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

**I.S.P. Holder Route**

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**CIPS Membership Number, I.S.P. 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**](https://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 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 reference(s) that they may be contacted by a CIPS representative.

**5.0 – ITCP Application Requirements**

**Applicant must be a current CIPS member and I.S.P. Holder**

**Documented IT professional work experience needs to demonstrate the following:**

1. **You have a well developed and broad understanding of IT**. This can be demonstrated by providing an overview of your professional IT related work activities. Each *Level* in SFIA provides specific level competency descriptions that will provide guidance on what the requirements for a specific skill are at a specific Level. When documenting and describing your professional work experience activities you should use the SFIA competency descriptions as a guide, making sure that the description of your work activities are aligned with the expected competencies at the chosen Level.
2. **You have 2 (or more) recent years of demonstrated capability to operate at** [**SFIA Level 5**](https://sfia-online.org/en/sfia-7/responsibilities/level-5) **or above.** The experience has to be recent and attained within the last 24 months preceding this application. In addition to the details that you provide through your application about your level of work-related autonomy and responsibility, you also need to complete Section 5.2.2 which provides additional SFIA Level 5 related questions
3. **You have 2 (or more) recent years of demonstrated competence at SFIA Level 5 (or equivalent) or above in one or more** [**areas of IT specialization**](https://sfia-online.org/en/sfia-7/all-skills-a-z). The experience has to be recent and attained within the last 36 months preceding this application. The SFIA framework again can be used as a guide to describe your work activities.

**Skills Framework for the Information Age (SFIA) Level 4 and 5**

SFIA, the Skills Framework for the Information Age, is the technical competency and skills framework underlying the 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 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.

**The 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 4:**](https://sfia-online.org/en/sfia-7/responsibilities/level-4)

|  |  |
| --- | --- |
| **Autonomy**  | Works under general direction within a clear framework of accountability. Exercises substantial personal responsibility and autonomy. Plans own work to meet given objectives and processes. |
| **Influence** | Influences team and specialist peers internally. Influences customers at account level and suppliers. Has some responsibility for the work of others and for the allocation of resources. Participates in external activities related to own specialization. Makes decisions which influence the success of projects and team objectives. |
| **Complexity** | Performs a broad range of complex technical or professional work activities, in a variety of contexts. |
| **Business Skills**  | Selects appropriately from applicable standards, methods, tools and applications. Demonstrates an analytical and systematic approach to problem solving. Communicates fluently orally and in writing, and can present complex technical information to both technical and non-technical audiences. Facilitates collaboration between stakeholders who share common objectives. Plans, schedules and monitors work to meet time and quality targets and in accordance with relevant legislation and procedures. Rapidly absorbs new technical information and applies it effectively. Has a good appreciation of the wider field of information systems, their use in relevant employment areas and how they relate to the business activities of the employer or client. Maintains an awareness of developing technologies and their application and takes some responsibility for personal development. |

[**Skills Framework for the Information Age (SFIA) – Level 5**](https://sfia-online.org/en/sfia-7/responsibilities/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. |

**ITCP applicants must meet these entry criteria:**

1. Possession of a well developed broad technical understanding of IT; (breadth component)
2. Demonstrated understanding how IT fits within the organization model
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
4. A minimum of 2 years of recent[[1]](#footnote-1) demonstrated capability to operate at the SFIA Level 5 or equivalent or above

**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 six main 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. 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. Applicants, through a series of questions in the application, will be asked to demonstrate evidence of these skills.

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**5.2 – ITCP Application – I.S.P. Holder – Experience Section**

**Fill out the following Experience Templates for your entire IT Professional Work History**

Copy and paste as many Experience Templates as required for more positions.

Note that if the information is too brief or incomplete your application will not be approved.

Please ensure to document your **entire IT work history** and to provide specific details and examples of your IT professional work responsibilities and activities.

**5.2.1 - General Work Related Responsibilities**

|  |
| --- |
| **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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
 |

|  |
| --- |
| **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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
 |

|  |
| --- |
| **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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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 that address the points above but 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 24 months preceding this application. [↑](#footnote-ref-1)