

PROCEDURE FOR CERTIFICATION AND REGISTRATION AS AN ENVIRONMENTAL PRACTITIONER – NEW APPLICANTS

1. Pay application fees via the URA portal (Ushs. 100,000)
2. Present payment receipt to NEMA for verification (send email to finance.revenue@nema.go.ug)
3. Download application form from the NEMA website, fill the form and attach all relevant documents as listed in the requirements.
4. Submit application to NEMA (note that an applicant may be called upon to interface with the Committee during consideration of the application).

After consideration by the Committee of Environmental Practitioners

1. Response letter is sent to the applicant
2. If approved, applicant makes payment for certification (Ushs 600,000) and Registration (Ushs 300,000)
3. Present payment receipt to NEMA for verification
4. Applicant's name is entered into the register and the Certificate of practice is issued

PROCEDURE FOR RENEWAL OF REGISTRATION AS AN ENVIRONMENTAL PRACTITIONER

1. Pay application fees via the URA portal (Ushs. 300,000)
2. Present payment receipt to NEMA for verification (send email to finance.revenue@nema.go.ug)
3. Attach all relevant documents as listed in the requirements
4. Submit application to NEMA
5. Once approved by the CEP, applicant's name is entered into the register and annual certificate of practice is issued