

Supplementary Guide on Preparing the Application for Certification as CCBM or CCBC

Version Jul 2025



建造業議會

建築信息模擬認可及認證計劃

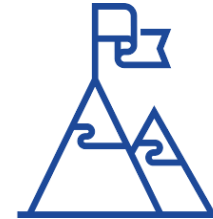
CONSTRUCTION INDUSTRY COUNCIL
BUILDING INFORMATION MODELLING
CERTIFICATION AND ACCREDITATION SCHEMES

Purpose of the guide



- This Supplementary Guide provides guidance to applicants of CCBM/CCBC to support their preparation for application submissions and interview assessments..

- The topics being covered include:



A. How to prepare the application submissions?

1. Understand the importance of completing the application form properly.
2. Understand the application process.
3. Study the application guides.
4. Prepare the competency statement.
5. Prepare a portfolio.
6. Submit all necessary documents.

B. How to prepare for the interview assessment?

1. Understand the timeframe of application and assessment.
2. Understand the process of interview assessment.
3. Understand the core subjects.
4. Understand the key topics.
5. Some useful resources for better preparation.

Disclaimer:

This Supplementary Guide is intended to support applicants in understanding the current requirements and procedures under BIMCAS. As the framework and criteria are regularly reviewed and updated to reflect industry advancements and best practices, applicants are encouraged to refer to the official BIMCAS website (<https://www.bim.cic.hk/en>) for the most up-to-date and authoritative information.



(A) How to prepare the application submissions?

A1. Why is it important to complete an application form properly and to prepare document submissions adequately?

1. Avoid delaying the whole application process and facilitating faster vetting process

- The Case Officer in CIC will vet the application form and request any missing details or document proof.
- The application will be passed to the Assessment Panel **ONLY** when the application submissions fully comply with the requirements.
- A properly completed application form and well-prepared document submissions will facilitate faster vetting process.



2. Demonstrate BIM competency

- The competency section is one of the most important sections for Assessors to evaluate an applicant's BIM knowledge and competency.
- **For CCBC, the interview assessment may be waived** if the application submissions clearly demonstrate that an applicant fully meets the competency requirements of a CCBC.



3. Well document your competence and experience

- Assessors will read through the application form and documents. A properly written and well-organised submission can demonstrate the applicant's experience and knowledge on BIM.

A2. Application and registration process

The applicant visits www.bim.cic.hk and read the application guide.

The applicant prepares and submits the application form with supporting documents and an application fee.

- Application [Online Form]
- [CCBM] Application fee: ~~HK\$2,000~~ **HK\$1,000** (Valid from 1 Jan 2022)
- [CCBC] Application fee: ~~HK\$1,000~~ **HK\$500** (Valid from 1 Jan 2022)

CIC verifies application.

Assessment panel conducts interview with the applicant. (For CCBC, Interview may be waived)

CIC notifies the applicants of the result.

Renewal of registration by CCBM/CCBC every year.

- [CCBM] 12 BIM-related CPD hours and renewal fee ~~HK\$1,000~~ **HK\$500** (Valid from 1 Jan 2022)
- [CCBC] 12 BIM-related CPD hours and renewal fee ~~HK\$500~~ **HK\$250** (Valid from 1 Jan 2022)

The **order of assessment of applications** by the assessment panel depends on:

1. Date of the application received by CIC, and
2. Date of the full submission of the required documents and information, **whichever the latest.**

A3. Study the application guides



Before submitting the application, please carefully review the following documents to gain a clear understanding of the certification requirements and assessment criteria:

