



GHANA INSTITUTE OF PLANNERS (GIP)

(EST. 29TH March 1969)

CHECK LIST

APPLICATION PACKAGE FOR GIP MEMBERSHIP EXAMINATION

Applicants are expected to submit a set of application materials comprising of all those indications in the checklist below. Please tick appropriately this checklist and attach it to each application submission.

1. Picture (2 copies passport size)
2. Completed Application Form
3. National Service Certificate
4. Degree Certificate
5. Three sets of work samples
6. Other submission (Specify)

Note: Candidate whose submission fall short of the above listed requirements would be disqualified.



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(EST. 29TH March 1969)

PROFESSIONAL MEMBERSHIP EXAMINATION

Information Sheet

The Council of the Ghana Institute of Planners announces that the next Examination for membership will be held on.....
at its Accra Centre.

REQUIREMENTS:

1. **Fully completed membership form.** It is available at the GIP secretariat or on the Institute's website at www.ghanainstituteofplanners.com.

2. **Certificate(s)** indicating academic qualification(s) in Planning from a recognized University or from any recognized institution of higher learning or from the Institute. The total number of credits from courses leading to such academic qualification in Planning from the GIP shall not be less than 30 credits, and not less than 90 credits from other Institutions.

3. At least **three years of post-qualification practical work experience** and exhibiting sound knowledge in Development Policy, Planning Techniques, Practice, Procedure and Legislation.

4. **National Service Certificate.**

5. **Two Passport photos.**

6. **Three different Planning professional outputs**, being technical reports, designs or schemes, policy documents, plans etc. These reports or documents should be endorsed by the appropriate Head of Department or institution at work.

7. Participate fully in the **Pre-examination training programme** organised by the Institute. Specific dates for this training will be announced after deadline for submission of application form.

8. Pay the requisite **fees for forms and examination**, of **GHc300.00**. Separate fees of up to **GHc150.00** shall be paid for Membership Certificate and accessories upon qualification.

SUBMISSION OF APPLICATION MATERIALS

Completed application forms and requisite attachments should be sent to the GIP Secretariat not later than
.....at 2:00 p.m at Block D (Room 9), Service Road, Ministries, Accra – in the Head Office building of the Town & Country Planning Department.

ENQUIRIES

All enquiries should be sent to the Administrative Secretary of GIP through the following contacts:

Email: gipcontact1969@gmail.com

Website: www.ghanainstituteofplanners.com

Tel: 0248148724, 0263416663, 0200591723

NB: REGISTRATION OF PLANNING CONSULTANTS AND FIRMS

All Practicing Planning Consultants or firms are required to register on a separate form available at the GIP Secretariat or website.



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MEMBERSHIP APPLICATION FORM

Attach two (2)
recent
passport-size
photograph
here

Type of Membership (Tick appropriately)

Student Associate Corporate Honorary Fellow Fellow

Current Membership Status

None Student Associate Corporate Honorary Fellow

(A) PERSONAL INFORMATION

1. Surname	2. First Name	3. Other Names
4. Date of Birth (DD/MM/YYYY)	5. Sex	6. Place of Birth
6. Current Place of Residence	7. Street Name	8. Property Number
9. Town/City	10. District	11. Region
12. Postal Address	13. Personal Email	14. Mobile Number

(B) PLACE OF WORK INFORMATION

1. Place of Work (Organization)	2. Organization's Postal Address	3. Street Name
4. Property Number	5. Neighborhood/Location	6. Town/City
7. Work Place Telephone	9. Email Address	

(C) EDUCATIONAL BACKGROUND

DEGREE/CERTIFICATE*	AWARDING INSTITUTION	START DATE	END DATE

**Please attach copies of all certificates*

(D) PROFESSIONAL TRAINING

COURSE/PROGRAMME NAME*	TRAINING INSTITUTION	START DATE	END DATE

**Please attach all certificates*

(E) EMPLOYMENT HISTORY

From	To	Name of Employer	Position Held

**Please attach your C.V. to specify particulars of work done for each employer and position held*

(F) OTHER PROFESSIONAL AFFILIATIONS

Are you member of any other Professional Association?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If yes, please indicate			
1. Name of Professional Association (s)			
2. Class of Membership			
3. Year you joined the Association			

(G) LOG SHEET

LOG SHEET OF PROFESSIONAL OUTPUTS RELEVANT TO THIS APPLICATION			
ASSIGNMENT TITLE	POSITION	SPECIFIC RESPONSIBILITY OF THE ASSIGNMENT	DATE OF EXECUTION (From-To)

(H) PROFESSIONAL SPECIALTY

Indicate your field of professional specialization	
Brief description of area of specialization	

<p>I, the undersigned, desirous of being admitted into the GHANA INSTITUTE OF PLANNERS and having read the Constitution and Bye – Laws of the said Institute and finding that in conformity with these, I am eligible as a Fellow/Corporate/Associate/Student Member</p> <p>I do hereby undertake, if elected to be bound thereby by the Constitution of the said Institution any Bye-Laws, Rules and Regulations.</p>
<p>Signature of Applicant</p> <p>...../...../.....(DD/MM/YYYY)</p>

(I) NOMINATION

I, the undersigned, believing the above candidate to be duly qualified, and having scrutinized the submission, reports and other papers, do, from our personal knowledge of the candidate propose and recommend to Council for consideration as (tick appropriately)

- (i) Student Member
- (ii) Associate Member
- (iii) Corporate Member
- (iv) Honorary Fellow
- (v) Fellow

Witness my hand this (day of) 20

Signature Fellow/Member.....
(Stamp)

Name (*in block letters*)



FOR OFFICIAL USE ONLY

Elected.....

Ghana Institute of Planners' Council Meeting held on 20.....

Remarks

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Council Meeting dated 20.....