



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

1. APPLICANT INFORMATION

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

2. CERTIFICATION REQUIREMENTS

Minimum Education/Experience Requirements: Certified Professional (IPMA-CP)

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

Experience with HR Competency/Certification Exam: Certified Professional Only

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 _____

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?

Yes No

Yes No

Yes No

7. 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 _____

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.

IPMA-CP/IPMA-CS Application Fees

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

Discounted Fees (IPMA-CP/IPMA-CS only): 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 _____

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

1. Position Description

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 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.