

Fellowship by achievement

RICS Americas

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Guidance notes for candidates

Section one – Introduction

Just as the standards of entry into membership continue to be raised, the designation of fellowship is now, more than ever, a badge of achievement. In ‘fellowship by achievement’ applicants are expected to show the highest level of accomplishment during their career in:

- Post-qualification professional experience
- Managerial responsibilities
- Structured and planned professional development.

And have made significant contributions through:

- 4. Academic study or specialist skills
- 5. RICS activities
- 6. Promoting the profession.

The assessors will make their decision based solely on the information within your report. For this reason it is vital that you carefully consider this guidance and provide a comprehensive submission.

Your application to become an RICS fellow must be in the format of a business report, which includes:

- Evidence of how you meet the entry criteria
- A copy of your current resume (three pages or less)
- A record of your professional development record from the last three years
- References from two RICS Fellows
- The application fee of US\$276.00

Section two – Making the Grade

Your submission report must include the sections referred to below.

1. Special achievements

You need to tell the assessment board which of the three achievement criteria you want to be assessed under. If you feel your individual circumstances can best be reflected within two of these achievement areas, please highlight this. However, you still need to show significant progression in both.

- Significant academic achievement or special skills – For individuals with more than this can include an MBA, a relevant PHD, a combination of academic achievements attained while an RICS member or a major involvement in relevant academic research. Alternatively, you may be a fellow of an appropriate alternative professional body
- Significant contribution to RICS activities – Show a substantial contribution to RICS services. This could be serving as an APC assessor and/or regional or local board member, acting as a consultant or representing RICS on a faculty or policy committee

- Significant contribution to promoting the profession – this may be holding a senior position of influence in a promotional or leadership role or involvement in a major, high profile project.

2. Post-qualification professional experience

Provide details of your employment history. In particular, the assessment board will wish to see how you can relate your employment history to your special achievement.

- Include examples of representative work-based activities with which you have been involved since becoming an RICS member
- Show how you apply your abilities and experience to new work
- Show a coherent and progressive record of achievement, culminating in a position of seniority.

3. Managerial responsibility

Provide evidence of senior managerial or equivalent levels of responsibility, such as:

- Managing people, finance, information or projects, or a combination of these
- Your position of seniority and job titles
- An organization chart showing your position

4. Structured and planned professional development

The RICS CPD Bye Law encourages members to enhance their skills. To that end, you are encouraged to record your life-long learning activities online: www.rics.org/careers/cpd

For this application, you must include an appendix with a summary of your professional development over the last three years. As you probably know, RICS members are expected to complete 60 hours of CPD every three years, with a minimum achievement of ten hours each calendar year. Your submission should show:

both a variety of activities in this category and how you use these skills in your job
how you have continued your professional development throughout your career
how you have organized and structured your professional development to suit your circumstances
how you apply your CPD within your work, and provide reflection on your development's effectiveness.

Please note: Any RICS designation may be called into question if you do not keep up with your CPD or do not abide by the RICS Rules of Conduct, Regulations and Bye Laws or cannot prove you have done so.

Life-long learning evidence

Use the personal development planner, to illustrate how you have developed your skills. Or send in your records using the online planner format if you wish. (See Section six)
Your report needs to include the following:

Three development sheets (Step 3) for the previous three years' CPD

- One appraisal sheet for the current year
- One planning sheet completed a year prior to application

- One reflection sheet for the current year, if you have completed it at the time of making the application.

If you need help on putting a personal development plan into place, see the PDP guidance notes on the RICS website at: www.rics.org/pdp .

4. Comply with the RICS code of conduct

Applicants need to be thoroughly aware of RICS Rules of Conduct and Bye-Laws, and how they apply.

Section three – Your referees

You must put forward two RICS fellows as referees to your application. Both of your supporting fellows must:

- Have known you for at least two years
- Have a considerable understanding of your knowledge and career to date
- Confirm this within a reference where they can vouch for your accomplishments and detail your suitability for the award.

They may have acted as a ‘mentor’, and be familiar with your career development strategy; If possible, one of your referees should be from your current employer.

If you have selected special skills as an area for achievement you must provide an additional referee who can vouch for your specialist area of expertise.

Bearing in mind the criteria for fellowship, your referees should send their detailed references directly to RICS Americas by fax or email. Once RICS receives these references, your application will go to the Assessment Board.

Section four – Application fee

You need to include the \$250.00 US fee with your application. Payments by credit card, check or bank draft will be accepted.

