CIPS (Canadian Information Processing Society) - [www.cips.ca](http://www.cips.ca)

CIPS National Office, 1375 Southdown Road,

Unit 16 - Suite 802, Mississauga, Ontario, L5J 2Z1

**Please E-MAIL application to:** **certification@cips.ca**

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**Associate Information Technology Professional / Candidate Application**

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**CIPS Membership Number or Joined Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(View your CIPS Membership number at [cips.ca/UpdateMemberProfile](http://www.cips.ca/UpdateMemberProfile))

**First Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Application Review Payment**

Please make your payment at <http://www.cips.ca/CertificationPayment> prior to submitting this application.

**Date payment made:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I certify that the information set out by me in this document is true and correct to the best of my knowledge. I believe I can serve CIPS, the persons to whom I offer services and the general public in the highest professional manner. I have reviewed and adhere to the CIPS Code of Ethics Professional Conduct (**[**http://www.cips.ca/ethics**](http://www.cips.ca/ethics)**). I understand persons and organizations listed on this application may be contacted. I authorize the release of information for the purpose of this application.**

Signature or Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ (MM/DD/YYYY)

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**Information for your AITP Certificate and Name Badge:**

My name on my **certificate** should be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My name on my **name badge** should be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name on badge (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Note 1: badges are provided for Canadian residents only
* Note 2: name on badge must be a maximum of 3 lines of 22 characters each including spaces

**How did you learn about the AITP designation?**

[ ]  CIPS Member (name: \_\_\_\_\_\_\_\_\_\_\_\_\_)
[ ]  Colleague
[ ]  Employer
[ ]  Word of Mouth

[ ]  Online Advertisement
[ ]  Print Advertisement

[ ]  Search Engine
[ ]  Brochure
[ ]  Web site
[ ]  Presentation / Visit at your company
[ ]  Conference / Event (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_)
[ ]  SINP
[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Privacy Code Statement**

Personal information provided by the applicant is used solely by the National and Provincial registrars’ offices and members of the Certification Council for the purpose of:

1) assessing an applicant’s ability to meet the AITP criteria;

2) verifying information;

3) performing an audit of Certification Council procedures;

4) providing AITP related products and services

**The pre-professional AITP Designation is for recent graduates from an IT University or College program who don’t yet have the required IT Professional Experience for the Professional** [**I.S.P. designation**](http://www.cips.ca/isp)**.**

**This Application is for Graduates from Non-Accredited Program Only.**

**Graduates from CIPS Accredited Program please visit** [**cips.ca/AccreditedGraduate**](http://www.cips.ca/AccreditedGraduate)**.**

**To determine if your program was Accredited by CIPS please visit:** [**cips.ca/accredited**](http://www.cips.ca/accredited)**.**

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**Application Requirements:**

[**1 - Current CIPS Membership**](http://www.cips.ca/membership/)

**2** [- **AITP / Candidate Membership** **Application Review Fee** Payment](http://www.cips.ca/CertificationPayment)

**3** [- Pass the **CIPS Ethics Exam**](http://exam.cipsresources.ca)

4 [– 2 Sponsors](http://www.cips.ca/reSponsors)

[5](http://www.cips.ca/reSponsors) **- AITP Application**

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**3 - CIPS Ethics Exam:**

The CIPS Ethics Exam tests CIPS certification applicants on their ability to apply ethical reasoning to certain situations and to encourage them to think about how they would respond to situations similar to those posed by the exam questions. The exam, which takes approximately 30 minutes to complete, currently is not proctored and open book.

The exam is for experienced and new IT practitioners and builds awareness of the key principles of professionalism and the CIPS Code of Ethics.

There are no costs associated with taking the exam.

Simply follow the instructions on the exam’s Getting Started page and pass the exam. The system will automatically generate a CIPS Ethics Exam Certificate of Completion, which is to be provided along with this application.

If you graduated from a [CIPS accredited program](http://www.cips.ca/accredited) then you are exempt from the exam. Accredited IT programs recognized under the [Seoul Accord](http://www.seoulaccord.org/) are also recognized.

[**Take the CIPS Ethics Exam**](https://exam.cipsresources.ca/)

**4.1 – Sponsors:**

Sponsors must have known the applicant for two years and can either be a CIPS Member OR an [actively practicing professional](http://www.cips.ca/lists).

The sponsor submission should be submitted on the professional’s letterhead and must be in one of Canada’s two official languages (English or French).

Full information on sponsor requirements can be found at [www.cips.ca/responsors](http://www.cips.ca/responsors).

**Sponsor # 1**

|  |
| --- |
| LAST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MR [ ]  MS [ ]  MRS [ ]  DR [ ]   |
| CIPS Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ (MM/DD/YYYY) |
| Certified Member of CIPS? YES [ ]  NO [ ]  Current Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Professional Qualifications? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: HOME [ ]  BUSINESS [ ]  (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I have known the applicant for at least two years. To the best of my knowledge he/she adheres to the CIPS Code of Ethics and Standards of Conduct, has good moral character, and has not violated accepted standards of ethical behaviour.Signature or Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ (MM/DD/YYYY) |
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**4.2 – Sponsors:**

Sponsors must have known the applicant for two years and can either be a CIPS Member OR an [actively practicing professional](http://www.cips.ca/?q=lists).

The sponsor submission should be submitted on the professional’s letterhead and must be in one of Canada’s two official languages (English or French).

Full information on sponsor requirements can be found at [www.cips.ca/responsors](http://www.cips.ca/responsors).