➤ Latest Application Guide for CCBM/CCBC

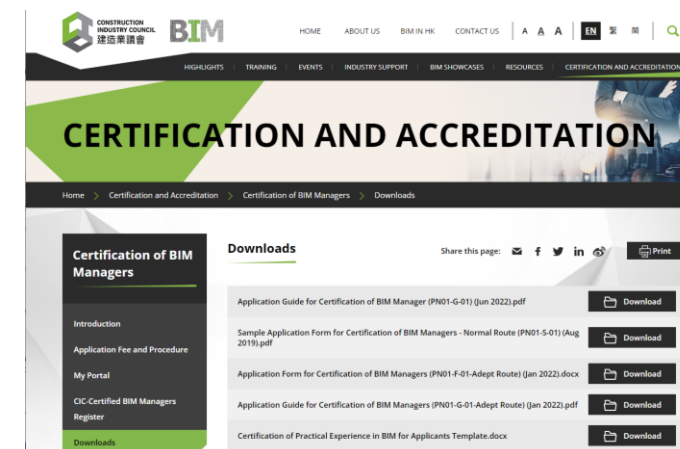
- Provide comprehensive information for the CCBM/CCBC application such as:
- Eligibility Criteria
- Various Routes for CCBM/CCBC
- Core Competencies of a BIM Manager/BIM Coordinator
- Assessment Criteria
- Processing and Assessment
- Notification of Assessment Result
- Renewal of Registration
- List of Detailed Core Competencies of a BIM Manager/BIM Coordinator

➤ Sample Application Form

- Provide example on what should be provided in the application form for reference

➤ And more, available at:

- https://www.bim.cic.hk/en/certification_and_accreditation/certification_manager_downloads
- https://www.bim.cic.hk/en/certification_and_accreditation/certification_coordinator_downloads



A4. Prepare the competency statement



The competency statement allows applicants to demonstrate both their practical experience in BIM and their English writing skills.

Plagiarism is strictly prohibited. Honesty is a core principle of professional ethics, and any applicant found to have engaged in misconduct will not be considered for certification.

Additionally, the process of preparing the competency statement provides applicants with an opportunity to review their BIM knowledge and familiarise themselves with relevant BIM standards.

1. Content of the competency statement should be

- Concise, and
- Informative – on your experience gained and the core competencies involved.

2. Be accountable for the content included in the competency statement.

- Assessors will expect applicants to have a solid understanding of the information they have provided and may request further details during the interview.

Reminder

(E.g. many applicants have not provided sufficient detail for CC3 and CC4 in Section 6c of the CCBC application form. It should be clearly and thoroughly written to demonstrate the applicant's practical experience in BIM project coordination, as well as their relevant BIM knowledge.)

Reminder

(E.g. many applicants have listed the BIM standards referenced and the software used in their projects. However, applicants should also be able to describe which specific aspects of the standards were followed in the projects, and how the BIM software was adopted or applied in the projects.)

A4. Prepare the competency statement (con't)



3. Not just a record of project features

- Applicants should write the competency statement **CLOSELY RELATED** to the core competencies and the core subjects (refer to annexes of the application guides). It might not be enough by just telling the scope of the project.

4. Be smart on presentation

- For the areas that applicants may not have relevant/adequate job experience, try to mention the concept/theory of those areas and to provide explanation, evaluation or views, and to correlate them to their BIM project experience as far as possible.

Reminder

(E.g. some applicants have been found copying work from colleagues or others, or using corporate/project images and presentation materials without providing sufficient explanation. Such practices raise concerns among assessors on the applicant's actual roles and responsibilities in the BIM projects, and may lead to doubts regarding the authenticity of their experience.)

Reminder

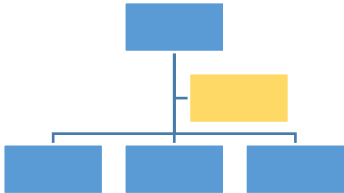
(E.g. Some applicants may not have direct experience in developing BIM QA/QC mechanisms or serving as BIM auditors to review BIM processes and models in their projects. Nevertheless, they can still apply the relevant knowledge gained from accredited courses to correlate, reflect on, and evaluate the BIM-related duties they have performed in their projects.)

A5. Prepare a portfolio

Prepare a portfolio covering all projects listed in Section 6, highlighting your roles, experience, and the Core Competencies achieved.

