

Supplementary Guide on Preparing the Application for Certification as CCBM or CCBC

Note to Applicants

This guide is provided as supplementary reference material to assist applicants in preparing their submissions. The examples, recommendations, and illustrations presented are for guidance only and should not be regarded as mandatory requirements unless otherwise specified in the official BIMCAS application guides. Applicants should always refer to the latest official BIMCAS documents, which shall prevail in the event of any discrepancy.

Version Sep 2026



建造業議會

建築信息模擬認可及認證計劃

CONSTRUCTION INDUSTRY COUNCIL
BUILDING INFORMATION MODELLING
CERTIFICATION AND ACCREDITATION SCHEMES

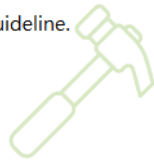


(A) How to prepare the application submissions?

General Application Procedures

1 Get Familiar

The applicant visits www.bim.cic.hk and read the application guideline.



2 Submit Application

The applicant prepares and submits the application form with supporting documents and an application fee.

**Application fee: \$1000 for CCBM;
\$500 for CCBC**



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3 CIC Vetting

CIC verifies application.



4 Panel Assessment

Application of Certification of BIM Managers (CCBM)

Assessment panel conducts interview with the applicant.

Application of Certification of BIM Coordinators (CCBC)

Assessment panel conducts assessment (Interview maybe required).



5 Result

CIC notifies the applicant of the result.

6 Annual Renewal

Renewal of registration by successful applicant every year (Continuing Professional Development required).

CCBM: 12 BIM-related CPD hours and renewal fee ~~HK\$1,000~~ **HK\$500**

CCBC: 12 BIM-related CPD hours and renewal fee

~~HK\$500~~ **HK\$250**



Application Timeframe

- Results will be announced after BIMCAB approval.
- Applicants will be notified by mail.
- The process typically takes 4–6 months.



Application Processing Timeline

For reference only

1. Interview Assessment

- Applications will be forwarded to the Assessment Panel upon successful submission and verification of all required documents.
- Interviews can typically arranged within 1 to 2 months of complete submission, subject to application volume.
- Applicants will normally be notified at least 2 weeks before the interview date.
- If you are not sure about your application status, please contact your case officer via email or phone for details.

2. Result Announcement

- Results will be issued after approval by the BIMCAB Board based on the Assessment Panel's recommendation.
- Applicants will be notified by mail.
- The overall application process typically takes 4 to 6 months under normal circumstances.



