

# APPLICATION FOR RECERTIFICATION

## IPMA-CP / IPMA-ACP

**RECERTIFICATION PERIOD:**

(past 3 yrs leading up to the start of your new recertification date)

from: \_\_\_\_\_ to: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

Applying for recertification as:

IPMA-CP (Certified Professional)

Applying for recertification as:

IPMA-ACP (Advanced Certified Professional)

### PART A - APPLICANT INFORMATION UPDATE

Name: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Mobile: \_\_\_\_\_

Workplace: \_\_\_\_\_ Work Email: \_\_\_\_\_

Work Address: \_\_\_\_\_  
(Street Name/Box Number) (City/Town) (Province) (Postal Code)

Home Address: \_\_\_\_\_  
(Street Name/Box Number) (City/Town) (Province) (Postal Code)

Home Telephone: \_\_\_\_\_ Home Mobile: \_\_\_\_\_

Home E-mail address: \_\_\_\_\_

Certification materials will be sent to you electronically. Please indicate below the e-mail address to which you would like the information sent: \_\_\_\_\_

### PART B - EXPLANATION OF RECERTIFICATION

IPMA-Canada has identified several key areas of human resources activity through which certification may be maintained. Given the rapidly changing environment of human resource management, continued personal professional development is essential. To retain the IPMA-CP, and IPMA-ACP designations, an individual must accumulate 50 points every three years, in the areas identified (i.e. Mastery/Journey) under the Certification Program, and submit a completed **Application for Recertification Form**. You may begin earning points toward recertification immediately upon receiving your initial IPMA-CP/IPMA-ACP designation, and after subsequent recertification processes. Points can only be used for the review process being requested (i.e. previous 3 year period) and cannot be carried over for a future recertification. Please note, IPMA-Canada reserves the right to request additional information should the Certification Council feel it is necessary to provide a complete review of the recertification application.

#### CONFIDENTIALITY

This form and the information provided will be reviewed by the IPMA-Canada Certification Council. A file containing your application will be retained by the National Executive Director. Only those directly involved in the review and/or filing of your application will have access to this information unless the applicant is other notified.

**PART C - EXPERIENTIAL LEARNING**

Continuous employment in a direct human resource capacity since your initial certification or most recent recertification is mandatory - **20 points awarded if you meet this requirement**

- **Please attach your current resume**

- Ensure your resume is:
  - up to date; and
  - accurately reflects your Human Resources work experience for the past three (3) years.

Note: You must also be currently employed in the field of Human Resources

**Part C subtotal (required 20 points) - \_\_\_\_\_ points**

**PART D - PROFESSIONAL DEVELOPMENT**

(1) Participation in multi-day human resource professional development programs (i.e. IPMA National Conference; IPMA Developing Leaders in Human Resource Management, IPMA-Canada So Now You Are A Leader, etc.) - **5 points per program**

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Additional HR Professional Development Programs to be added on a separate page

(2) Participation in human resource professional development programs of at least one day in length - **3 points per program**

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Additional HR Professional Development Programs to be added on a separate page

(3) Participation in human resource professional development programs that are less than one day in length.  
This includes webinars and audio conferences - **2 points per program**

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Additional HR Professional Development Programs to be added on a separate page

(4) Participation in courses offered by colleges and/or universities of at least 30 hours in duration (1/2 credit course) - **5 points per course**

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Event/Title of Program: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Pts.

Additional Courses to be added on a separate page

(5) Other HR Activities - 1 point per activity

- Participation in developing surveys on HR topics

Survey Topic: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Survey Topic: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

- Participation in focus group

Focus Group: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Focus Group: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

- Proctoring exams

Exam: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Exam: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

- Volunteering for Administrative Tasks with an HR Organization

Volunteering Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Volunteering Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

- Other

Other Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Other Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Additional Activities to be added on a separate page

**Part D subtotal - \_\_\_\_\_ points**

**PART E - SERVICE IN A LEADERSHIP CAPACITY**

**(1) Executive Position – IPMA-Canada - 5 points per year per position**

for each year served as:

- ✓ IPMA-Canada National Executive Council;
- ✓ IPMA-Canada Regional Executive;

Office or position held: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Pts.

