

IPMA-HR Certification Program Certified Specialist Application & Personal Profile

1. APPLICANT INFORMATION

Name _____
 Job Title _____
 Organization _____
 Address _____
 City _____ State _____ Zip _____
 Telephone _____ Fax _____
 E-mail Address _____
 IPMA-HR Member # (if applicable) _____

2. CERTIFICATION REQUIREMENTS

A. Minimum Education/Experience Requirements

To be eligible for certification, you must meet one of the following education/experience requirements. Your experience must be considered at the professional/managerial level and be considered exempt under the Fair Labor Standards Act (FLSA). Please check the appropriate box for your level of education/experience:

- A Graduate level degree, and 2 years of HR experience, 1 year of public sector HR experience;
- A Bachelor's degree, and 4 years of HR experience, including 1 year in public sector HR; or
- An Associate's degree and 6 years of HR experience, including 1 year in public sector HR; or
- No degree and 8 years of HR experience, including 1 year in public sector HR

B. Technical Proficiency (Personal Profile)

To be certified as an IPMA-HR Certified Specialist, you are required to demonstrate proficiency at the mastery level in the area of specialization for at least the previous five years, one of which must be in the public sector; and have completed a minimum of 30 hours of professional development training in the area of specialization within the past three years. For calculating hours of professional development training, one full day of training equals six hours.

1. Please select your area of specialization from the list of human resource specialties and describe your experience and proficiency in that specialty area. Your typed description should not exceed three (3) pages. Please review the performance anchors included on page 6 of this form to determine your area of specialization and mastery level.

- | | |
|------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Employment/Labor Relations | <input type="checkbox"/> HR Management Systems |
| <input type="checkbox"/> Employee Selection | <input type="checkbox"/> Recruitment |
| <input type="checkbox"/> Organizational & Employee Development | <input type="checkbox"/> HR Diversity/EEO |
| <input type="checkbox"/> Benefits Administration/Risk Management | <input type="checkbox"/> Compensation |
| <input type="checkbox"/> HR Research | <input type="checkbox"/> Classification |

2. Please list the training courses you have completed in the last five years:

Topic/Title	Course Sponsor	Date/Location	Credit Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Experience with HR Competency/Certification Exam

To complete the certification process you must demonstrate an understanding of HR competencies by successfully completing a written examination. The exam is provided online or can be taken at the conclusion of the IPMA-HR Developing Competencies for HR Success Training Program.

- I have attended the "Developing Competencies for HR Success" training program and passed the IPMA-HR Competency/Certification Exam. Completion date: _____
(See Certification Program Payment section for application fee discount information)
- I have taken and passed the online IPMA-HR Competency/Certification Exam. Completion date: _____
- I plan to take the exam online.

3. EDUCATION SUMMARY (IF APPLICABLE)

College/University _____

Degree Awarded & Completion Date _____

College/University _____

Degree Awarded & Completion Date _____

Human Resource or Personnel Administration Focus Yes No

Industrial/Organization Psychology Focus Yes No

Please list other continuing education/certification courses and dates of successful completion _____

4. EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)

Employer _____

Job Title _____ Employment Dates _____

Employer _____

Job Title _____ Employment Dates _____

Employer _____

Job Title _____ Employment Dates _____

5. PROFESSIONAL MEMBERSHIP

Please list membership in HR management/professional organizations and leadership positions held. _____

6. PROFESSIONAL CERTIFICATIONS HELD

Please list professional certifications received from other human resources or management organizations. Please note whether your certification is still current.

Certification	Date Awarded	Current?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. SUPERVISOR'S DECLARATION

I attest that the information contained in this application is correct to the best of my knowledge.

Name _____

Job Title _____

Signature _____ Date _____

8. APPLICANT'S DECLARATION

I declare that all of the information contained in this form is accurate. I give the International Public Management Association for Human Resources (IPMA-HR) permission to verify the information contained in this application. I understand that if any of the information contained in this application is false, that IPMA-HR has the right to reject my application

Signature _____ Date _____

CERTIFICATION PROGRAM PAYMENT INFORMATION

Certification application fees are due at the time of submission. Applicants can pay by Check, MasterCard or Visa. If your application is rejected or withdrawn for any reason, you will receive a refund of your application fee less a \$25 processing fee.

Application Fees

- IPMA-HR Member \$250
- Non-Member \$300
- Study Guide \$50 (member/non-member)

Discounted Fees: Successful completion of the IPMA-HR Developing Competencies for HR Success Training Program entitles the applicant to a discounted fee:

- IPMA-HR Member \$150
- Non-Member \$200

Check is enclosed (Please make check payable to IPMA-HR) for \$ _____

I authorize IPMA-HR to charge \$ _____ to my MasterCard Visa

Card Number _____ Exp. Date _____

Cardholder's Name _____

Signature _____ Date _____

Mail this form (with supporting documentation) to: IPMA-HR Certification ■ 1617 Duke Street ■ Alexandria, VA 22314
or Fax to (703) 684-0948

Questions? Contact us at (703) 549-7100

**INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR HUMAN RESOURCES
PRINCIPLES AND VALUES STATEMENT**

I certify to uphold the following IPMA-HR Statement of Principles and Values.