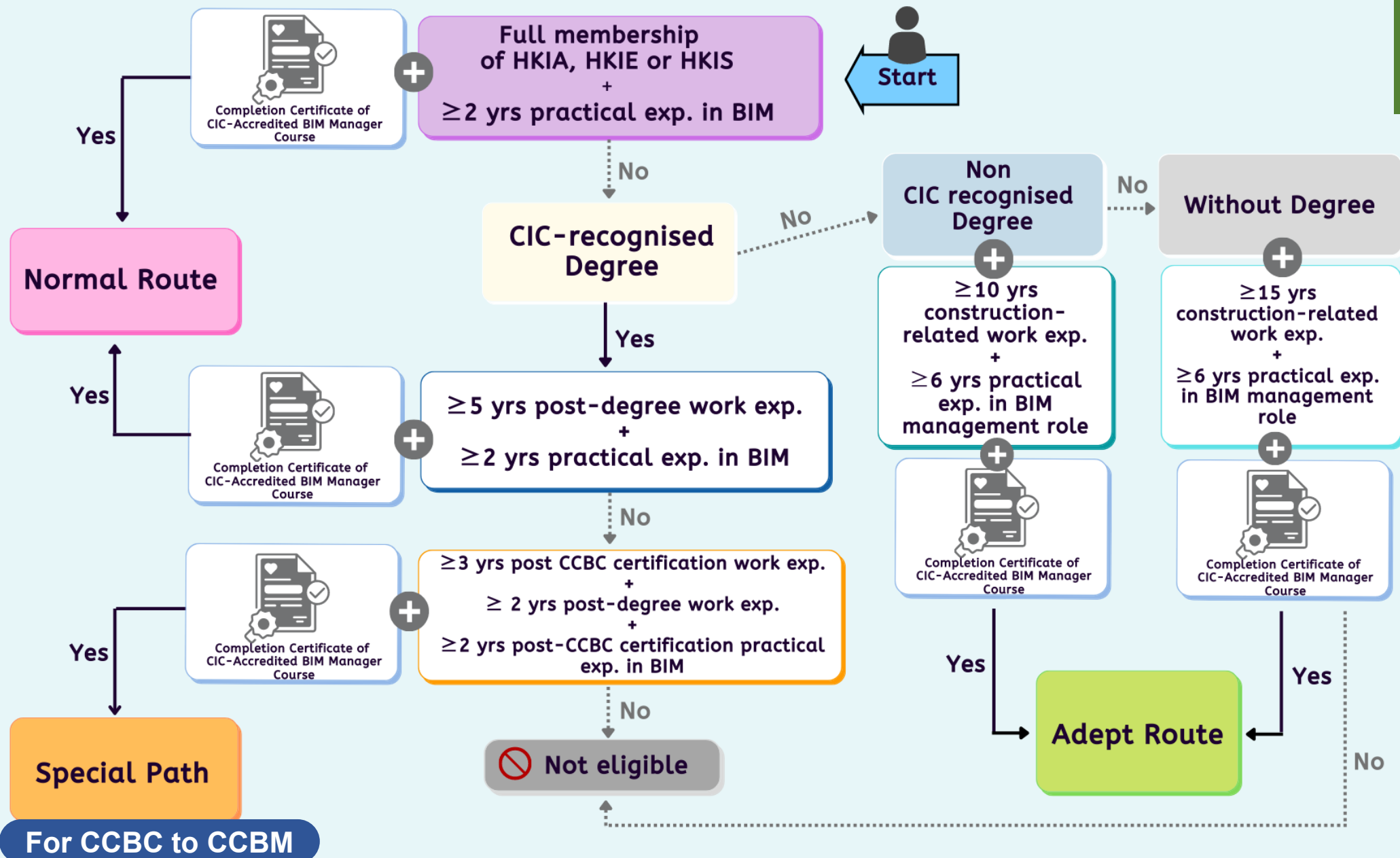
General Requirements

	Normal Route	Adept Route	Other Routes
01 Professional / Relevant Academic Qualification	✓	Not a must	Depends
02 Relevant Work Experience	✓	↑	Depends
03 Relevant BIM Experience	✓	↑	Depends
04 Relevant BIM Education	✓	✓	✓



