letters **[INSERT]** after their names.

CEI Competence Criteria

A – Application of Knowledge

1. Understand the circular economy and its key principles
2. Understand good practice in relation to:
 - a. Circular design
 - b. Circular business models
 - c. Circular procurement
 - d. Reverse logistics, remanufacturing and refurbishment
 - e. Resource use and waste management
3. Demonstrate an awareness of relevant legislation, codes of practice and guidance in relation to the circular economy
4. Analyze barriers to the circular economy and how these can be overcome.

B – Leadership

1. Promote behavioural and cultural change in relation to the circular economy
2. Demonstrate project management skills

C – Effective Communication

1. Communicate the circular economy confidently, clearly and competently
2. Liaise with customers and key stakeholders at all levels

D – Personal Commitment

1. Plan CPD activities to maintain and enhance competence in area of practice.
2. Understand, demonstrate and advocate compliance with relevant codes of ethics and standards of professional conduct.

Appendix 1: Code of Ethics

CEI alumni and professional members must:

- Treat everyone fairly and avoid harassment or discrimination of any kind.
- Act ethically, professionally, and with respect in all interactions with clients, employers, and the public.
- Uphold the integrity of the circular economy in all commercial interactions
- Use sound judgment and care when making circular or financial recommendations.
- Promote ethical practices and inspire others to uphold professional standards.
- Support the circular economy's sustainability and societal benefits.
- Continuously improve their skills and help other professionals do the same.

Appendix 2: Standards of Professional Conduct

CEI Standards of Professional Conduct

Professionalism

A. Knowledge of regulations

Alumni and CEI Professional Members must understand and follow all relevant laws, rules, and regulations that apply to their professional activities, including the CEI Code of Ethics and Standards of Professional Conduct. This includes compliance with laws set by governments, regulatory bodies, licensing agencies, or professional associations.

B. Independence and objectivity

Alumni and CEI Professional Members must exercise reasonable care and judgment to ensure they remain independent and objective in their professional activities.

C. Misrepresentation

Alumni and CEI Professional Members must not knowingly misrepresent any aspect of circular analysis, recommendations, actions, or other professional activities.

Duties to employers and clients

A. Loyalty, prudence, and care

Alumni and CEI Professional Members have a duty of loyalty to the Circular Economy Institute and their clients. They must act with care, sound judgment, and always prioritize their clients' interests over their own.

B. Fair treatment

Alumni and CEI Professional Members must treat all clients fairly and objectively when providing circular analysis, making recommendations, or performing related activities.

C. Suitability

When alumni and CEI Professional Members provide advisory services to clients, they:

- a) Conduct a thorough assessment of the client's or prospective client's circular experience, risk and return objectives, and financial constraints before offering any recommendations or acting. This information is reassessed and updated regularly.
- b) Ensure that any circular initiative aligns with the client's documented objectives, mandates, and constraints before making recommendations or acting.
- c) Evaluate the suitability of initiatives within the context of the client's overall portfolio.

D. Accurate presentation

When sharing information about circular performance, alumni and CEI Professional Members take reasonable steps to ensure it is fair, accurate, and comprehensive.

E. Preservation of confidentiality

Alumni and CEI Professional Members maintain the confidentiality of information related to current, former, and prospective students or clients, except in the following circumstances:

- a) The information pertains to illegal activities by the client or prospective client.
- b) Disclosure is mandated by law.

- c) The client or prospective client has explicitly authorized the disclosure.

Analysis and recommendations

A. Diligence and reasonable basis

Alumni and CEI Professional Members:

- a) Conduct circular project analyses, make recommendations, and take actions with diligence, independence, and thoroughness.
- b) Ensure their circular analyses, recommendations, and actions are supported by appropriate research and a reasonable, well-founded basis.

B. Communication with clients and prospective clients

Alumni and CEI Professional Members:

- a) Clearly disclose to current and prospective clients any significant limitations or risks associated with the circular process.
- b) Exercise sound judgment to identify key factors relevant to circular projects, analyses, recommendations, or actions, and ensure these factors are communicated effectively to clients.
- c) Distinguish between factual information and personal opinions when presenting circular analyses and recommendations.

C. Record retention

Alumni and CEI Professional Members develop and maintain accurate records to support their circular analyses, recommendations, actions, and other communications with current and prospective clients.

Conflicts of Interest

A. Disclosure of conflicts

Alumni and CEI Professional Members provide clear and complete disclosure of any factors that could compromise their independence, objectivity, or ability to fulfil their responsibilities to clients, prospective clients, or employers.

These disclosures must be prominent, written in plain language, and effectively communicate all relevant information.

B. Referral fees or interests

Alumni and CEI Professional Members must inform their employer, clients, and prospective clients, as appropriate, of any compensation, benefits, or considerations they receive or provide in connection with recommending products or services.