This helps assessors evaluate your suitability as a BIM Manager or Coordinator.

• Good practice in preparing a Portfolio (for reference)

Project name:		
Project description:		
Project period:		
Organization Chart:		
Scope, responsibilities and experience gained:		Core Competency:
1.	<p>Manage the BIM modeller to convert 2D drawings into a 3D model</p> <p>Software used: Revit, ArchiCAD</p> <p>Technologies used: N/A</p> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <div style="border: 1px solid black; background-color: #4a86e8; color: white; padding: 5px; text-align: center;">image</div> <div style="border: 1px solid black; background-color: #4a86e8; color: white; padding: 5px; text-align: center;">image</div> </div> <p>Experience gained:</p> <ol style="list-style-type: none"> 1. Each view can only be used in one sheet. 2. View depth and view range are important parameters in controlling the visibility of elements in drawings. 	<p>CC2 - BIM Software and Technologies</p>

Highlight applicant's name in the O-chart of the project team.

Describe applicant's **responsibilities and experience gained** from the project & illustrate with screen capture / rendering. And indicate which **core competency** is achieved.



A5. Prepare a portfolio (con't)



- **Good practice in preparing a Portfolio** (for reference)

Scope, responsibilities and experience gained:		Core Competency:
2.	<p>Check and review the models before submitting to shared folder. Software used: Projectwise Data/file exchange format: IFC</p> <p>Experience gained:</p> <ol style="list-style-type: none">1. Understood and handled the data/information loss in IFC exchange2. Explained to colleagues the standard of model requirement	CC4 - Digital Information Management, Collaboration and Integration



A6. Necessary documents to be submitted for CCBM application

To avoid delays in the vetting and application process, the application form and required documents must be properly prepared and submitted to the Construction Digitalisation (CD) Department of CIC, as listed below:



QR Code to CCBM
download page

Remarks: The following requirements apply to the Normal Route only and are provided for reference. For other Routes, please refer to the respective application guides for details.

1.	Completed and signed application form .
2.	Proof of academic qualification . <ul style="list-style-type: none">• Membership certificates (e.g. corporate membership of HKIA, HKIE or HKIS), or• Academic qualification certificates related to a degree as recognised by CIC (refer to the application guide Section 4.1 (c) for detail) (for Adept Route, please refer to another application guide (PN01-G-01-Adept Route) for details)
3.	Proof of industry experience . (e.g. appointment letters, employment letters or reference letters, etc.) <ul style="list-style-type: none">• Work proof(s) of minimum 5 years of relevant post-degree experience (stationed in Hong Kong for at least 6 months) (Please refer to the application guides for details on the industry experience requirements under various Routes)
4.	A portfolio . <ul style="list-style-type: none">• A portfolio of project experience that proves the applicant has in the past 5 years gained at least 2 years of practical experience in BIM (stationed in Hong Kong for at least 6 months) (refer to the application guide Section 4.1 (d) for detail) (Please refer to the application guides for details on the industry experience requirements under various Routes)
5.	Completed and signed the document of Certification of Practical Experience in BIM . <ul style="list-style-type: none">• The Certification of Practical Experience in BIM for Applicants Template can be downloaded at https://www.bim.cic.hk/en/certification_and_accreditation/certification_manager_downloads
6.	A competency statement . (incorporated in the Application Form)
7.	Certificate of successful completion of a CIC-Accredited BIM Manager Course or a CIC-Accredited BIM Manager Top-up Course which is applicable for CCBCs .
8.	A curriculum vitae .

A7. Necessary documents to be submitted for CCBC application

Remarks: The following requirements apply to the Normal Route only and are provided for reference. For other Routes, please refer to the respective application guides for details.