Once you become a fellow you must pay the fellowship subscription rate, or balance if you have already paid your subscription as an RICS member.

Country	Rate for MRICS* (six + years m’ship)	Rate for FRICS*
US and Canada (77%)	£311	£379
Bahamas; Bermuda; Caymans; Virgin Islands (50%)	£202	£246
Montserrat; Turks & Caicos (35%)	£141	£172
All other Americas nations (15%)	£61	£74

*exchange rate is 1.7693 to US dollars

Section five – Guidance notes

How the board considers your application

RICS will only approve those applications that meet the criteria for fellowship by achievement.

Staff in the RICS Education and Training department can help you with your application. They will let you know if you need to send more information or re-organize the way in which the information is presented.

The Fellowship Assessment Board is made up of senior members of the profession. Your own faculty is taken into account when appointing fellowship assessors, so you must say which faculty you wish to be assessed under in your application.

You will normally receive the result of your application in writing within eight weeks of the date of your submission, subject to your referees responding promptly.

Your right of appeal

If your application is unsuccessful the Fellowship Assessment Board will send you reasons for their decision. If you wish to appeal you must do so, within 28 days of receiving the result, in writing to the RICS Education and Membership Development Manager.

The chairman then sets up an appeal panel to re-consider your application and report back to you within six weeks. If the original decision is upheld, you will have to wait two years before re-applying.

If you are unhappy with any aspect of the way your application has been handled, please write to the RICS Americas Education and Membership Development Manager.

Using your designation

You may use the designation FRICS once you have received a successful result from the Fellowship Assessment Board. RICS will then send you a new membership card and diploma.

Similar to your MRICS designation, you may use your FRICS designation after your name (subject to Bye-Law 13 in the RICS Rules of Conduct) on letter headings and business stationery as long as you remain a chartered surveyor. If you are unsure where to use it you can always talk to the RICS compliance team.

Measuring achievement

If I forget to enclose any documents will RICS accept the application?

Please check you have followed the instructions and enclosed all the items in the 'check list'; If something is missing, our team will let you know, and allow you to submit the outstanding documents.

I'm in my 20s, can I become a fellow?

Yes, if you have been a professional member of RICS for a minimum of five years and meet the criteria.

I haven't kept any formal records of my CPD, can I become a fellow?

An application will fail if you cannot provide evidence that shows how you have linked your CPD to your career development. (This need not necessarily mean job promotion or changes

in job titles.) You can always register your life-long learning activity online.

Do the referees providing references have to know me very well?

Both of your proposing fellows will be asked to provide a detailed statement about your qualities.

They must confirm that your achievements merit progression to fellowship based upon the current criteria. They must have a considerable understanding of your professional knowledge and career to date.


Can I become a fellow if I am retired or not practicing as a surveyor?

Please get advice from the RICS Education and Training department. However, you are unlikely to meet the criteria of fellowship in such cases. If you are working part-time or your circumstances change in any way you need to get advice before making an application.


Section six – Online personal learning record example

My PLR My qualifications

My personal learning record

Need to update your record? Want to view your learning objectives? Please view our help section  for advice.

To create a new objective, click on the 'Create New Objective' button at the bottom of this page.

 [Print Version](#)

Total objectives:	4	Total hours:	45.00
Total unplanned learning events:	0	Total hours:	0.00
Overall total hours:			45.00

Objective	Subject	CPD Year
To improve my knowledge of complaint resolution mechanisms and client redress.	law/business skills	2006
increase knowledge of legal framework and practice for Health and Safety at work	law/client care	2006
To gain greater understanding of working practices outside the UK	International Cultural Awareness	2006
Improve my written communication skills and report writing.	writing skills	2005

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Section seven – Checklist

Please check the following before sending your application:

- Have you read this guide?
- Have you got the support of two fellows who will be prepared to provide detailed references?
- Have you registered your CPD online and enclosed copies of the completed templates or alternatively, have you enclosed:
 - One appraisal sheet for the current year's CPD (Sheet 1, PDP)?
 - One planning sheet for the current year's CPD (Sheet 2, PDP)?
 - A reflection sheet for the current year's CPD? If so, please enclose this (Sheet 4, PDP)
- Have you enclosed photocopies of any academic or other relevant awards achieved since qualifying as a chartered surveyor?
- Have you complied with RICS Rules of Conduct by Regulations and Bye Laws?
- Have you enclosed a copy of your resume and organizational chart?
- Have you enclosed the application fee?

Electronic submissions are strongly preferred. If you cannot send your submission by email, please contact RICS Americas to confirm the best method to send your submissions.