



One Yonge Street #2401, Toronto, ON, Canada M5E
1E5
Phone: (416) 861-CIPS (2477) Fax: (416) 368-9972
E-mail: info@cips.ca <http://www.cips.ca>

I. INFORMATION

S. SYSTEMS

P. PROFESSIONAL

CERTIFIED & CANDIDATE MEMBERSHIP APPLICATION

Applicants from Alberta should contact the CIPS Alberta office at 780-420-6923
or by e-mail at alberta@cips.ca

**Please read the enclosed instructions carefully before completing the application.
Failure to follow/read these instructions may delay your application**

**DO NOT ATTACH YOUR RESUME
DO NOT ATTACH THE INSTRUCTION PAGES TO YOUR APPLICATION**

**Si vous désirez une formule en Français communiquez avec le registraire de la désignation au
416-861-2477 our <http://www.cips.ca>**

- This is an application for certification as an **Information Systems Professional of Canada** (I.S.P.) or as a **Candidate Member** of the **Canadian Information Processing Society** (CIPS).
- The I.T. industry in Canada is non-regulated and professional certification by CIPS does therefore **NOT** represent government sanctioned licensing. The I.S.P. is a registered professional designation in British Columbia, Alberta and Ontario. Other provinces are making rapid progress towards registration. The I.S.P. is a registered trademark under Section 9 of the Federal Trademark Act.
- Certification provides one measure of professional competence for those who work in information technology (IT) to employers, educators, and the public. It is an assurance that the holder has attained the CIPS designated professional qualifications and has agreed to adhere to the *CIPS Code of Ethics and Standards of Conduct*

Application Instructions

The following guidelines will help you in successfully completing the I.S.P. application

1. **I.S.P. certification requires CIPS membership.** Successful I.S.P. applicants who are not CIPS members must submit a CIPS application before certification can be granted. If you are not a member and wish to join CIPS at this time, please complete the Non-Member portion of **Section A – Identification**.
2. It is imperative that applicants for I.S.P. certification adhere to the *CIPS Code of Ethics and Standards of Conduct*.
3. Mail seven (7) copies of the application if you are applying under all categories except category E to the Registrar's Office and request that a single copy of your school transcript(s) be sent directly to the Registrar. Category E applicants only need to submit four (4) copies of the application. **Forward only the documents requested.** The registrar will contact you if the Council needs more information. **NB: only mail the application – DO NOT copy and submit these instructions.**
4. The Certification Council may contact an educational institution for clarification of information on any transcript provided. The council will not contact any of the people listed in **Section C – Employment Detail** without prior discussion with the applicant. Submission of false information is considered a serious breach of the *Code of Ethics and Standards of Contact*.
5. Include your full name at the top of each page.

Regular Certification vs Candidate Membership

1. **Regular Certification** is for applicants who have met the educational and experiential qualifications for I.S.P. certification.
2. **Candidate Membership** is for applicants who have met the educational qualifications but need to gain the required professional level experience.
3. **Candidate Members**, once approved, will need to provide yearly evidence of their commitment to obtain their I.S.P.
4. Candidate members upgrading to **Regular Certification** should complete **Section B – Experience History** and **Section C – Experience Detail**, and submit only four (4) copies of the application.

Employment (NB: If you are applying for Candidate Membership skip this section)

1. Applicants **MUST** complete a separate **Employment Detail (Section C)** sheet for each employment entry in **Section B – Employment History**. Use a separate **Employment Detail (Section C)** sheet for each position you held within each organization. (Applicants can copy the information from the application into a word-processing file. However, **at all times**, the standard format of the application must be followed)
2. Applicants who have held a position for more than (5) five years, and who have experienced a growth in responsibilities and accountabilities during that time, are advised to use two separate **Employment Detail (Section C)** sheets outlining the differences in the position. The same applies to applicants who have worked for one organization for more than (5) five years in a variety of positions. A separate **Employment Detail (Section C)** sheet must be completed for each position. Failure to follow these instructions will make it extremely difficult to fully assess the application and it may be returned to the applicant with a request for more detailed information.
3. Applicants who have experience obtained through long-term consultation work, need to also follow the guidelines in point 2. Identification of growth in responsibilities and accountabilities needs to be identified.

