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**](mailto:certification@cips.ca)

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**Information Technology Certified Professional (ITCP) Application**

**Australian Computer Society Computer Professional Education Program (CPEP) Route**

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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 [www.cips.ca/CertificationPayment](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 ITCP 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 ITCP 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 ITCP criteria

2) verifying information

3) performing an audit of Certification Council procedures

4) providing ITCP related products and services

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**Application Requirements:**

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

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

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

**4** [- **References**for last 2 years](http://www.cips.ca/References)

**5 - ITCP Application**

**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 exempt.

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

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**4 – References:**

Please provide letter(s) of reference from your employer(s) (or clients if self-employed). The referee(s) must be able to comment on your competence and confirm your work history over the last 24 months as documented by you in this application.

The referee(s) should be in a similar or higher professional level to you and cannot be someone who reports to you or who is a family member.

The information should be supplied via a letter (on company letterhead) and include your job title, a detailed job description and precise dates of employment or client relationship. Letters of appointment or contracts are not accepted.

To facilitate the reference submission process, you may copy the information from the work experience submission in this application and use it as part of the reference letter, which can then be verified by the employer/client referee.

**Please attach the completed and signed reference letter(s) to this application.**

CIPS reserves the right to contact employers/clients to verify information. You should inform your references that they may be contacted by a CIPS representative.

1. **– ITCP ACS CPEP Route** **Requirements**

**Applicants applying for the ITCP under the CPEP route need to meet the following entry requirements:**

* Successful completion of the [Australian Computer Society (ACS) Computer Professional Education Program (CPEP)](https://www.acs.org.au/).

If you completed the CPEP program more than two years prior to application you also need to provide evidence that you have:

* Recent\* demonstrated competence in one or more specialist areas of I.T. (technical or domain knowledge) at [Skills Framework for the Information Age (SFIA) Level 5](https://sfia-online.org/en/sfia-7/responsibilities/level-5) or equivalent.
* Recent\* demonstrated capability to operate at the SFIA Level 5 or equivalent.

\* Applicants need to provide evidence that they have 1,000 hours of professional work experience in the year preceding application.

**Skills Framework for the Information Age (SFIA)**

SFIA, the Skills Framework for the Information Age, is the technical competency and skills framework underlying the ITCP assessment and standards areas. SFIA was created to provide a method of mapping an individual’s professional skill level to a set of internationally relevant standard definitions.

**SFIA Structure**

The two parts of SFIA used in ITCP are:

* **Generic Levels of Responsibility**
* **Specific Skill Level Definitions**

The Generic levels define levels of responsibility and competence for IT professionals (from 1 to 7).

The Specific Skills include definitions of 64 specific ICT "skills", covering all aspects of the entire spectrum of ICT professional roles, and defines each of these within the same 7 levels of responsibility.

The net result is a matrix of skills on one axis, competencies on the other. An IT professional can then identify the skills that relate to their specialties and work out at which competency level they are operating at.

**SFIA Levels of Responsibility**

SFIA defines 7 levels of Responsibility, each defined within the context of *Autonomy*, *Influence*, *Complexity* and *Business Skills*.

These 7 levels describe the progression of a practitioner from "Follow", being someone in an entry-level position with no discretion and working under close supervision, through to "Set strategy/inspire/mobilise", being someone with overall responsibility for all aspects of a significant area of work.

**ITCP is set at Level 5**, "Ensure/Advise", being a professional fully accountable and responsible for the outcomes of their work.

**Skills Framework for the Information Age (SFIA) – Level 5**

|  |  |
| --- | --- |
| **Autonomy** | Works under broad direction. Full accountability for own technical work or project/supervisory responsibilities. Receives assignments in the form of objectives. Establishes own milestones, team objectives and delegates assignments. Work is often self-initiated. |
| **Influence** | Influences organization, customers, suppliers and peers within industry on contribution of specialization. Significant responsibility for the work of others and for the allocation of resources. Decisions impact on success of assigned projects i.e. results, deadlines and budget. Develops business relationships with customers. |
| **Complexity** | Challenging range - variety of complex technical or professional work activities. Work requires application of fundamental principles in a wide and often unpredictable range of contexts. Understands relationship between specialization and wider customer/organizational requirements. |
| **Business Skills** | Advises on the available standards, methods, tools and applications in own area of specialization and can make correct choices from alternatives. Can analyze, diagnose, design, plan, execute and evaluate work to time, cost and quality targets. Communicates effectively, formally and informally, with colleagues, subordinates and customers. Demonstrates leadership. Clear understanding of the relationship between own area of responsibility/specialization to the employing organization and takes customer requirements into account when making proposals. Takes initiative to keep skills up to date. Maintains awareness of developments in the industry. Can analyze user requirements and advise users on scope and options for operational improvement. Demonstrates creativity and innovation in applying IT solutions for the benefit of the user. |