**Sponsor # 2**

|  |
| --- |
| LAST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MR [ ]  MS [ ]  MRS [ ]  DR [ ]   |
| CIPS Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ (MM/DD/YYYY) |
| Certified Member of CIPS? YES [ ]  NO [ ]   |
| Current Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other Professional Qualifications? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: HOME [ ]  BUSINESS [ ]  (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I have known the applicant for at least two years. To the best of my knowledge he/she adheres to the CIPS Code of Ethics and Standards of Conduct, has good moral character, and has not violated accepted standards of ethical behaviour.Signature or Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ (MM/DD/YYYY) |
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**5 – AITP Application**

**The pre-professional AITP Designation is for recent graduates from an IT University or College program who don’t yet have the required IT Professional Experience for the Professional** [**I.S.P. designation**](http://www.cips.ca/isp)**.**

**Accepted Education and Exams:**

**Applicants with education from outside of North America are required to provide an Official Canadian Course-by-course Education equivalency assessment.**

**An “Accredited Program” is a program that has been directly accredited by the CIPS Accredited team. Programs recognized under the**[**Seoul Accord**](http://www.seoulaccord.org/)**are also accepted.**

|  |  |  |
| --- | --- | --- |
| A) | i. | Accredited 4-year University Degree (Computer Science, Software Engineering, M.I.S.) |
|  | ii. | Accredited 3-year University (Computer Science, Software Engineering, M.I.S.) |
|  | iii | Accredited 4-year University - Interdisciplinary programs  |
| B) | i. | Non-accredited 4-year University Degree (Computer Science, Software Engineering, M.I.S.) |
|  | ii. | Non-accredited 3 year University Degree (Computer Science, Software Engineering, M.I.S.) |
| C) | i. | Accredited 3-year College/Technical Program  |
|  | ii. | Accredited 2-year College/Technical Program  |
|  | iii. | Non-accredited 3-year Public/Private College/Technical Program\* |
|  | iv. | Non-accredited 2-year College/Technical Program |
| D) |  | Accredited one-year post-graduate I.T. program |
| E) | i.ii.iii. | ICCP Examinations (leading to CCP or equivalent)British Computer Society (BCS) Diploma Level ExamsBritish Computer Society (BCS) Professional Graduate Level Exams |

**5 – AITP Application – Education Section**

**Education from schools in North America:**

**Please have your University/College(s) E-MAIL your official transcript directly to** **certification@cips.ca****, or mail to CIPS National Office, 1375 Southdown Road, Unit 16 - Suite 802, Mississauga, Ontario, L5J 2Z1**

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**Education from schools Outside of North America:**

Applicants who completed their education at an educational institution outside of North America must provide a **Canadian course-by-course Education equivalency assessment** and a statement of equivalency from a recognized [Canadian academic credential assessment service](http://www.cips.ca/standards2/apply/default.asp?load=cacas) (see below).

If the equivalency assessment does not indicate that the official transcripts were received directly from the institution then the official transcripts must also be sent to CIPS.

**Please have the Assessment Service E-MAIL your official assessment directly to** **certification@cips.ca****, or mail to CIPS National Office, 1375 Southdown Road, Unit 16 - Suite 802, Mississauga, Ontario, L5J 2Z1**

Recognized Canadian academic credential assessment services for course-by-course analysis and a statement of equivalency:

**World Education Services Canada**

[www.wes.org/ca](http://www.wes.org/ca)

**International Qualifications Assessment Service for assistance**

[www.alberta.ca/international-qualifications-assessment.aspx](http://www.alberta.ca/international-qualifications-assessment.aspx)

**International Credentials Assessment Service of Canada**

[www.icascanada.ca](http://www.icascanada.ca)

**International Credentials Evaluation Service**

(British Columbia Institute of Technology)

[www.bcit.ca/ices/](http://www.bcit.ca/ices/)

**Academic Credentials Assessment Services**

(Manitoba Labour and Immigration)

[www.immigratemanitoba.com](http://www.immigratemanitoba.com)

**Service des equivalence**

[www.immigration-quebec.gouv.qc.ca/fr/formulaires/formulaire-titre/evaluation-etude/marche-suivre.html](https://www.immigration-quebec.gouv.qc.ca/fr/formulaires/formulaire-titre/evaluation-etude/marche-suivre.html)

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Please note that the Certification Council does **not** review program transcripts from **private** educational institutions unless the program is [accredited by CIPS](http://www.cips.ca/accredited). Accredited IT programs recognized under the [Seoul Accord](http://www.seoulaccord.org/) are also recognized.

The Office of the Registrar may contact an educational institution for clarification of information on any transcript provided. Submission of false information is considered a serious breach of the CIPS *Code of Ethics and Standards of Conduct.*

**5.1 – AITP Application – Education Section**

**Education being submitted for review to CIPS:**

**Official documents must be sent directly from the institution/assessment center to CIPS. Copies received from applicants are not accepted.**

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| **Name of University/College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name on Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name on Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attended from: \_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)Did you graduate? YES [ ]  NO [ ]  Date Official Transcript sent to CIPS: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Date Official Canadian Course-by-Course education equivalency assessment sent to CIPS (for schools outside of North America): \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  |
| **Name of University/College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name on Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name on Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attended from: \_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)Did you graduate? YES [ ]  NO [ ]  Date Official Transcript sent to CIPS: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Date Official Canadian Course-by-Course education equivalency assessment sent to CIPS (for schools outside of North America): \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  |
| **Name of University/College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name on Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name on Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Attended from: \_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)Did you graduate? YES [ ]  NO [ ]  Date Official Transcript sent to CIPS: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Date Official Canadian Course-by-Course education equivalency assessment sent to CIPS (for schools outside of North America): \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  |