4. In reviewing an applicant’s work history, the Council will assess not only current professional level experience, but also the incremental growth of professional knowledge and expertise. Applicants should provide evidence that they have responsibility and are personally accountable for advice given to others on IT related issues. It is the underlying description of responsibilities and accountability – the activities, context and content – that count. Experience credits are only assigned for professional work experience. It is, therefore, important for applicants to show not only the objectives and responsibilities of the position, but also to complete the **Analysis of Position by Activity** under **Section C – Employment Detail**.
5. Applicants must demonstrate a minimum of 1000 hours of professional level work experience during the twelve (12) months prior to applying for I.S.P. certification. Review the description of professional level experience in **Analysis of Position by Activity** under **Section C–Employment Detail**.

Education

1. Applicants who meet the requirements of one or more of the following categories will be deemed to have demonstrated sufficient mastery of the required body of knowledge and the appropriate level of professional experience

	<u>Education</u>	<u>Plus Years of Professional Level Experience</u>
A)	i. Accredited 4-year University Degree (see attachment B).....	2
	ii. Accredited 3-year University Degree (see attachment B.).....	3
B)	i. Non-accredited 4-year University Degree (Computer Science, Software Engineering, M.I.S.).....	4
	ii. Non-accredited 3 year University Degree (Computer Science, Software Engineering, M.I.S.).....	5
C)	i. Accredited 3-year College/Technical Program (see attachment B)	4
	ii. Accredited 2-year College/Technical Program (see attachment B)	5
	iii. Non-accredited 3-year College/Technical Program	6
	iv. Non-accredited 2-year College/Technical Program	7
D)	i. ICCP Examinations (leading to the CCP or equivalent).....	5
	ii. Diploma level Examination offered by the British Computing Society (BCS).....	5
E)	Professional Graduate Level Examination offered by the British Computing Society (BCS).....	4
F)	Professional experience (Entered the field prior to 1976).....	12
G)	Accredited one-year post-graduate I.T. program (see attachment B)	7

2. **Accredited programs** refers to university and college programs listed in **Appendix B** or on the CIPS web site at <http://www.cips.ca>. **Transcripts must confirm that your graduation date falls within the period of accreditation listed.** Accreditation is an official endorsement from the relevant CIPS Accreditation Council given to the listed programs for limited periods of time.
3. **Non-Accredited programs** include all other university and college programs with a computing focus and content similar to accredited programs. For example, a B.A., B. Comm, or General B.Sc may **NOT** qualify in this category because they usually contain too few computing topics. Typically, a university B.C.S., B.Sc. in Computer Science or B.Math in Computer Science with approximately **40% computing content over 4 years** would qualify. Similarly, non-accredited college/technical information systems programs with approximately **70% computing content over 2 years** would qualify.
4. Applicants applying under Category A, B, or C and F **MUST** have their public educational institutions send transcripts directly to the Registrar’s Office. Unofficial transcripts cannot be accepted and will only delay your application. **The council does not review program transcripts from private educational institutions unless the program has been**

accredited by CIPS. Transcripts in a language other than English or French must be officially translated and be accompanied by a *Statement of Equivalency* from a recognized Canadian academic credential assessment service (i.e. World Education Services – www.wes.org or International Credential Evaluation Service - <http://www.ola.bc.ca/ices>)

5. Applicants applying under **Category D** must have passed the Institute for Certification of Computer Professional (ICCP) exams leading to the Certified Computing Professional or equivalent. A copy of exam results must accompany the application. Details about this exam route can be found at <http://www.iccp.org>
6. Applicants may have more qualifications than the minimum required in the certification criteria, but the council may decide some of your education or experience is not applicable. Therefore, applicants should describe all post-secondary computing and/or information systems education and professional level computing experience. Complete the basis for application regardless of the category you choose.

Sponsors

Applicants require two (2) CIPS members to act as sponsors. **Members of the Certification Council cannot sponsor I.S.P. applicants.** If applicants do not know an I.S.P. holder or other CIPS members, professionals who can be a guarantor on a Canadian passport application (see http://www.dfait-maeci.gc.ca/passport/efadca_e.asp) or have a recognized professional designation are acceptable sponsors.

Appendix A – Fee Structure (all fees include applicable GST & HST)

Application Fee

Residing in:	Regular Certification	Candidate Membership Accredited Program	Candidate Membership Non-Accredited Program or ICCP holders
BC	\$240.75	\$53.50	\$80.25
SK, MB, ON, QC, NB, NS, PE, YT, NT,	214.00	26.75	53.50
NB, NS, NF	230.00	28.75	57.50
International Applications	200.00	25.00	50.00

Regular Certification Upgrade Application Fee (for current Candidate Members only)

BC, SK, MB, ON, NB, NS, PE, NF, YT, NT	\$ 160.50
NB, NS, NF	172.50
International Applications	150.00

Certificate Framing Fee (framing only available within Canada)

BC, SK, MB, ON, NB, NS, PE, NF, YT, NT	\$ 74.90
NB, NS, NF	80.50

Membership Fee

This fee includes national and local section dues, and benefits from both national and local sections.