Office or position held: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Pts.

Office or position held: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Pts.

Additional Positions to be added on a separate page

**(2) Committee Member – HR Organization - 3 points per Committee per year**

for each year served as:

- ✓ IPMA-Canada Regional Committee
- ✓ IPMA-Canada National Committee
- ✓ IPMA-Canada National Conference Committee Member
- ✓ Committee Member of another HR Organization

Office or position held: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Pts.

Office or position held: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Pts.

Additional Positions to be added on a separate page

(3) Committee or Board Member of a Non-HR organization - 1 point per Committee per year to a maximum of 3 points for all of E(3)

Office or position held: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Pts.

Office or position held: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Pts.

Office or position held: \_\_\_\_\_

Organization: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Pts.

**Part E subtotal - \_\_\_\_\_ points**

**PART F - PRESENTATIONS AND PROFESSIONAL DEVELOPMENT DELIVERY**

(1) HR Presentations – presentations of less than one day in length on any issue relating to human resource management as part of a training session, conference, seminar, or other formal event - 2 points per presentation to a maximum of 10 points for all of F (1)

Function: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_ Pts.

Function: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_ Pts.

Function: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_ Pts.

Additional Presentations to be added on a separate page

- (2) HR Presentations – presentations of one day in length or more on any issue relating to human resource management as part of a training session, conference, seminar, or other formal event - **3 points per presentation per day to a maximum of 15 points all of F(2)**

Function: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Pts.

Function: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Pts.

Function: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Pts.

Function: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Pts.

Function: \_\_\_\_\_

Presentation Topic: \_\_\_\_\_

Length of Presentation: \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Pts.

- (3) HR Instruction – Serving as an HR course designer for a course or presentation on any issue relating to human resource management as part of a training session, conference, seminar, or other formal event - **5 points per design to a maximum of 10 points for all of F (3)**

Design Topic: \_\_\_\_\_

\_\_\_\_\_ Pts.

Design Topic: \_\_\_\_\_

\_\_\_\_\_ Pts.

Additional Design Topics to be added on a separate page

**Part F subtotal (maximum 35 points) - \_\_\_\_\_ points**



**PART G - PUBLICATIONS**

(1) Professional Journal Article – this must be a published research article on human resource management in a professional journal or recognized HR online website (i.e. HR Reporter, Workforce, HR.com, etc). Please attach a copy of the Article(s) - **5 points per article**

Article Title: \_\_\_\_\_

Where Published: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Article Title: \_\_\_\_\_

Where Published: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Article Title: \_\_\_\_\_

Where Published: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Additional Publications to be added on a separate page

(2) Newsletter Article – this refers to a published article on human resource management in an IPMA-Canada newsletter (National or Region) or another HR Professional Association or Employer Newsletter. Please attach a copy of the Article(s) - **3 points per article**

Article Title: \_\_\_\_\_

Where Published: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Article Title: \_\_\_\_\_

Where Published: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Article Title: \_\_\_\_\_

Where Published: \_\_\_\_\_

Date: \_\_\_\_\_ Pts.

Additional Publications to be added on a separate page

**Part G subtotal - \_\_\_\_\_ points**

**PART H - Project Management**

Involved in the design, development and/or implementation of a significant one-time Human Resource project for an organization. This would include projects such as the initial establishment of a joint job evaluation process but it would not include projects like contract negotiations as that is a cyclical project. - **10 points as project lead; 5 points as active participant**

- Please describe below details of the project (i.e. goals/objectives, timeline, expected outcomes and your involvement)

**Part H subtotal - \_\_\_\_\_ points**

**PART I - MEMBERSHIP**

(1) Membership in IPMA-Canada since your initial certification or most recent recertification  
- **3 points per year to a maximum of 9 points for all of I (1)**

From: \_\_\_\_\_ To: \_\_\_\_\_ (Year 1) \_\_\_\_\_ Pts.

From: \_\_\_\_\_ To: \_\_\_\_\_ (Year 2) \_\_\_\_\_ Pts.

