How to make an accreditation application

This is a guide to making either a CMet or RMet application, for those of you that have already completed an online RMet application then this will be easy as the process is almost exactly the same for both RMet and CMet applications, with the exception of the number of records you need to put forward.

But firstly here are the requirements for CMet and RMet applications:

CMet

All those working in the practice, application, advancement or teaching of meteorology can become accredited, subject to the appropriate combination of qualifications and experience.

A feature of the CMet scheme is that knowledge of meteorological science and practice can be demonstrated by extensive practical experience.

Those not meeting the standard requirements, but who might still be eligible to be accredited, are recommended to view the guidelines in further detail (click here) (link to downloadable document: “Routes to achieve the award CMet”)

Standard Requirements:

- A degree in any science, engineering or computational subject*
- A minimum of five years’ recent work at an appropriate professional level
- Excellent knowledge of meteorological science and practice **
- A member of The Royal Meteorological Society
- Ability to communicate clearly in English

Additionally:

- Willingness to abide by the code of conduct
- Commitment to continued professional development
- Maintain and develop your knowledge and skills, keeping up with advances in the general subject, plus your specialist area

If you feel you are close to meeting the requirements above, or are not quite sure, then contact us, for advice and guidance on how to proceed.

*If you have either an alternative degree-equivalent, or lower qualifications, then you may still be accepted if you have sufficient and relevant practical experience.

**The amount of knowledge required is normally provided by specialist university courses at first degree or higher degree level in meteorology, or is covered in equivalent professional training. Material is set out in the WMO BIP-M syllabus which covers physical, dynamical, synoptic and mesoscale meteorology and climatology. To view the full syllabus, click here (p.23 for CMet)
All those working in the practice, application, advancement or teaching of meteorology can become accredited, subject to the appropriate combination of qualifications and experience.

**Standard Requirements**

- Knowledge in physics, chemistry, mathematics or geography up to university entrance level
- Around three years practical experience in meteorological services*
- Meteorological training
- A member of The Royal Meteorological Society
- Ability to communicate clearly in English

**Additionally:**

- Willingness to abide by the code of conduct
- Commitment to continued professional development
- Maintain and develop your knowledge and skills, keeping up with advances in the general subject

If you feel you are close to meeting the requirements above, or are not quite sure, then contact accreditation@rmets.org, for advice and guidance on how to proceed

*The amount of knowledge required is equivalent to that of QCF Level 5 in Weather Forecasting. Material is set out in the WMO BIP-MT syllabus which covers basic physical, dynamical, synoptic and mesoscale meteorology and climatology, as well as meteorological instruments and observations. To view the full syllabus, click here (p.35 for RMet)
Before you start

You will need an account on our website,

So first off go to [www.rmets.org](http://www.rmets.org)

Then click Login or Register highlighted in yellow

Then fill in your account info.

**Important** the system will look for your EXACT membership details ie If your membership included your middle name then you will need to add it here or the account creation won’t work.

Once you have created your account you can login, click ACCSYS and then My CPD
Starting out and CPD records

CPD records are the basis of applications and reports, think of them like log entries for Flying or something else that needs documenting, they record what you did and give us the detail and before you start your “Accreditation Application”, you need to know you need to create quite a few “CPD Records”, so before you do anything else, after having read “About RMetS CPD” you need to click on CPD Records.

Once you have clicked on CPD Records you’ll see the intro and then a big Orange Button that says “Add a New Record” click that button, this will take you to the nitty gritty of making your record.
Give your CPD Record a Title, make sure this is logical name, because over time you may well have hundreds of records and finding/filtering for the right one later will be so much easier. After the Title, add the CPD Type and the Area of Meteorology.

All very self explanatory so far.

Now Write any text you feel you need and give your record a “Date Completed”
You can also add relevant web references, objectives and attach files that you think you will need to support your CPD. **If your document is in the form of MS Office, you should convert it to PDF.**

Once you are happy scroll to the bottom and click save.

Voila!! Your first CPD record. Once you have clicked save you will be able to see your CPD and edit it.
If you didn’t know, our website [www.rmets.org](http://www.rmets.org) makes it easy to add some CPD records such as events.

Here’s how, just to go any event that you have attended and that is on our website. Click on the button that says “Create CPD Record” from this event (Remember you must be logged in when you do this).

**Avoiding Myth, Mayhem and Myopia: the challenge of climate science communication.**

This meeting aims to provide insight, ideas and spark discussion amongst scientists, policymakers and campaigners with the tools to more effectively communicate climate science.

Fill in your information click save and another CPD Record has been completed, keep going.

Once you have created 10 -20 you’ll have enough for your Application.

**Making your Accreditation Application**

Whilst logged in, click on ACCSYS

Then “Accreditation Application” then the Orange button
You’ll see a screen like this, from the dropdown select either RMet or if you are eligible CMet.

Fill in the empty fields and then save.

This will create your application and you can return to it anytime you want and continue editing, I would suggest you save as you go and for any sections that require more than 10 – 15 words of text put this in MS Word or another text editor so you don’t lose it. There’s nothing worse than creating a masterpiece and then finding that you’ve been disconnected from the internet.
Education and Qualifications.

The information for Education and Qualifications is now stored in your Profile, you should add your qualifications there, you can add a scan or photo of your certificates (You can use your phone to take a picture of them if you want).

Now save

Specialisms

Select your specialisms here (you can select a maximum of 3 if you are an RMet and 5 for CMet) remember to click save.
Now add your CPD records to your application,

Once you have Clicked “Select CPD records to be included” you’ll get a screen like below, select the records you want to use, if you have a lot you can use the search function above to filter.

Once you have selected the CPDs you need click or in the top right hand corner of the window, you can now give your records an order if you wish by changing the numbers to the right of the CPD Record name, or click save progress.
Relevant Qualifying Work Experience

Your work experience is held in your profile if you haven’t filled in your work history in you will see the message below click on the link highlighted in yellow here and that will open a new page where you can fill in your work experience.

Fill in the fields and add your work experience there, remember to click save, now close this page.
Go back to Relevant Work experience and click save and that will then populate your work history to your application.

Professional Review.

**Remember**, write this in a MS Word or another text editor first and then Copy and paste
Evidence of Core Competences

Identify how you meet each of the competencies in the course of your professional activities. Details of the competency requirements are identified in the relevant guidelines, see Details of Core Competencies for RMet or Requirements for CMet.

Remember do these in a word processor and copy and paste don’t forget to complete all competencies.

Now save your progress

References,

Make sure you add your references
**Declaration**

Please complete the declaration before submitting your form.

**Professional Position relative to the applicant**

Catastrophe Risk Analyst

**Email**

myemail@address.com

**Name of a person that could verify this submission if required**

AN OTHER

I certify that the statements made by me in this application and attachments are true and complete. I hereby apply for/be reinstated for this accreditation scheme and agree to abide by the regulations as laid down by the Council of the Society. I hereby authorise the Accreditation Board of the Royal Meteorological Society to contact my employer, previous employers and the professional referees nominated by me in this application. If admitted for this accreditation scheme, I undertake to abide by the Code of Conduct, as detailed in the guidance document.

**Submit**

Finally, tick both boxes and then click "Submit".
Once you have clicked the Submit button you may see an error (Example below)

Please read the error, it will tell you what you have missed, work your way through the list and then click submit again and you’re done.

Once you have clicked submit you will receive and email notification and your application will now be available to be reviewed, please be patient it takes time for the review procedure to complete.