Victoria	\$ 176.55	Kawartha (Peterborough)	\$ 165.85
Vancouver	208.65	Eastern Ontario (Kingston)	159.43
Omineca (Prince George)	171.20	Ottawa	200.35
Kamloops	160.50	Loyalist (Saint John)	184.00
Klondike (Whitehorse)	171.20	Fredericton	189.75
Edmonton	195.81	Bluenose (Halifax)	184.00
Calgary	187.25	Viking (St John's)	178.25
Red Deer	171.20	Associate Member (DPI only)	26.75
Queen City (Regina)	181.90	At Large	139.10
Saskatoon	171.20	(Members not living in the vicinity of a local section)	
Winnipeg	170.35		
Algoma (Sault Ste Marie)	171.20	At Large residing in Nova Scotia New Brunswick or Newfoundland	149.50
London	171.20		
Sun Parlour (Windsor)	139.10	Foreign (Members not residing in Canada)	130.00
Golden Horseshoe (Hamilton)	181.90	ACM, ACS, AFCET, BCS, NZCS (This fee applies to members <u>NOT</u> residing in Canada of an Affiliated Society with whom CIPS has a formal agreement. Please attach a copy of your membership card.)	104.00
Grand Valley (Kitchener/Waterloo)	171.20		
Toronto	214.00		
Toronto + Dinner Package	301.25		

Appendix B – Accredited Programs

<u>University & Accredited Program</u>	<u>Accreditation Dates</u>
Acadia University, Jodrey School of Computer Science	
B.C.S. with Spec. in Bus. Information Processing	April 1990 - March 2000
B.C.S. with Spec. in Computer Systems: Software	April 1990 - March 2000
B.C.S.	April 1990 - March 2003
B.C.S. with Honours	April 1990 - March 2005
University of Alberta	
B.Sc. (Honours); B.Sc. (Business Applications); B.Sc. (Computer Design)	
B.Sc. (Software Design); B.Sc. (Scientific Computing)	April 1987 - June 1992
B.Sc. Honours Program	February 1993 - June 2002
B.Sc. Honours Program - Specialization Program in Comp.Sc.	February 1993 – June 2002
University of Calgary	
B.Sc. Honours in Computer Science	March 1983 - February 1988
B.Sc. Major in Computer Science	March 1983 - February 1988
Carleton University	
B.C.S. with Honours	February 1985 - June 2005
Dalhousie University - Daltech	
Bachelor of Computer Science	June 1999 to May 2002
Bachelor of Computer Science (with Co-op Education option)	June 1999 to May 2002
University of Guelph	
B.Sc. Major - Specialized	April 1986 - March 1991
B.Sc. Honours Specialized	April 1986 - March 1991
B.Sc. Honours - Major with Minor in Bus. Administration	April 1986 - March 1991
B.A. Major, Minor in Business Administration	April 1986 - March 1991
B.A. Specialized	April 1986 - March 1991
B.A. Major	April 1986 - March 1991
Université Laval	
Baccalauréat en Informatique de Génie	May 1989 - June 1999
Baccalauréat en Informatique de Gestion	May 1989 - June 1999
Baccalauréat en Informatique Mathématique	May 1989 - June 1999
University of Manitoba	
B.Sc. Honours in Computer Science	July 1982 - May 1990
McGill University	
B.Sc. Honours in Computer Science	May 1986 - April 1991
B.Sc. Honours in Mathematics and Computer Science	May 1986 - April 1991
University of New Brunswick	
B.Sc. in Computer Science	April 1987 - June 1999
B.Sc. in Computer Science Honours	April 1987 - June 1999
B.Sc. in Computer Science with major in Hardware Systems	April 1987 - June 1999
B.Sc. in Computer Science with major in Software Systems	April 1987 - June 1999
B.Sc. in Computer Science with major in Numerical and Statistical Computation	April 1987 - June 1999
B.Sc. in Computer Science with major in Information Systems	April 1987 - June 1999
B.Sc. in Computer Science with major in Theory	April 1987 - June 1999
B.Sc. in Computer Science Honours in Hardware Systems	April 1987 - June 1999
B.Sc. in Computer Science Honours in Software Systems	April 1987 - June 1999
B.Sc. in Computer Science Honours in Numerical and Statistical Computation	April 1987 - June 1999
B.Sc. in Computer Science Honours in Information Systems	April 1987 - June 1999
B.Sc. in Computer Science Honours in Theory	April 1987 - June 1999