From: \_\_\_\_\_ To: \_\_\_\_\_ (Year 3) \_\_\_\_\_ Pts.

(2) Membership in another national human resource association (i.e. CCHRA, World at Work) since your initial certification or most recent recertification - **1 point per year to a maximum of 3 points for all of I (2)**

Organization: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \_\_\_\_\_ Pts.

Organization: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \_\_\_\_\_ Pts.

Organization: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \_\_\_\_\_ Pts.

**Part I subtotal (maximum 12 points) - \_\_\_\_\_ points**

**PART J - MENTORING/STUDENT PRACTICUMS**

(1) Serving as a Mentor for an employee under a formal employer or IPMA-Canada sponsored program. Program must include a learning contract or work plan, a log of each mentoring session, and must cover a period of at least 4 months per mentee - **1 point for every 4 hours of mentoring to a maximum of 10 pts for all of J (1)**

Organization: \_\_\_\_\_

Mentee: \_\_\_\_\_ Hours: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \_\_\_\_\_ Pts.

Organization: \_\_\_\_\_

Mentee: \_\_\_\_\_ Hours: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \_\_\_\_\_ Pts.

Organization: \_\_\_\_\_

Mentee: \_\_\_\_\_ Hours: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \_\_\_\_\_ Pts.

(2) Serving as a Supervisor for a Student Work Placement or Co-op Work Term from a post-secondary Educational Institute. Work term must be a minimum of 6 weeks. There must be a formal work plan and evaluation in place - **1 point per month to a maximum of 9 points for all of J (2)**

Organization: \_\_\_\_\_

Student: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \_\_\_\_\_ Pts.

Organization: \_\_\_\_\_

Student: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ \_\_\_\_\_ Pts.

Additional Work Placements or Co-op Work Terms to be added on a separate page

**Part J subtotal (maximum 18 points) - \_\_\_\_\_ points**

**SUMMARY OF POINTS:**

**Experiential Learning – Minimum 20 pts**

Part C – \_\_\_\_\_ (20 Pts Required)

**Continuous Learning – Minimum 30 pts**

Part D – \_\_\_\_\_

Part E – \_\_\_\_\_

Part F – \_\_\_\_\_ (35 pts Maximum)

Part G – \_\_\_\_\_

Part H – \_\_\_\_\_

Part I – \_\_\_\_\_ (12 pts Maximum)

Part J – \_\_\_\_\_ (19 pts Maximum)

Total – \_\_\_\_\_

## APPLICANT'S DECLARATION

I declare that all information contained in my application is accurate. This declaration serves as my permission for members of the IPMA-Canada Certification Council to confirm the information provided on this form at their discretion.

I believe I can serve IPMA-Canada, my clients, and the general public in the highest professional manner. I have reviewed and will adhere to the IPMA-Canada Code of Ethics and Standards of Practice. I understand that should I fail to fulfill all aspects of the above statement and if any of the information pertaining to my application is false my designation of IPMA-CP/IPMA-ACP may be deemed null and void.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant

I hereby authorize IPMA-Canada to post notice of my recertification approval on:

- |                            |     |    |
|----------------------------|-----|----|
| - IPMA Website/Newsletter: | Yes | No |
| - LinkedIn:                | Yes | No |

To submit this application:

- Scan and email this form to: [national@ipmaigp.ca](mailto:national@ipmaigp.ca) or
- Mail this form to: IPMA-Canada • 20 Edwards Place • Mount Pearl, NL, A1N 3V5

For additional information phone us at 1 888 226 5002 or visit our website at: [www.ipma-aigp.com](http://www.ipma-aigp.com)

Please make sure that you have included the following material/documentation with your application:

- Completed Application for Recertification form;
- Additional pages added (if applicable);
- Copy of updated Resume

The following material/documentation should be retained in your personal records should a post audit ever be requested by IPMA-Canada:

- Transcript of marks (if applicable);
- Receipts/certificates (in support of Programs/Events attended);
- Copy of published papers and articles (if applicable);
- Copy of formal Mentorship plan (if applicable);
- Description of Project Management plan (if applicable);
- Any other supporting documentation.