



IPMA-HR Certification Program Application & Personal Profile Certified Professional (IPMA-CP) - Executive Level

1. APPLICANT INFORMATION

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

2. CERTIFICATION REQUIREMENTS

Experience Requirements: Executive Level (The designation awarded, IPMA-CP is the same as the Certified Professional. The requirements to become certified are the only difference.)

To be eligible for certification in the executive category based on the size of your organization, as outlined in section 3, you must be the HR director, deputy HR director, division director or its equivalent for your organization and have at least 10 years of HR managerial experience, including 3 years of HR managerial experience in the public sector. Your experience must be at the managerial level and be considered exempt under the Fair Labor Standards Act (FLSA). If you qualify, the examination will be waived.

3. ORGANIZATIONAL SIZE

Please check the category that best applies to your organization.

- _____ For organizations with less than 2,000 employees, the HR director or equivalent with the required HR managerial experience would qualify.
- _____ For organizations with 2,000 – 10,000 employees, the top two managerial level employees (HR director/deputy HR director or equivalent) with the required HR managerial experience would qualify.
- _____ For organizations with over 10,000 employees – the top three managerial level employees (HR director/deputy HR director/division director or equivalent) with the required HR managerial experience would qualify.

4. EDUCATION SUMMARY

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

5. EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)

Employer _____
Job Title _____ Employment Dates _____

Employer _____
Job Title _____ Employment Dates _____

Employer _____
Job Title _____ Employment Dates _____

Employer _____
Job Title _____ Employment Dates _____

Employer _____
Job Title _____ Employment Dates _____

Employer _____
Job Title _____ Employment Dates _____

6. PROFESSIONAL MEMBERSHIP

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

7. 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

8. CURRENT 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 _____

9. 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.

Executive Level Application Fees

- IPMA-HR Member \$200
- Non-Member \$250

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 _____

PLEASE PROVIDE THE FOLLOWING ITEM TO COMPLETE YOUR APPLICATION AND PERSONAL PROFILE

1. Position Description
2. Organizational Chart

Mail this form (with supporting documentation) to: IPMA-HR Certification, 11617 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 personal 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.