1.	Completed and signed application form
2.	Proof of academic qualification <ul style="list-style-type: none"> Membership certificates (e.g. corporate membership of HKIA, HKIE or HKIS), or Academic qualification certificates related to a diploma (or equivalent) in Qualifications Framework (QF) Level 4 or above as recognised by CIC (refer to the application guide Section 5.1 (c) for details) (Please refer to the application guides for details if the applicant would apply for CCBC via Adept Route)
3.	Proof of industry experience (e.g. appointment letters, employment letters, reference letters, etc.) <ul style="list-style-type: none"> Work proof(s) of minimum 3 years of full-time relevant industry experience (stationed in Hong Kong for at least 6 months) (Please refer to the application guides for details on the industry experience requirements under various Routes)
4.	A portfolio (In particular, for the selected project(s) in Application form Section 6c)
5.	Completed and signed employer evaluation form (refer to the application guide Section 5.1 (d) for details) <ul style="list-style-type: none"> The employer evaluation form is available in the online portal, or template could be downloaded at https://www.bim.cic.hk/en/certification_and_accreditation/certification_coordinator_downloads
6.	Completed and signed client evaluation form (Optional) (refer to the application guide Section 5.1 (d) for details) <ul style="list-style-type: none"> The client evaluation form is available in the online portal, or template could be downloaded at https://www.bim.cic.hk/en/certification_and_accreditation/certification_coordinator_downloads
7.	A competency statement (incorporated in Section 6c of the Application Form)
8.	Certificate of successful completion of a CIC-accredited BIM Coordinator Course or a CIC-Accredited BIM Coordinator Top-up Course for CCBMs.
9.	Evidence of completing a at least one BIM software/platform training course in operation level or relevant certification (refer to the application guide Section 5.1 (c) (ii) for details)
10.	A curriculum vitae



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download page

A8. Other useful tips



1. **Email** is the primary communication channel between CIC and the applicants. Applicants are recommended **to regularly check the mailbox** of their email address(es) provided to CIC in their application forms.
2. [CCBC] Streamlined approach on submission of the client evaluation form **(preferred but not mandated)**
 - The form will be sent to your client(s) by email through the online system upon online application submission. Please remind your client(s) to complete the online evaluation forms using the link provided in the email.



Section 6c Selected practical experience in BIM project coordination and related tasks (In reverse order)*

In the past 5 years at least 1 year full-time relevant practical experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 6 months).

You are required to select at least one project from Section 6a that able to demonstrate you possess the required levels of the Core Competencies stipulated in the Certification of BIM Coordinators. You should duplicate this section separately and attach it to the corresponding Client Evaluation Form and Employer Evaluation Form. If the selected project cannot show 1 year of full-time relevant experience in BIM, you may need to provide more than one BIM project and make sure the Employer Evaluation forms such that the required 1 year of practical experience in BIM project coordination and related tasks can be satisfied.

In case client evaluation form cannot be submitted or cannot cover the required period of the applicant's practical experience in BIM coordination and related tasks, the applicant's application will be assessed based on the available details. The submission of the client evaluation form is not mandatory for your application as the BIM Assessment Panel (BIMAP) will assess your application based on the available details.

(Remark: For Grandfathered applicants, you must provide two years of full-time experience in BIM project coordination and related tasks (stationed in Hong Kong for at least 1 year) on or before 31 December 2019.)

Selected?	Project Ref.**	From (mm/yy)	To (mm/yy)	Project location (HK or overseas)	No. of Project team members	Your position in this Project
✓	PR01			this project		

Client evaluation form not mandated but advisable

- To facilitate the BIM practitioners applying for CCBC, in case client evaluation form cannot be submitted or cannot cover the required period of the applicant's practical experience in BIM coordination and related tasks, the applicant's application will be assessed based on the available details.
- Nevertheless, the submission of full client evaluation form will give an edge to your application as the BIM Assessment Panel (BIMAP) can have a more thorough understanding of your experience and capability in BIM coordination works when doing assessment.