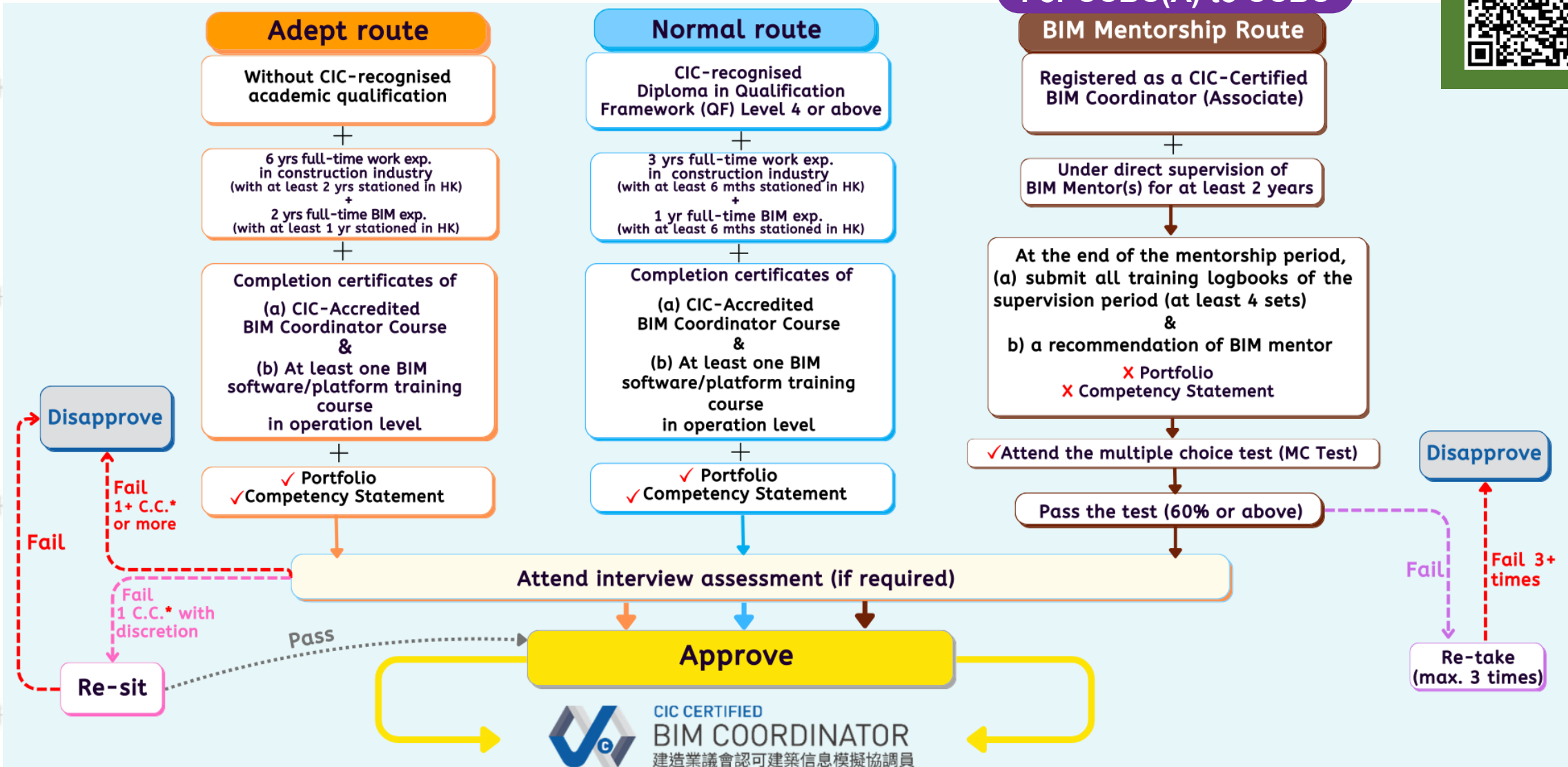
Routes for Certification as CCBM

Learn More



Routes for Certification as CCBC

Learn More



*C.C.: Core Competency

Remarks: This diagram only shows the most crucial requirements for applying the certification as CCBC. For the full requirements of each route, please refer to the Application Guide of Certification of BIM Coordinators





Preparing Application Submissions

Learn More



01

Regularly check



02

Download the **Application Guide** and **Supplementary Guide** in CIC BIM Portal (www.bim.cic.hk)

03

Provide supporting documents:

- Work proof
- Certificates of academic qualifications (Certified true copy)
- Certificates of BIM-related education & professional qualifications
- Proof of practical experience in BIM
- **Portfolio - Demonstrating your practical experience in BIM (Can refer to template if needed)**
- CV

04

The order of assessment depends on:

- the date of application received by CIC, or
- the date of full submission, **whichever is later.**

05

Avoid no show for Interview Assessment:

- Contact case officer if cannot attend the IA.
- Show respect to the assessment panel.

Help Speed Up Your Application

- Submit a complete application with all required documents.
- Incomplete applications cannot be sent to the Assessment Panel.
- A complete and well-prepared submission helps speed up the review process.



Academic Qualifications

Qualifications Assessment by HKCAAVQ

If the academic qualification cannot be recognised by CIC, please apply for a report for qualifications assessment at **The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)** to prove that the totality of the non-local education qualification meets the BIM certification requirements. **Additional fees and time will be needed for the QA from HKCAAVQ.**

For more details about Qualification Assessment service provided by HKCAAVQ, please visit <https://iportal.hkcaavq.edu.hk/home>.