<u>University & Accredited Program</u>	<u>Accreditation Dates</u>
--	----------------------------

University of New Brunswick cont'd	
Bachelor of Computer Science	July 1999 – June 2004
Bachelor of Computer Science – Major	July 1999 – June 2004
Bachelor of Computer Science – Honours	July 1999 – June 2004
University of Ottawa	
B.Sc. Honours in Computer Science	June 1984 - June 1999
B.Sc. Honours in Information and Management Systems	June 1984 - June 1999
Université du Québec a Montréal	
Baccalauréat en informatique de gestion	May 1999 to June 2002
Queen's University	
B.A. (Honours) - Computing & Information Science	March 1985 - Feb. 1990
B.Sc. (Honours) Computing & Information Science	March 1985 - Feb. 1990
B.Sc. (Honours) Computing & Information Science and Mathematics	March 1985 - Feb. 1990
B.Sc. (Honours) Computing & Information Science and Physics	March 1985 - Feb. 1990
University of Regina	
B.A. Major in Computing Science	August 1982 - July 1995
B.Sc. Honours in Computing Science	August 1982 - April 2000
B.Sc. Major in Computing Science	May 1995 - April 2000
University of Saskatchewan	
B.Sc. in Computer Science	July 1994 - June 2002
B.Sc. Honours in Computer Science	May 1992 - June 2002
Sherbrooke University	
Baccalauréat en informatique de gestion	May 1993 - April 1999
Baccalauréat en informatique	May 1993 - April 1997
Technical University of Nova Scotia (TUNS)	
B.C.S. with Chemical Processes Option	April 1986 - March 1991
B.C.S. with Electronics Option	April 1986 - March 1991
B.C.S. with Industrial Option	April 1986 - March 1991
B.C.S. General Program	April 1991 - March 1994
Bachelor of Computer Science	April 1991 - June 1997
University of Waterloo	
B. Math Honours in Computer Science	May 1982 - October 1987
B. Math Honours in Computer Science, Electrical Eng. Option	May 1982 - October 1987
B. Math Honours in Computer Science, Information Systems Option	May 1982 - October 1987
B. Math Honours Computer Science	July 1997 - June 2002
B. Math Honours Computer Science/Digital Hardware Option	July 1997 - June 2002
B. Math Honours Computer Science/Software Engineering Option	July 1997 - June 2002
B. Math Honours Computer Science/Information Science Option	July 1997 - June 2002
Any double major Honours program involving an accredited Computer Science Program	July 1997 - June 2002
Any accredited Computer Science program with a minor	July 1997 - June 2002
University of Western Ontario	
B. Sc. Honours in Computer Science	March 1984 - June 1999
York University	
B. Sc. Specialized Honours - SCS Stream	July 1996 - June 2001
B. Sc. Specialized Honours	July 1996 - June 2001
B. Sc. Combined Honours	July 1996 - June 2001
B.A. Honours Major	July 1996 - June 2001
B.A. Specialized Honours	July 1996 - June 2001

B.A. Honours Double Major

July 1996 - June



2001

College or Technical Institute & Accredited Program**Accreditation Dates****British Columbia Institute of Technology (BCIT)**

Computer Systems Technology Diploma
(formerly known as the Diploma in Computer Technology)

June 1991 - May 2001

Capilano College

Computing Co-Op Diploma

June 1994 - May 2004

College of New Caledonia

Computer Information Systems Diploma

Sept 1996 - August 2004

University College of the Cariboo

Diploma in Computer Systems Operations and Management
Computing Co-op Diploma

April 1990 - March 2000
April 1990 - March 2000

Douglas College

Computer Information Systems Program

July 1989 - June 1999

Grand Prairie Regional College

Computer Systems Technology Program

April 1993 - March 1998

Heritage College

Computer Science Program

July 1993 - June 2003

Holland College

Business Information Technology Program

May 1996 - April 2004

Keyano College

Computer Business Systems Program

Feb 1994 - January 2004

Kwantlen College

Computer Information Systems Program

Dec 1994 - November 2004

Langara College

Computer Information Systems Diploma

April 1999 - March 2004

Lethbridge College

Computer Information Technology Program

December 1999 - November 2004

Mount Royal College

Diploma in Computer Information Systems

August 1990 - July 2001

Northern Alberta Institute of Technology

Diploma in Computer Systems Technology

July 1990 - June 2000

Okanagan University College

Diploma in Computer Information Systems

May 1991 - April 2001

Red Deer College

Diploma in Computer Systems Technology

July 1990 - June 2005

Red River College

Computer Analyst Diploma

January 2000 – December 2002

Southern Alberta Institute of Technology

Diploma in Computer Technology

June 1991 - August 2004

Saskatchewan Institute of Applied Science & Technology: Palliser Institute

Computer Information Systems Program
(formerly known as the Data Processing Program)