(B)
**How to prepare for the interview
assessment**

B1. Rundown of interview assessment



1. Self-introduction (~5 mins)

- CCBM – self-introduction in English.
- CCBC – applicant can conduct the self-introduction in Cantonese or English.
- No cue card / note / presentation slide

2. Discussion – Assessors will ask questions and have discussion with the applicant. (CCBC ~30 mins) (CCBM ~40 mins)

- **No slide/animation presentation** is needed during the interview;
- Assessors will assess whether the applicant possesses the core competencies and practical experience as required by the certifications. For details, please refer to the annexes of the application guides;
- Applicants must pass **ALL** Core Competencies in order to obtain the certification;
- The BIM Assessment Panel (BIMAP) will have a discretion to grant the applicant, who failed in only one Core Competency (CC), an opportunity to re-sit interview assessment on the failed CC. For details, please refer to the application guide.
- The final result of the application will be announced after the decision made by the Board (BIMCAB), based on the recommendation made by the Assessment Panel;
- For applicants who have attended the interview but were not approved, the result letter will specify which Core Competency area(s) they did not pass. Applicants are encouraged to improve on the identified weak Core Competencies and reapply once they are ready.
- There **is no suspension period** for failed applicants, they are welcome to re-apply for the certification once they are ready.



Photo of the Interview Room
(for reference only)

B2. List of Core Subjects

- The List of Core Subjects outlines the key topics under each Core Competency group, along with the required competency levels that a BIM Manager or BIM Coordinator should possess.
- These details are available in the application guides, and applicants are strongly encouraged to study them thoroughly before submitting their applications

List of Core Subjects on CC4 of CCBM		L1	L2	L3	L4
4. Digital Information Management, Collaboration and Integration	4.1. Digital Information Management				
	4.1.1 Value of data & how it should be managed		✓		
	4.1.2 Interoperate data/information to facilitate cross-disciplinary and cross-BIM platform collaboration		✓		
	4.1.3 Limitation of BIM software in relation to information management		✓		
	4.1.4 Determine level of development in the context of graphics and information in different stages under LOIN				✓
	4.1.5 Determine level of integration of digital information into asset & facility management				✓
	4.1.6 Oversee the process and quality of information exchange in different formats (BCF, IFC, IDM, bsDD, COBie, MVD, etc.)				✓
	4.2. Common Data Environment (CDE)				
	4.2.1 CDE solution and workflow		✓		
	4.2.2 Overview of CDE solutions in the market		✓		
	4.2.3 Setup of CDE			✓	
	4.2.4 Assessment and selection of CDE			✓	
	4.2.5 Management of CDE				✓
	4.2.6 Limitation of CDE		✓		
	4.3 – Data Quality Control & Assurance across various stages				
	4.3.1 System checking (including software and hardware)				✓
	4.3.2 Model audit				✓
	4.3.3 Model checking				✓
	4.3.4 Audit reporting				✓