3.1 The following assessment criteria will be adopted for Certification of BIM Managers:

(a) the applicant has obtained:

- a CIC-recognised professional qualification, i.e. full membership of The Hong Kong Institute of Architects (HKIA)², The Hong Kong Institution of Engineers (HKIE)³ or The Hong Kong Institute of Surveyors (HKIS)⁴, OR
- a degree accredited or recognised by a CIC-recognised professional body⁵ in architecture, engineering, surveying, building or construction, or equivalent, as recognised by CIC, plus 5 years of relevant post-degree experience (stationed in Hong Kong for at least 6 months);



學歷評估服務平台

2025.03.04

教育局常任秘書長已獲授權，根據《香港學術及職業資歷評審局條例》(第1150章)，批准香港學術及職業資歷評審局(下稱評審局)於2025年4月1日起，調低學歷評估服務收費。由2025年4月1日上午十時起，評審局將按照下列用途收取學歷評估服務費用：

- 1. 僱務人才入職計劃申請用途：港幣\$3,800 (美元\$495)
- 2. 教師註冊或教師聘任用途：港幣\$3,525
- 3. 其他用途：港幣\$3,200

評審局會按照新收費更新《申請指引》及《資料簡章》，並於2025年4月1日將有關文件上載到學歷評估服務平台。

個人申請

機構申請

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of Academic & Vocational Qualifications

Serial No. [redacted]
HKCAAVQ Ref. [redacted]

Report for Qualifications Assessment

Issued to: [redacted]
HKID No: [redacted] 24 October 2025

Mr Barros submitted an application for qualifications assessment on 2 October 2025. The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) advises that the **totality** of [redacted] educational qualification meets the standard of a local Bachelor Degree at Level 5 of the Hong Kong Qualifications Framework.

Cassandra Chan
Registrar

Summary of educational qualification considered:

Year of Attainment	Granting Body	Educational Qualification
2012	[redacted]	Bachelor of Science in Architecture

Sample

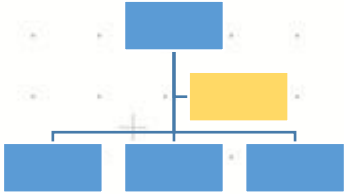
Important Notice to the Applicant (申請人須知):
This assessment is neither an institutional nor a programme accreditation and the result does not represent any recognition status of the named qualifications(s) or institution(s) nor should it be publicized or published by any person or institution for such purpose.
學歷評估並非院校或課程評審，亦不代表對有關資歷或院校的認可，故任何人士或院校不得轉載這項評估或以此作宣傳用途。

-End of Report-

香港學術及職業資歷評審局
電話 Tel 18521 3658 0000 傳真 Fax 18521 2845 9910 電郵 Email info@hkcaavq.edu.hk
www.hkcaavq.edu.hk



Tips for Preparing a Portfolio

Project name:		
Project description:		
Project period:		
Organisation Chart:		
Scope, responsibilities and experience gained:		Core Competency:
1.	Manage the BIM modeller to convert 2D drawings into a 3D model Software used: Revit, ArchiCAD Technologies used: N/A image image Experience gained: 1. Each view can only be used in one sheet. 2. View depth and view range are important parameters in controlling the visibility of elements in drawings.	CC2 - BIM Software and Technologies

A portfolio is a personalised document showcasing an applicant's professional experience and BIM-related competencies through text, graphics, photographs, and other supporting evidence. **The example shown is for reference only** and is not a mandatory format or requirement.

Highlight your name in the O-chart of the project team.

Describe your **responsibilities and experience gained** from the project & illustrate with screen capture / rendering and indicate which **core competency** is achieved.





Preparation of Competency Statement (For CCBM/CCBC)



Be Concise & Informative

- Not just a record of project features.
- Be closely related to **core competencies**.



Be Proficient

- Have an **adequate understanding of the contents** in application form.
- Be prepared to **answer relevant questions during interview**.



Be Smart on Presentation

- For areas you do not have relevant/adequate job experiences, try to **mention the concept/theory, provide explanation, evaluation or views**, and to **correlate them to your BIM project experience**.





(B)
**How to prepare for the interview
assessment**

About Interview Assessment



1. Self-introduction (~5 mins)

- CCBM – self-introduction in **English**
- CCBC – self-introduction in **Cantonese or English**



Photo of Interview Room
(for ref only)

2. Discussion (CCBM: ~40 mins) (CCBC: ~30 mins)

- **No slide/animation presentation** is needed;
- Each Core Competency will be assessed;
- Applicant needs to pass **ALL** Core Competencies to get the certification.