Signature

Date Signed

To support the Association's goals and objectives for developing the human resource management professional and the public's understanding of the role of human resource management;

To maintain the highest standards of professional competence and of professional and person conduct;

To respect the dignity of all individuals, and to protect people's rights to fair and equitable treatment in all aspects of employment without regard to race, sex, religion, age, national origin, disability, or any other non-merit or non-job related factor, and to promote affirmative action;

To support my employer's legitimate efforts for a qualified and productive workforce to accomplish my employer's mission;

To emphasize the importance of addressing the impact of management plans and decisions on people;

To support, mentor, and counsel individuals pursuing a career in human resource management;

To treat as privileged and confidential information accepted in trust;

To uphold all federal, state, and local laws, ordinances, and regulations, and endeavor to instill in the public a sense of confidence and trust about the conduct and actions of my employer and myself;

To avoid a conflict of interest; and,

To not compromise, for personal gain or benefit or special privilege, my integrity or that of my employer.

This Code of Professional Principles and Statement of Values for the International Public Management Association Human Resources was adopted as reviewed by the Executive Council on October 5, 2005.

Performance Anchors for IPMA-CS:

Employee/Labor Relations:

- A. **Labor/Employee Management Partnership:** Has formed and/or actively participated in labor management committees and partnership.

Mastery

1. Has been the principal person responsible for representing management's position and interests on labor/management committees and partnerships that have wide ranging impact on the organization.
2. Has developed the strategic plan with stakeholders, including determining the scope and boundaries of the initiative/partnership, and analyzing trends and factors likely to impact participating groups and organizations.
3. Has guided implementation of the results with departments and stakeholders, including establishment of principles.
4. Processes guidelines and conflict resolution evaluations.

- B. **Labor Contact Negotiations/Administration:** Has served as a primary negotiator and/or has been responsible for applying and interpreting the provisions of a labor contact.

Mastery

1. In contract negotiations, has had a major role in negotiating more than one contract with a variety of employee groups or bargaining units.
2. The negotiations include both economic and non-economic issues.
3. Writing or development of contract/agreement language is a significant part of the contract negotiation process.
4. In contract administration, has had a major ongoing role in interpreting more than one contract, including dealing with several articles of the contract and questions from both the union (employee group) and departmental supervisors/managers. Ongoing problem-solving labor/management meetings would be considered under contract administration. Training supervisors/management on (new or changed) contract/agreement language and effective employee/labor relations practices is required.

- C. **Dispute resolution:** has investigated, prepared recommendations, and participated as an advocate or hearing officer (or other third party neutral role) in any of the following processes: grievances, arbitration, mediation, fact-finding, discipline appeals, and EEO complaints.

Mastery

Has resolved multiple disputes through mediation or arbitration. Information gathering or investigation is the key first step followed by the development of conclusions and/or recommendations. This experience may be gained as the "neutral party role" of a hearing officer, mediator, or arbitrator. Also, this experience may be gained as an advocate for either labor or management. This experience need not be limited to a formalized "union" setting. The master will be the key presenter in multiple incidents, the final arbiter, or the primary mediator.

Employee Selection:

Has had managerial and technical oversight responsibility for an organization's recruitment program including advising executive management regarding strategic succession planning including promotional and career ladders for employees.

Mastery

1. Is nationally recognized for practical or technical contributions related to the field of personnel assessment.
2. Has conducted numerous related college level courses or formal professional workshops or seminars and/or published significant related research findings and has developed or directed the development and validation of cutting edge personnel assessment instruments for a wide variety of classifications.

Or

Has had managerial and technical oversight responsibility for an organization's selection programs including advising executive management regarding strategic recruitment, succession planning, and promotional and career ladders for employees.

Organization and Employee Development:

Has demonstrated proficiency in the application of organization and employee development strategies supporting the organization's ability to accomplish current and future goals.

Mastery

Has worked with senior management and organizational leadership to define organizational vision, mission, and values and to design an organization-wide developmental program to assess quality of work life through empirical research, improve organizational performance, and accomplish current and long-term organizational goals. Developmental programs would have included a mix of interventions dealing with the ability of individuals to work well within groups, group processes that improve cooperation and productivity, cultural capacity for continuous improvement, ethics and values supporting effective behaviors, management philosophies and systems, and/or the dynamics of structural design, group behavior, and operations.

Or

Working with senior management and the organization's defined strategic direction, has designed an organization-wide employee training and development program and managed the implementation of the program using internal staff and external providers to accomplish overall organizational goals. The program would have included methods for increasing knowledge and skill levels, increasing productivity and efficiency, and providing career enhancement.

Employee Benefits/Risk Management:

Has demonstrated skills in the performance of tasks related to the design, management, and administration of employee benefit/risk management programs.