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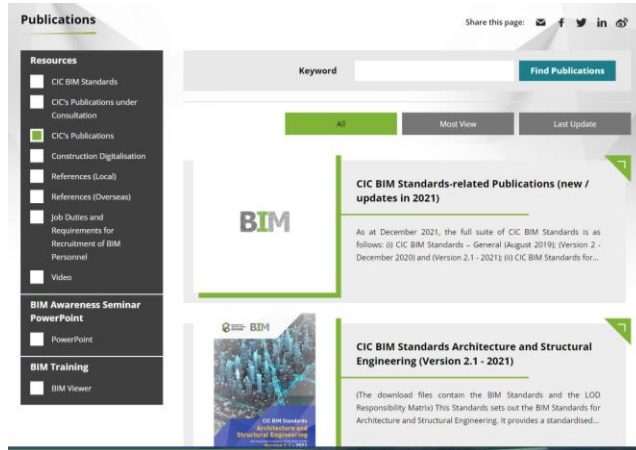
List of Core Subjects on CC3 of CCBC		L1	L2	L3	L4
3. BIM Uses and Processes	3.1. – BIM Uses and Processes				
	3.1.1 General understanding of the workflows in local construction projects	✓			
	3.1.2 BIM strategy, BIM uses, BIM processes		✓		
	3.1.3 Key personnels in relation to BIM and their roles and responsibilities	✓			
	3.1.4 BIM related documents such as Exchange Information Requirements (EIRs), Asset Information Requirements (AIRs), BIM Execution Plan (BEP) throughout the full project life-cycle				✓
	3.1.5 Applications of various technologies to achieve BIM uses		✓		
	3.2. – Administration of the BIM projects as a project BIM coordinator				
	3.2.1 Project implementation following the BEP			✓	
	3.2.2 Setup, creation and publishing of BIM models following BIM related documents such as BEP or BIM standards			✓	
	3.2.3 Establish and maintain data structures or links throughout the BIM processes			✓	
	3.2.4 Administration and maintenance of BIM models in BIM project				
	3.2.4.1 Monitor overall BIM models work progress			✓	
	3.2.4.2 Coordination of BIM models with internal or other disciplines			✓	
	3.2.4.3 Maintain the BIM models appropriately and compile with BIM documents such as BEP or BIM standards			✓	
	3.3. – Execution of BIM Uses for single and multi-disciplinary coordination in BIM project				
	3.3.1 Spatial Coordination and 3D Construction Coordination (As stated in CIC BIM Standards General)			✓	
	3.3.2 Phase Planning (4D Modelling) (As stated in CIC BIM Standards General)			✓	
	3.3.3 Design Reviews (As stated in CIC BIM Standards General)			✓	
	3.3.4 Drawing Production directly from BIM software / platform			✓	
	3.4. – Assist in BIM related meetings				
	3.4.1 Meeting with appointing party			✓	
	3.4.2 Meeting with Lead Appointed Party and/or Appointed Parties			✓	
	3.4.3 Internal meeting			✓	
	3.4.4 Multidiscipline collaboration meeting			✓	
	3.4.5 Site co-ordination meeting			✓	

B3. Hot topics being asked during interview (for reference only and not exhaustive)



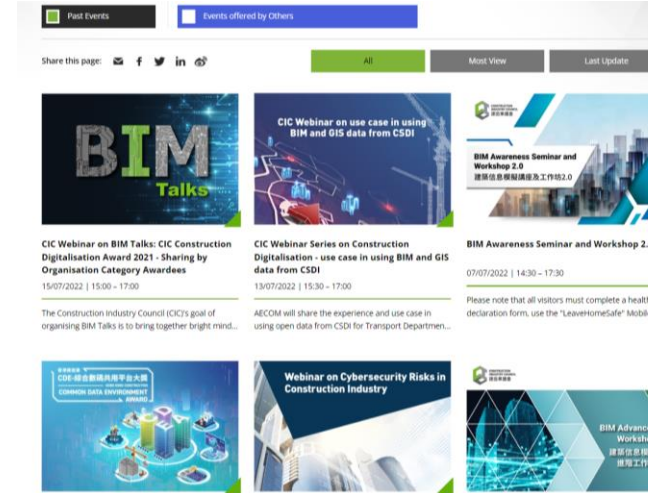
CC1 – BIM Initiation	CC2 – BIM software and Technologies	CC3 – BIM Uses and Processes	CC4 – Information Management	CC5 (CCBM) – Commercial and Contract	CC6(CCBM)/CC5(CCBC) - Communication
<ul style="list-style-type: none"> • LOD-G • LOD-I • LOIN • CIC BIM standards • DevB Technical Circular and other BIM-related publications • ISO 19650 series • openBIM 	<ul style="list-style-type: none"> • Various BIM software (e.g. Revit, Civil3D etc.) • Various BIM or construction digitalisation related technologies (e.g. AR/VR, MiC etc.) 	<ul style="list-style-type: none"> • Various BIM uses • BIM Execution Plan • OIR, EIR, AIR, SIR • 4D, 5D BIM • BIM coordination processes 	<ul style="list-style-type: none"> • CDE (e.g. workflow, status code, revision) • IFC • COBie (e.g. Process of converting BIM data to COBie, scope and content of COBie spreadsheet, etc) • QA/QC (e.g. Visual, Interference, Standards, Model data Integrity check, etc.) • OIR, PIR, AIR, EIR, PIM, AIM 	<ul style="list-style-type: none"> • BIM contract • BIM specifications • Contractual implication • Potential contractual risks 	<ul style="list-style-type: none"> • Fluency and confidence in communication • Answer clearly and quick to the point