3. Result

- Unsuccessful applicants will be informed of the Core Competency(ies) requiring further improvement.
- Applicants who **have failed only one Core Competency may be offered a re-sit assessment** for that that specific Core Competency.
- Applicants are encouraged to strengthen the relevant competency areas before re-applying or attending a re-sit assessment.
- There is **no suspension period**. Applicants may re-apply for certification whenever they are ready.





Key Topics for Interview

For the full list of Core Subjects for CCBM/CCBC, please refer to the relevant Application Guide.

CC1 – BIM Initiation	CC2 – BIM software and Technologies	CC3 – BIM Uses and Processes	CC4 – Digital Information Management, Collaboration and Integration	CC5 (CCBM) – Commercial and Contractual Aspects	CC6(CCBM)/CC5(CCBC) - Communication Skills	CC7 - Leadership, Management and Integrity Aspects
• LOIN • LOD-G • LOD-I • BIM Standards • DevB Technical Circulars and related • Important BIM publications from Government • ISO 19650 Series • Open BIM concept	• Various BIM software for different BIM Uses • Various technologies (e.g. UAT, AR/VR, MiC etc.)	• Various BIM Uses and applications • BIM Execution Plan (BEP) • EIR, AIR, SIR • Cross discipline BIM applications • 4D, 5D BIM • BIM project management / coordination	• CDE (e.g. workflow, status code, revision) • Open BIM application and handling • IFC, CoBie, etc. • BIM QA/QC • OIR, PIR, AIR, SIR, EIR, PIM, AIM	• BIM contract • Contractual implication upon BIM adoption • Potential contractual risks	• Fluency and confidence in communication • Answer clearly and quick to the point • Skills for various BIM related reporting/presentation	• Ability to represent the CIC and uphold a high standard of professionalism, integrity and ethical behavior



Core Competency

Why Review the Core Competencies?

- Understand the competencies expected of a CCBM or CCBC.
- Identify the knowledge, skills and experience required for certification.
- Guide the preparation of portfolios and supporting evidence.
- Help demonstrate alignment between your professional experience and the competency requirements.
- Support more effective preparation for the assessment interview.



