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**

**Established Academic 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  
 Website  
 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 recognized.

[**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 section 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 Application - Established Academic Route**

**Application Information** **and Instructions**

**Applicant Requirements:**

* At least 5 years in a full-time academic position in a Computer Science (CS), Software Engineering (SE) Information Systems (IS) (or equivalent) department at a recognized University (or equivalent).
* Hold the rank of Associate Professor or higher, or eligible to hold this rank.
* Established in your field, both as a teacher and as a researcher, and have contributed some service to your discipline and profession.
* A Ph.D., or equivalent doctoral degree, in CS, SE or IS (or equivalent), in which you were required to write and successfully defend a doctoral level thesis.
* Taught undergraduate CS, SE or IS (or equivalent) courses for a minimum of five (5) years at a recognized University CS or IS department (or closely related discipline), in at least 3 areas. The word “areas” includes both subject areas and also pedagogical areas, such as “introductory computer science”.
* Taught graduate level or senior (final year) undergraduate level CS, SE or IS (or closely related discipline) courses for at least two (2) years at a recognized university CS, SE or IS department (or equivalent).
* Supervised to successful completion the project or thesis work of at least two students. These two students must be senior level undergraduate students (such as summer NSERC – or equivalent - students, or students undertaking final year capstone projects etc.) or graduate students undertaking a thesis oriented Master’s or PhD degree. Supervision of one undergraduate and one PhD/Masters candidate qualifies.
* Published at least four scholarly articles in refereed journals and/or refereed conferences.
* Obtained funding for research project(s) from (a) source(s) outside your department.
* Utilized your expertise in taking an active role in the administrative/service work of your department, university and/or profession.

**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.

The *Established Academic Route* to the ITCP comprises an encapsulation of the professional competencies, skills, and experience of established members of the academic profession. Thus, individuals eligible to apply under this route will not need to be concerned with the full details of the SFIA structure set out below since the application form measures attainment of these competencies, skills, and experience in terms of a normal academic achievement. Details of SFIA are however included here as background information.

**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**](https://sfia-online.org/en/sfia-7/responsibilities/level-5), "Ensure/Advise", being a professional fully accountable and responsible for the outcomes of their work.

This level of responsibility is typical of members of the academic profession who have been active in their department and in their field for a period of some five or so years. Accordingly, this application form invites such academic ITCP applicants to demonstrate their adherence to this level of responsibility in terms of their academic responsibilities and achievements over that period of time.

**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. |

**Work Experience Requirements**

**ITCP applicants must meet the following entry criteria:**

1. Possession of a well developed broad technical understanding of IT (breadth component). In the case of academic applicants, this understanding is usually demonstrated by possession of a suitable undergraduate degree and, where relevant, a Masters’ degree or PhD.
2. Demonstrated understanding of how IT fits within the organization model. In the case of academic applicants, this understanding is usually demonstrated by possession of a suitable undergraduate degree as well as by the candidate’s activities and work in a university in an academic position.
3. A minimum of 2 years of 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 or equivalent or above](https://sfia-online.org/en/sfia-7/responsibilities/level-5) (See Skills) . In the case of academic applicants, this understanding is usually demonstrated by possession of a doctoral degree together with academic experience and growth in an academic position subsequent to the doctoral degree.
4. A minimum of 2 years of recent[[1]](#footnote-1) [demonstrated capability to operate at the SFIA Level 5 or equivalent or above](https://sfia-online.org/en/sfia-7/responsibilities/level-5). In the case of academic applicants, this capability is demonstrated by the candidate’s activities and work at a university in an academic position.

**Broad Technical Understanding of IT:**

Demonstrated mastery of the [CIPS Body of Knowledge](http://www.cips.ca/bok) is the benchmark that is used to assess the depth and breadth of an applicant’s IT knowledge.

*Mastery of the BOK:*

* Defined as the ability to demonstrate performance and application of knowledge and skills to perform a required skill or activity to a specific predetermined level in a particular area or areas of the BOK.
* Permits varying degrees of knowledge of and competency of the components of the BOK, provided overall mastery is maintained.
* Allows competency to be manifested in different ways by individuals with different career paths.