B4. Some useful resources for interview preparation



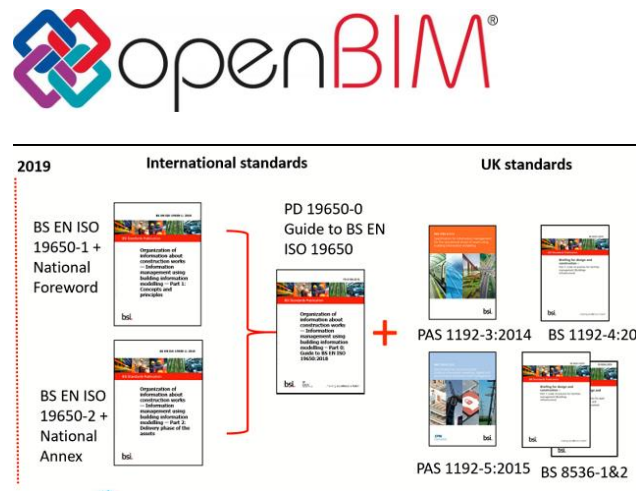
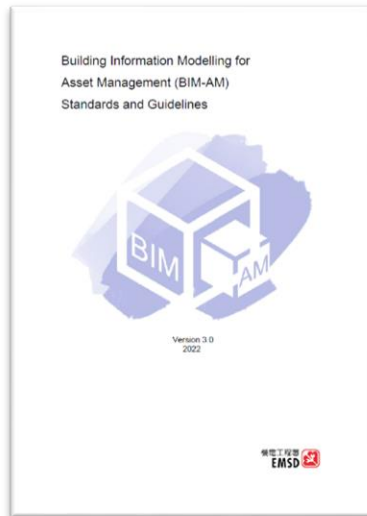
CIC BIM related publications (e.g. latest version of BIM Standard General)

<https://www.bim.cic.hk/en/resources/publications>



CIC BIM related events (upcoming or past, e.g. BIM Talks, CDE Series)

<https://www.bim.cic.hk/en/events/list>



Some other resources

EMSD BIM-AM

https://www.emsd.gov.hk/en/engineering_services/project_management_consultancy/highlights_of_work/bim_am/

openBIM

<https://www.buildingsmart.org/about/openbim/>

ISO19650

<https://www.iso.org/standards.html>

B5. Timeframe for inviting to interview assessment and announcement of result



1. Timeframe for inviting to the interview assessment
 - a) Upon satisfaction on the submission of application forms and required documents by the CD Department of CIC, the application will be passed to the assessment panel for assessment.
 - b) In general, the **interview can be arranged within 1-2 months** after full submission of application documents unless there is a surge of applications in that period of time
 - c) The case officers will normally inform the applicants **2 weeks before the date of interview**.

2. Timeframe for announcement of result
 - a) The final result will be announced after the decision made by the Board (BIMCAB), based on the recommendation made by the Assessment Panel. The **notice will be mailed** to the applicant.
 - b) It is expected that the application process will take around **4 to 6 months** in normal circumstances.

END

Disclaimer:

This Supplementary Guide is intended to support applicants in understanding the current requirements and procedures under BIMCAS. As the framework and criteria are regularly reviewed and updated to reflect industry advancements and best practices, applicants are encouraged to refer to the official BIMCAS website (<https://www.bim.cic.hk/en>) for the most up-to-date and authoritative information.