QR Code to CCBM
download page



QR Code to CCBC
download page

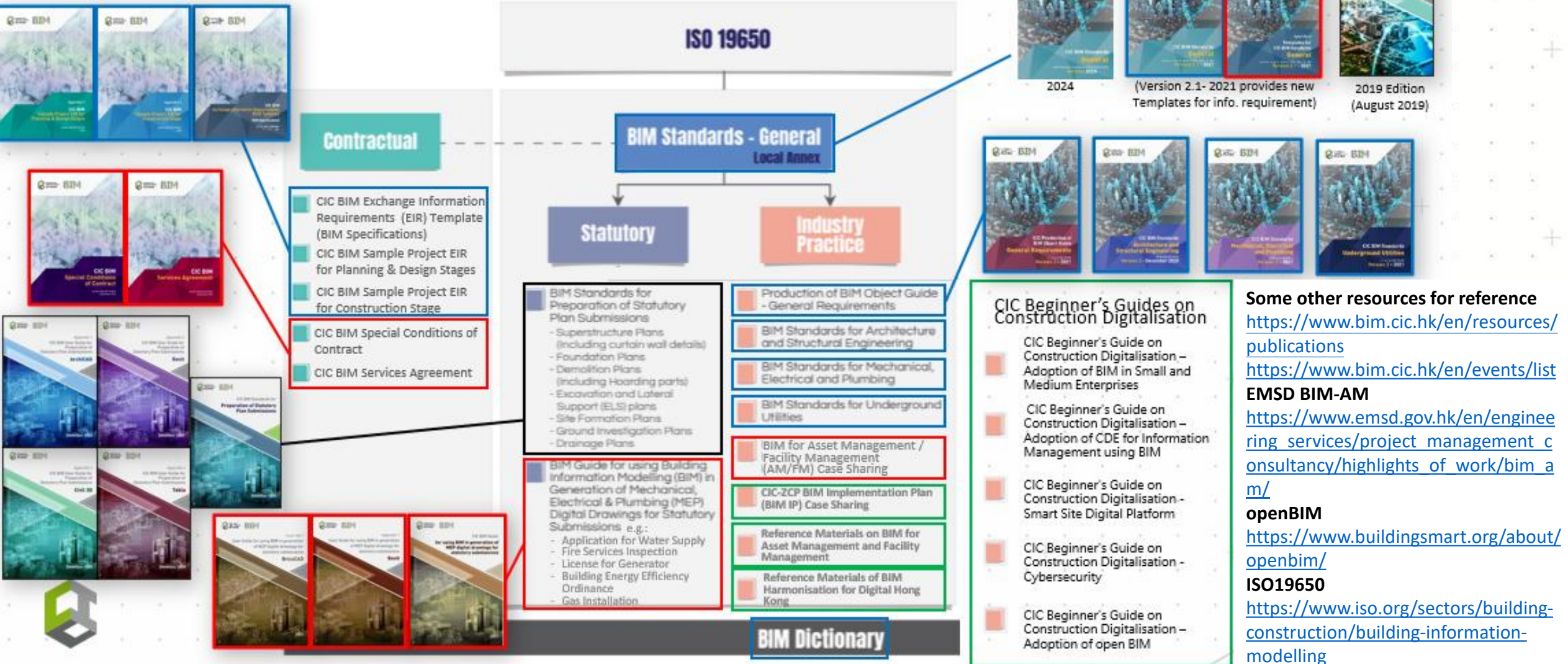
	Detailed Core Competencies	Level of Competency
1. BIM Initiation	<i>1.1. – BIM Concept</i>	
	1.1.1 BIM definitions and terminology	
	1.1.2 Difference between CAD (2D/3D) and BIM	
	1.1.3 BIM in the context of whole life cycle of a built asset and smart city	
	1.1.4 Value and benefits of adopting BIM in the whole life cycle of a built asset	
	1.1.5 Collaborative working in BIM	
	1.1.6 Limitation of BIM	
	1.1.7 How BIM can affect the AECO practice and address the current challenges	
	<i>1.2. – Local, Mainland & Global BIM development and standards</i>	
	1.2.1 Local BIM standards, publications and available resources	
	1.2.1.1 CIC BIM standards and other related publications and resources	
	1.2.1.2 Government BIM & BIM-AM related technical circulars, standards, guidelines and publications	
	1.2.2 BIM development in Mainland and global context	
	1.2.3 Mainland and international BIM standards, publications and initiatives	
	1.2.3.1 Mainland BIM standards GB/T series	
	1.2.3.2 ISO 19650 series	
	1.2.3.3 openBIM and other collaborative formats	

	Detailed Core Competencies	Level of Competency
3. BIM Uses and Processes	<i>3.1. – BIM Organisational Strategy and Requirements</i>	
	3.1.1 General understanding of the workflows in local construction projects	L1
	3.1.2 Overview of BIM strategy, uses and organisation	L2
	3.1.3 Key personnel in relation to BIM and their roles and responsibilities	L2
	3.1.4 BIM related documents such as Exchange Information Requirements (EIRs), Asset Information Requirements (AIRs), BIM Execution Plan (BEP) to be applied during the execution of BIM projects	L2
	3.1.5 Utilise various technologies to achieve BIM uses	L3
	<i>3.2. – Administration of the BIM projects as a project BIM coordinator</i>	
	3.2.1 Execute the BIM project in accordance with BEP and BIM standards	L3
	3.2.2 Develop and maintain the BIM models, data structures and linkages in accordance with BEP and BIM standards for various work stages.	L3
	3.2.3 Supervise the progress of developing single or multi-disciplinary BIM models	L3
	3.2.4 Coordinate and utilise the BIM models with internal teams and cross-disciplinary project stakeholders	L3
	3.2.5 Support and contribute to BIM-related meetings and documentations, including communication of coordination issues and model updates	L3
	<i>3.3. – Execution of BIM Uses for single and multi-disciplinary coordination in BIM projects</i>	
	3.3.1 Spatial Coordination and 3D Construction Coordination	L3
	3.3.2 Phase Planning (4D Modelling)	L3
	3.3.3 Design Reviews	L3
	3.3.4 Drawing Generation directly from BIM software / platforms	L3
	3.3.5 As-Built Modelling	L3



CIC BIM Standards Publications (updates in 2025)

Framework / Hierarchy of CIC BIM Publications



END

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