**Measuring Competence:**

An individual’s competence in an IT specialization is measured by means of the SFIA framework. The framework is divided into the following main six IT areas:

* Strategy and Architecture
* Business Change
* Solutions Development and Implementation
* Service Management
* Procurement and Management Support
* Client Interfaces

Each area is then sub-divided into specific categories (i.e. Business Change includes Business Change Implementation, Business Change Management and Relationships Management). Each category then provides a variety of competency levels. Applicants are assessed against the framework’s [**Level 4**](https://sfia-online.org/en/sfia-7/responsibilities/level-4) and [**Level 5**](https://sfia-online.org/en/sfia-7/responsibilities/level-5) competencies. General (non-specialized) IT work experience is assessed at SFIA Level 4 and specialized IT work experience is assessed at Level 5

**Measuring Autonomy and Responsibility:**

All applicants need to demonstrate that they are working or are capable of working at [**SFIA Level 5**](https://sfia-online.org/en/sfia-7/responsibilities/level-5). The application process will allow applicants to demonstrate their level of autonomy and influence within their work-related activities. The complexity of work will become evident from the information provided via the description of work activities (in both general and specialized areas). Business skills are a key component of the ITCP standard and applicants, through a series of questions in the application, will be asked to demonstrate evidence of these skills

**5.1 – ITCP Established Academic Route - Experience**

* **Attach a current copy of your CV**
* **Answer the following questions:**

1. Have you held a full-time faculty position(s) in a CS, IS or SE department (or equivalent) in a recognized University (or equivalent) for a minimum period of six (6) years?

Yes  No

1. What was the title of your Ph.D. thesis? The Ph.D. needs to be in CS, SE or IS (or equivalent).
2. What year did you obtain your Ph.D.? The Ph.D. has to be obtained at least five (5) years prior to the date of this application.
3. In which three areas have you taught undergraduate CS, IS or SE (or equivalent) courses in a CS, IS or SE (or closely related discipline) Department for at least five years? (List area and years you taught the course – you can list more than three areas)

**For questions e) to i) Reference to areas in your CV can be made, but it should be clearly indicated in these questions where the respective section(s) in the CV is/are located (i.e. note page number, heading etc.)**

1. Which graduate level or senior (final year) undergraduate level CS, IS or Software Engineering (or equivalent) courses did you teach in a CS, IS or Software Engineering (or equivalent) department for at least two years? (List course names, areas, and years you taught the courses).

1. Did you supervise to successful completion project or thesis work of at least two (2) senior level undergraduate students (such as summer NSERC students, students undertaking final year capstone projects etc.) or the post-graduate thesis work of at least 2 graduate students, of whom at least one must have completed her/his Ph.D. or Masters degree?

Yes  No - If yes, please provide details (titles, authors, brief description).

g) Provide the details of at least four (4) articles you have published in refereed journals or refereed conferences. (**You can reference the items in your CV, but clearly indicated where this information can be found – i.e. page number, heading etc.)**

h) Have you obtained funding for your research project(s) from a source(s) outside your department?

Yes  No - If yes, please provide details

i) Did you utilize your expertise in taking an active role in the administrative/service work of your department, university, or profession?

Yes  No - If yes, please list and briefly describe these roles

**5.2 SFIA Level 5 Related Responsibilities**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| 1. **Please briefly describe your role in your department, especially where you have performed activities which go beyond the normal expectations of research and teaching. Do you have or have you had any specific administrative responsibility in the running of the department?** |  |
| 1. **Please give the titles of: (a) any undergraduate student theses or projects; (b) any graduate (PhD or Masters) projects that you have supervised or that you are now supervising.** |  |
| 1. **Please describe briefly what influence if any you have had on any aspects of the undergraduate curriculum design (course content, new courses, etc.)** |  |
| 1. **Please describe briefly what influence if any you have had on any aspects of the undergraduate curriculum delivery (new modes of delivery, texts and materials, new evaluation techniques, course direction in the case of multi-selection courses, etc.)** |  |
| 1. **Please describe briefly any academically related activities that you have performed where you deal with bodies and individuals inside the university but outside your department. Examples might be University or Faculty level committees, external liaison activities, program committees, journal reviewing or editing, etc.** |  |
| 1. **Do your academic activities include provision of advice or consultation to individuals or groups outside the university? Examples might include high-school liaison committees, industrial consultation (paid or unpaid), etc. What is the nature of this advice or consultation?** |  |
| 1. **How do you stay up to date with developments in the computing industry as it relates to your academic activities?** |  |
| 1. **Do you hold any academic qualifications other then the university degrees listed in your CV?** |  |
| 1. **Are there aspects of your role that you feel that address the points above but that have not been covered in the questions asked? If so describe them briefly here.** |  |

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1. The experience has to be recent and attained within the last 36 months preceding this application. [↑](#footnote-ref-1)