**5.1 – ITCP Australian Computer Society Computer Professional Education Program (CPEP) Confirmation**

**ACS CPEP Holder Confirmation:**

**A copy of your ACS transcript confirming that you have graduated from the CPE Program needs to be submitted by the** **Australian Computer Society directly to the CIPS Office of the Registrar. The transcript cannot be submitted with your application.**

Please have the Australian Computer Society **EMAIL** your CPEP Confirmation to [certification@cips.ca](mailto:certification@cips.ca) or mail to:

CIPS National Office,

1375 Southdown Road,

Unit 16 - Suite 802,

Mississauga, Ontario, L5J 2Z1

Date Requested \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Last Name on Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.2.1 – ITCP ACS CPEP Route – Experience Summary**

Only required to submit this information If you completed the CPEP program **more than two years prior to application**

The documented work-related details need to demonstrate the following:

1. **Recent\* demonstrated capability to operate at** [**SFIA Level 5**](https://sfia-online.org/en/sfia-7/responsibilities/level-5) **(or equivalent)**
2. **Recent\* demonstrated competence at** [**SFIA Level 5**](https://sfia-online.org/en/sfia-7/responsibilities/level-5) **(or equivalent) in one or more** [**areas of IT specialization**](https://sfia-online.org/en/sfia-7/all-skills-a-z)

\* Applicants need to provide evidence that they have 1,000 hours of professional work experience in the year preceding application.

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| **ITCP Experience Template – Use for a Single Position. Copy and Paste to document your entire IT work history** |
| **A. Time Period:** From (MM/YY) - To (MM/YY) |
| **B. Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Full Time or Part Time?** (If PT indicate hours per week) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **C. Position Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **D. Responsibilities**:   * Enter Detailed IT Professional Work Responsibilities Here * Provide specific examples of your IT activities * Frame your work descriptions around the SFIA expected competencies. * Only experience listed in this experience section template will be reviewed * Enter as many additional rows as needed to provide sufficient details |

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| --- |
| **ITCP Experience Template – Use for a Single Position. Copy and Paste to document your entire IT work history** |
| **A. Time Period:** From (MM/YY) - To (MM/YY) |
| **B. Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Full Time or Part Time?** (If PT indicate hours per week) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **C. Position Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **D. Responsibilities**:   * Enter Detailed IT Professional Work Responsibilities Here * Provide specific examples of your IT activities * Frame your work descriptions around the SFIA expected competencies. * Only experience listed in this experience section template will be reviewed * Enter as many additional rows as needed to provide sufficient details |

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| --- |
| **ITCP Experience Template – Use for a Single Position. Copy and Paste to document your entire IT work history** |
| **A. Time Period:** From (MM/YY) - To (MM/YY) |
| **B. Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Full Time or Part Time?** (If PT indicate hours per week) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **C. Position Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **D. Responsibilities**:   * Enter Detailed IT Professional Work Responsibilities Here * Provide specific examples of your IT activities * Frame your work descriptions around the SFIA expected competencies. * Only experience listed in this experience section template will be reviewed * Enter as many additional rows as needed to provide sufficient details |

**5.2.2 - SFIA Level 5 Related Responsibilities**

| **Question** | **Answer** |
| --- | --- |
| 1. Does your work require that you take a leadership role? If so, please describe. |  |
| 1. Are you responsible for giving work assignments to other people? If so, please give examples. |  |
| 1. Are you responsible for setting objectives for others? (e.g. tasks, time, budget) If so, please provide examples. |  |
| 1. When you receive a work assignment are you often just given the objective and expected to work out the details? If so, please provide examples. |  |
| 1. Are you responsible for ensuring that budget, time, quality, and other expectations are met? If so, please give examples. |  |
| 1. Do you deal directly with business departments, end-users, other internal non-IT groups, or suppliers? If so, describe the nature of these interactions. |  |
| 1. Does your role include provision of advice or consultation, either internally or to customers? What is the nature of this advice or consultation? |  |
| 1. Briefly describe the relationship between the work you do and the ultimate product/service of your company/client. |  |
| 1. How do you stay up to date with developments in the information technology industry? |  |
| 1. How do you stay up to date with developments in your company’s/client’s business? |  |
| 1. Do you hold the Project Management Professional (PMP) designation (or equivalent)? |  |
| 1. Are there aspects of your role that you feel address the points above but that have not been covered in the questions asked? If so describe them briefly here. |  |

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