Responsibilities as an Alumni or CEI Professional Member

A. Conduct

Alumni and CEI Professional Members do not engage in any conduct that compromises the reputation of the Circular Economy Institute or the Circular Economy Institute's Alumni designation(s).

B. References to CEI and CEI certifications

When referring to the CEI certifications, alumni and CEI Professional Members must not misrepresent what it means to hold the CEI designation, or to be a candidate in the program.

Appendix 3: Candidate Initial Assessment Form

Complete the following assessment form to identify how you can demonstrate the criteria and any areas where you need to carry out further development prior to submitting your application.

Section	Competence Criteria	Notes
A	Application of Knowledge	
1	Understand the circular economy and its key principles	
2	Understand good practice in relation to:	
2a	Circular design	
2b	Circular business models	
2c	Circular procurement	
2d	Reverse logistics, remanufacturing and refurbishment	
2e	Resource use and waste management	
3	Demonstrate an awareness of relevant legislation, codes of practice and guidance in relation to the circular economy.	
4	Analyze barriers to the circular economy and how these can be overcome.	
B	Leadership	

1	Promote behavioural and cultural change in relation to the circular economy.	
2	Demonstrate project management skills.	
C	Effective Communication	
1	Communicate the circular economy confidently, clearly and competently.	
2	Liaise with customers and key stakeholders at all levels.	
D	Personal Commitment	
1	Plan CPD activities to maintain and enhance competence in area of practice.	
2	Understand, demonstrate and advocate compliance with relevant codes of ethics and standards of professional conduct.	

Appendix 4: Personal Statement Template

Guidance

Under each competence, there are sub-headings which will help you add more detail to your answers and give you plenty of opportunities to showcase the breadth of your knowledge and understanding of circular economy.

When writing about how you demonstrate each competence, you might choose to use these sub-headings to help structure your answers, or you can write more broadly if you prefer. The most important thing is to ensure that you cover all aspects of each competence in your answers.

When giving examples of how you meet these competencies, we encourage you to focus on your input and involvement, not that of your team. We are looking for evidence that you have views and opinions of your own.

Summarise areas of distinguished professional attainment (your key achievements in relation to circular economy) (500 words)

A – Application of knowledge (500 words)

Write your answer here

B – Leadership (300 words)

Write your answer here

C – Effective Communication (200 words)

Write your answer here

D – Personal Commitment (500 words)

Write your answer here

Appendix 5: Continuing Professional Development Plan for Next 12 Month

What is your continuing professional development goal in relation to the circular economy for the next 12 months? (e.g. do you want to get a promotion, gain another professional membership grade, complete a qualification etc.)

Use the following table to identify some CPD activities that will help you achieve the goal you set?

CPD Activity I could complete...	How will this help me to achieve my goals?

Complete the following plan to show when you will complete these activities so you can achieve your goals:

Date	Activity	Reason Why

Application for **CEI Fellow Membership** Grade

Title		Date of Birth	
First Name(s)		Last Name	
Job Title		Mobile	
Email		Country	
Postal Address		Postcode	

Preferred regional club (if known):

Declaration of Compliance with the Code of Ethics and Standards of Professional Conduct

As a **CEI Fellow Member**, I will uphold and abide by the Circular Economy Institute's Code of Ethics and Standards of Professional Conduct.

I acknowledge and accept my responsibility to:

1. Act with integrity, professionalism, and respect for others in all my professional interactions and activities.
2. Promote and protect the principles of ethical conduct, fairness, and transparency.
3. Ensure that my actions align with the goals and values of the Circular Economy Institute and contribute to the betterment of the circular economy profession and society.
4. Continuously strive for excellence and competence in my work through lifelong learning and adherence to the highest professional standards.
5. Report any known or suspected violations of the Code of Ethics and Standards of Professional Conduct, in accordance with the institute's established procedures.

I understand that failure to adhere to these principles may result in disciplinary action by the Circular Economy Institute, including, but not limited to, suspension or revocation of my membership or certification.

By signing below, I confirm that I have read, understood, and agree to comply with the Code of Ethics and Standards of Professional Conduct.

Signature		Date	
Print Name			

Data Protection

I understand that the information contained in this form will be processed in accordance with the current Data Protection Act 2018 (together with any further amendments) including the General Data Protection Regulation (GDPR).

I also understand that details pertinent to my application, registration and membership history will be processed and held by the Circular Economy Institute in terms of the Data Protection Act 2018. I agree to my contact details being used for the purposes of establishing and maintaining registration or support for the Circular Economy Institute or providing or administering activities for **CEI Fellow Members**.

I also agree that if successful my name can be included on the **Circular Economy Institute member register**.

Signature		Date	
Print Name			

Opt In

I agree to receive e-newsletters, event details and general opportunities from the Circular Economy Institute via email

I agree to receive opportunities directed specifically to me via email (speaker opportunities etc.).

Signature		Date	
Print Name			