



# IPMA-HR Certification Program Application & Personal Profile Senior Certified Professional (IPMA-SCP)

## 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: Senior Certified Professional (IPMA-SCP)

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/IPMA-SCP Certification Exam: Senior Certified Professional (IPMA-SCP)

To complete the certification process you must demonstrate an understanding of HR competencies by successfully completing the IPMA-SCP Certification Exam. The IPMA-SCP Certification 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/IPMA-SCP Certification Exam. Completion date: \_\_\_\_\_  
(See Certification Program Payment section for application fee discount information)
- I have taken and passed the online IPMA-HR Competency/IPMA-SCP Certification Exam. Completion date: \_\_\_\_\_
- I plan to take the IPMA-SCP Certification 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?
_____	_____	<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. CURRENT SUPERVISOR'S DECLARATION**

I attest that the information contained in this application is correct and the applicant is Exempt 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-SCP Application Fees**

- IPMA-HR Member (also chapter member) \$350
- Join IPMA-HR Now\* \$459
- Non-Member \$400
- Study Guide (for online exam) \$100 (member/non-member)

**Developing Competencies for HR Success Graduates – Special Rate**

- IPMA-HR Member (also chapter member) \$250
- Join IPMA-HR Now\* \$359
- Non-Member \$300

\* **Join IPMA-HR Now:** This option includes a one year online membership with IPMA-HR and your certification at the member rate.

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 ATTACH 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.

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**Signature**

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**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 the extent allowable by law.

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.*