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**

**IT Industry Leader 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 exempted.

[**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.

1. **ITCP IT Industry Leader Route** **- Information** **and Instructions**

**Note: The IT Industry Leader entry route is designed specifically for senior IT professionals who hold a non-IT related university degree but possess the required experience to practice in the field. If you completed an IT relevant undergraduate or college education, then you should apply under the Education Plus Experience entry route.**

**Applicant Requirements:**

The Information Technology Certified Professional (ITCP) *IT Industry Leader* application route is available to professionals who:

* already have an established career in IT (generally not less than 12 years); and
* are responsible for IT strategies, resources, and operations at the organizational level

**Overall Education and Experience Criteria**  
  
The applicant **must:**

* Hold a senior executive position (e.g. Chief Information Officer - CIO, Chief Technology Officer - CTO), or similar in a **large firm**. The complexity and size of the organization will be taken into account
* Have an undergraduate or advanced degree (non-IT related degree)  
    
  or
* Hold a professional designation in a discipline that relates to their responsibilities. Professional designations must be granted under legislation enacted by a jurisdiction that has power over the regulation of professions and professional bodies (i.e. the I.S.P. designation is granted under legislation enacted by provincial governments that are empowered through the Constitution Act, 1867).

**Experience Criteria**  
  
The applicant must have proven management achievement over a period of not less than four (4) years in:

* a senior management position such as Chief Information Officer (CIO), General Manager (GM), CEO or CTO; or
* other senior IT manager/director position who delegates authority to several IT professionals or managers

An important factor in assessing a job position against this experience criteria is whether or not the person delegates authority to other IT professionals or managers who themselves are responsible for planning, organization, decision-making, staffing and control of the IT activities of the organization. The complexity and size of the position, as well as the complexity and size of the organization, are taken into account. The [Skills Framework for the Information Age](https://sfia-online.org/en/sfia-7) is used to assess an applicant’s depth and breadth of competency and capability. Applicants need to demonstrate competence and capability at [SFIA Level 5](https://sfia-online.org/en/sfia-7/responsibilities/level-5).

**Essential characteristics of individuals in these positions:**

* Defined responsibility and authority for decision-making or an advisory function by having a direct bearing on the IT work. In carrying out these responsibilities, recognizes and ensures that all appropriate actions are taken with respect to any safety-related applications within scope. It is expected that the cost of error in making decisions or giving advice would have a serious detrimental affect on the profitability or operating efficiency of the undertaking or function
* A technical background of sufficient depth and width to be able to recognize and successfully exploit opportunities for effective development or usage of IT, and lead and guide fully experienced technical specialists and/or reporting managers
* Demonstrated high level of presentational skills applicable to all audiences
* Plays a major part in formulating IT strategy and policy

**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 - 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.

**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. |

**Experience Requirements**

**ITCP applicants must meet the following 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.](https://sfia-online.org/en/sfia-7/all-skills-a-z)
4. A minimum of 2 years of recent [demonstrated capability to operate at the SFIA Level 5 or equivalent or above](https://sfia-online.org/en/sfia-7/responsibilities/level-5) (The experience has to be attained within the last 36 months preceding this application)

**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 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 frameworl. 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 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 5 competencies.

**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.

**Education Requirements**

The IT Industry Leader entry route is designed specifically for senior IT professionals who hold a non-IT related university degree but possess the required experience to practice in the field. If you completed an IT relevant undergraduate or college education, then you should apply under the “Education Plus Experience” entry route.

Alternatively you can provide proof that you hold a professional designation in a discipline that relates to your responsibilities. Professional designations must be granted under legislation enacted by a jurisdiction that has power over the regulation of professions and professional bodies (i.e. the I.S.P. designation is granted under legislation enacted by provincial governments that are empowered through the Constitution Act, 1867).

**Education from schools in North America:**

**Please have your University/College(s) E-MAIL your official transcript directly 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**

**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). 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**](mailto: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:

**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)

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 – ITCP Application – Education Section (Non-IT Degrees only)**

**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.**

|  |
| --- |
| **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): \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |
| **Professional Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year Designation Attained: \_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)  Is the designation currently active? YES  NO  Date Proof of Designation sent to CIPS\*: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  \* Please have the organization send an email to [certification@cips.ca](mailto:certification@cips.ca) confirming your designation status |

**5.2 – ITCP IT Industry Leader Route – Experience Section**

**5.2.1 - Please provide the following documents with your application:**

* **A current copy of your CV** showing your experience and details of current responsibilities (budget, technical and management). Experience details should, where possible, document alignment with the SFIA Level 5 competence and capability requirements.
* **A copy of an organization chart** showing your position within your current organization.

**5.2.2 - Please answer the following questions:**

**1a) What type of IT architectures were introduced by you or were already in use within your area of responsibility?**

**1b) If you introduced the IT architectures what benefits did they provide to your organization?**

**2a) What type of specific System Development Life Cycle (SDLC) methodologies (e.g. MSF, Unified Process) were introduced by you or were already in use within your area of responsibility?**

**2b) If you introduced the SDLC methodologies what benefits did they provide to your organization?**

**3a) What type of best practices in IT management were introduced by you or were already in use within your area of responsibility?**

**3b) If you introduced the best practices what benefits did they provide to your organization?**

**4a) What type of quality management practice(s) as they relate to IT were introduced by you or were already in use within your area of responsibility?**

**4b) If you introduced the quality management practice(s) what benefits did they provide to your organization?**

**5a) What type of risk management practice(s) as they relate to IT were introduced by you or were already in use within your area of responsibility?**

**5b) If you introduced the risk management practice(s) what benefits did they provide to your organization?**

**6) What type of security management practice(s) as they relate to IT were introduced by you or were already in use within your area of responsibility?**

**7) Does your organization have any certified or auditable process(es) or control mechanism(s) in place that assure compliance and evaluation as it relates to IT management?**

**5.2.3 - 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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