Tips for Preparing Application Form of
Certification of Building Information Modelling (BIM) Coordinators
via BIM Mentorship Route

> **Please read the tips below before you start filling in the CCBC application form via the BIM Mentorship Route in the Application Portal!**

1. Please choose "**Certification of BIM Coordinator (BIM Mentorship Route)**".

Important Notes to Applicants

1. Please read carefully the "Application Guide for Certification of Building Information Modelling (BIM) Coordinator" BEFORE completing this application form.

2. Certified true copies of academic qualification(s) and documentary evidence (e.g. letters from employers, etc.) must be included in the application.

3. For BIM Mentorship Route applicants, certified true copies of academic qualifications are required only if there are any updates from the previous CCBC(A) application.

4. Upon submission, this Application Form and all other attached documents become part of CIC records and are not returnable regardless of the assessment result.

5. Entries in Sections 2 to 6 of this form should be made in reverse order of time, i.e. starting with the most recent.

Application For

Certification of BIM Coordinator (Normal route)	Certification of BIM Coordinator (Adept route)	Certification of BIM Coordinator (BIM Mentorship Route)

2. *Section 1 Personal Particulars* is **COMPULOSRY**. Please fill in **ALL** information.

3. Please **leave them BLANK** if there is **no update** on the following sections:
   - *Section 2 Academic Qualifications*
     [Remarks: Please submit **certified true copies of academic qualifications** **ONLY** if there are updates from the previous CCBC(A) application.]
     [i.e. if any new academic qualifications you have gained <u>after</u> you have registered as a CCBC(A).]
   - *Section 3 Professional Qualifications*
   - *Section 4 BIM Related Education/Certification*
   - *Section 6 Practical Experience in BIM*
   - *Section 7 References*

4. *Section 5 Employment History* is **COMPULOSRY**. You may retrieve your submission from your previous CCBC(A) application form (available for download on CCBC(A) Application Portal) and paste the updated employment history to this section.
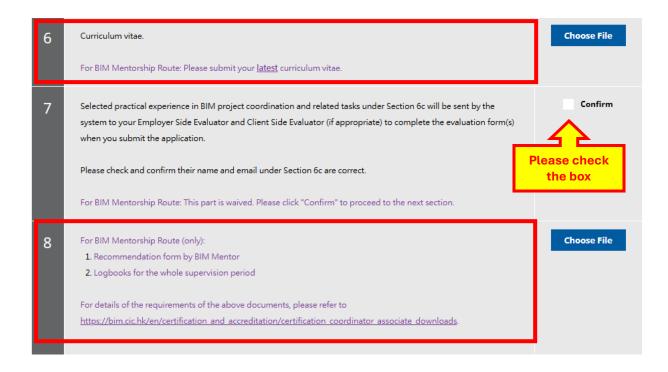
5. For *Section 11 Document Checklist and Upload*, it is **COMPULOSRY** for you to upload the required documents for **Item 6 & 8.** For **Item 7**, you **MUST check the box to confirm** to proceed to the next section. **Item 2** is needed **ONLY** if you have changed job(s) after you gained the CCBC(A).

Section 11   **Document Checklist and Upload**

Once attached the documents, please press "Save and Continue Later". The file name will then be shown accordingly. You can add/delete your files.

Total file sizes up to 50 MB.

1	A Recent Photo (reference: digital camera - 1200px(W) x 1600px(H) or scanner (600 dpi) - 40mm(W) x 50mm(H))	**Choose File**
2	Normal Route: Proof of 3 years of full-time relevant experience (stationed in Hong Kong for at least 6 months). Adept Route: Proof of 6 years of full-time relevant experience (stationed in Hong Kong for at least 2 years). For BIM Mentorship Route: Proof of the <u>latest</u> work experience from the previous CCBC(A) application is required.	**Choose File**
3	Evidence of completing a CIC-Accredited BIM Coordinator Course. (e.g. completion certificate) (Refer to Section 4 – BIM related Education, and submit the relevant certificate.) For BIM Mentorship Route: This part is waived.	**Choose File**
4	Evidence of completing at least one BIM software/platform training course in operation level as recognised by CIC or possession of any certification of BIM software in operation level issued by respective software developers. (Refer to Section 4 – BIM related Education, and submit the relevant certificate.) For BIM Mentorship Route: This part is waived.	**Choose File**
5	Portfolio of BIM work examples *(for the selected project(s))*. For BIM Mentorship Route: This part is waived.	**Choose File**

6	Curriculum vitae. For BIM Mentorship Route: Please submit your latest curriculum vitae.	**Choose File**
7	Selected practical experience in BIM project coordination and related tasks under Section 6c will be sent by the system to your Employer Side Evaluator and Client Side Evaluator (if appropriate) to complete the evaluation form(s) when you submit the application. Please check and confirm their name and email under Section 6c are correct. For BIM Mentorship Route: This part is waived. Please click "Confirm" to proceed to the next section.	☐ **Confirm** **Please check the box**
8	For BIM Mentorship Route (only): 1. Recommendation form by BIM Mentor 2. Logbooks for the whole supervision period For details of the requirements of the above documents, please refer to https://bim.cic.hk/en/certification_and_accreditation/certification_coordinator_associate_downloads.	**Choose File**

Should you have questions, please contact 2100 9000 or bimcas@cic.hk for details.