Mastery

1. Has administered a wide variety of benefit/risk management programs including health and welfare, life insurance, retirement plans (i.e., 457), cafeteria plans, short and long-term disability plans.
2. Has directed and participated in plan design, selection and negotiation with service providers on rates and plan design.
3. Has given presentations.
4. Has served on labor management benefit committees.
5. Has prepared the benefits/risk management budget.
6. Has evaluated the cost effectiveness of various benefit plans and options.
7. Has developed and implemented policies and procedures to comply with applicable laws and regulations.
8. Has evaluated the effectiveness of current benefit/risk management program and forecasted future organizational and employee needs and requirements.

HR Research:

Has demonstrated proficiency in applying the principles of research design, data analysis, and/or workforce planning in supporting the organization's ability to achieve current and future human resource management goals.

Mastery

Has led or conducted a wide variety of empirical research studies on topics directly related to human resource management programs (e.g., employee selection, classification and compensation, employee benefits/risk management). Has served as the organization's primary technical expert and has advised management on issues related to how research design, data collection/survey design, and statistical analysis benefit human resource management practices. Has published research findings and /or presented research results as a recognized expert at national/regional conferences or other training/development events.

Or

Has led or conducted analysis of workforce demographics including indicators such as size, distribution of workforce by grade, job title, geographic location, position type, pay plan, gender, race, national origin, age, retirement eligibility, etc. Has developed and utilized forecasting models, conducted gap analysis, and applied data analysis techniques within the workforce planning domain to establish a plan to address the organization's future staffing needs. Has led or conducted research and analysis on factors such as attrition, transfer, redeployment, recruitment, and hiring in order to monitor the appropriateness of the workforce planning model. Is nationally recognized for contributions related to workforce planning and the development of workforce planning models and techniques.

HR Management Systems Specialty:

Has demonstrated the ability to apply technology systems to support and facilitate the administration of effective human resource standards and procedures.

Mastery

In consultation with the Human Resource Executive and/or Human Resource process owners has successfully recommended and implemented or directed the implementation of Human Resources Management Systems projects to streamline and increase the effectiveness of the delivery of Human Resources programs on an agency wide basis. Responsibilities have included conducting needs assessment, analysis of business

practices, definition of system requirements, and participation in the vendor selection process, business process definition and re-engineering, project management, implementation and change management functions.

Recruitment:

Has demonstrated proficiency in applying the principles of recruitment and applicant sourcing in supporting the organization in meeting its staff and human capital needs.

Mastery

Has had primary lead or managerial responsibility for conducting an organization's recruitment activities. May have had responsibility for direct supervision of other professional staff involved in recruitment activities. Responsibilities within this function include determining organization staffing requirements; developing or assisting in the development of education, experience or competencies required for a position or group of positions; identifying potential pools of applicants for such positions within the available labor market; developing and delivering a wide variety of recruitment tools, including internet and media recruiting, use of professional networks, developing and/or attending professional, industrial, or school job fairs or career seminars; conducting initial screening of qualified job applicants; and administering valid non-discriminatory selection tools (to include selection tools developed by other in-house professionals or contracted with other sources). Has developed or has worked with executive management in developing strategic human resources goals related to staffing (i.e., workforce trends, staffing for current and future program needs, and strategies for career development of current staff.)

Has adapted recruitment activities/programs to be effective within changing economic, social, and legal environments. Has delivered written and oral presentations on recruitment activities and the recruitment environment both within and outside the organization.

HR Diversity/EEO Specialty:

Has demonstrated proficiency and skill in the development and implementation of strategies and programs to support the organization's strategic staffing plan and vision for diversity and cultural awareness in the workplace and to ensure compliance with Federal, State and Local mandates.

Mastery

In consultation with the Chief Executive and/or the governing body has developed, implemented and administered agency wide programs, policies and procedures in the areas of Diversity and EEO. Has directed the conduct of workforce analyses including the interpretation and application of labor force statistics, formulated and recommended programs and strategies to eliminate employment barriers, increase cultural awareness, promote diversity in the workplace, maintain a harmonious working environment and ensure compliance with applicable Federal, State and Local mandates. Has managed the conduct of investigations into complaints of unlawful workplace discrimination including presentation of recommendations and providing testimony in legal proceedings.

Compensation Specialty:

Has demonstrated proficiency in applying compensation principles to the design and maintenance of compensation plan that support the organization's financial, staffing and strategic plan for Human Resources.

Mastery

In consultation with the chief executive and/or governing body, has successfully developed and implemented an agency-wide compensation strategy that supports the organization's strategic objectives, reflects fiscal and labor market factors, attracts and retains capable employees and encourage outstanding performance.

Classification Specialty:

Has demonstrated proficiency in applying the principles of classification that support the organization's philosophy, strategy, finances, and staffing plans.

Mastery

In consultation with the chief executive and/or the governing body or responsible official(s), has successfully conducted studies of occupational groups, designed new classification series and performed classification research in a jurisdiction or major organizational unit that included analysis of executive, managerial, professional and journey positions and the development of a classification plan that supports the organization's strategic objectives and organizational plan. The studies should include the development of new classes, development of criteria, and the allocation of positions within the classes.