May 1992 - April 2002

Saskatchewan Institute of Applied Science & Technology: Kelsey Institute

Computer Systems Technology

April 1997 - March 2002

Selkirk College

Computer Information Systems Program

April 1999 - March 2004

University & Accredited Program**Accreditation Dates****L'École des Hautes Études Commerciales (HEC) Montréal**

Baccalauréat en administration des affaires
spécialisation informatique de gestion

April 1999 - April 2004

Simon Fraser University

MIS Concentration within the BBA Major
Joint Major in Business and Computing Science

April 1999 - April 2001
April 1999 - April 2001

Private Educational Institution and Accredited Program

Accreditation Dates

Graduate Centre for Applied Technology
Information Technology Diploma Program

October 2000 – September 2001

Certified & Candidate Membership Application Form

Section A Identification (please type or print):

LAST NAME:	
FIRST NAME:	MR <input type="checkbox"/> MS <input type="checkbox"/> MRS <input type="checkbox"/> DR <input type="checkbox"/>
CIPS MEMBERSHIP NUMBER:	EXPIRY DATE: ____/____/____ (YYYY/MM/DD)

Non Members:

ADDRESS:	HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/>	
CITY:	PROVINCE / COUNTRY:	POSTAL CODE:
PHONE: BUSINESS: ()	HOME: ()	FAX: ()
E-MAIL:		
COMPANY NAME:		
JOB TITLE:		

Other I.S. Professional Association Membership:

DO YOU BELONG TO AN ASSOCIATION FOR I.S. PROFESSIONALS IN ANOTHER COUNTRY? YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YES, PROVIDE THE FOLLOWING:
Name of Association: _____
Your class of membership: _____

Information for I.S.P. Certificate and Name Badge:

My name on my certificate should be:
My name and company on my name badge should be (maximum 3 lines of 22 characters each including spaces)
Name: _____
Company (optional): _____

NB: Successful regular certification applicants will receive a certificate and badge; successful Candidate membership applicants will receive a badge only

Category Used as Basis for Application:

Regular Certification Candidate Membership Candidate to Regular Certification Upgrade
A i A ii B i B ii C i C ii C iii C iv D E F

APPLICANT'S NAME: _____

Section B Employment History:

Summarize your employment history, with your most recent positions listed first. Include additional sheets if necessary.
Complete 1 (one) Experience Detail sheet for every position listed in the Employment History.

NB: If you are applying for Candidate Certification skip this section

Dates: From _____/_____/_____ to _____/_____/_____ (YYYY/MM/DD)
Employer: _____
Position Title: _____

Dates: From _____/_____/_____ to _____/_____/_____ (YYYY/MM/DD)
Employer: _____
Position Title: _____

Dates: From _____/_____/_____ to _____/_____/_____ (YYYY/MM/DD)
Employer: _____
Position Title: _____

Dates: From _____/_____/_____ to _____/_____/_____ (YYYY/MM/DD)
Employer: _____
Position Title: _____

Dates: From _____/_____/_____ to _____/_____/_____ (YYYY/MM/DD)
Employer: _____
Position Title: _____

Dates: From _____/_____/_____ to _____/_____/_____ (YYYY/MM/DD)
Employer: _____
Position Title: _____

Dates: From _____/_____/_____ to _____/_____/_____ (YYYY/MM/DD)
Employer: _____
Position Title: _____

APPLICANT'S NAME: _____

Section C Employment Detail:

Complete one employment detail form for each position listed under **Section B – Employment History**

NB: If you are applying for Candidate Certification skip this section

Employer:	
Location (Street, City, Prov.):	
Position Title:	
Dates Position Held: From ____ / ____ / ____ to ____ / ____ / ____ (YYYY/MM/DD)	
Manager's Name:	Phone Number: ()
Manager's Address:	
Full Time: YES <input type="checkbox"/> NO <input type="checkbox"/>	Part-time: Estimated hours per week:

General Description of Position:

(Include objectives and responsibilities, types of equipment, number of people supervised. Please indicate number of hours worked if position less than full time)

Analysis of Position by Activity:

(Include activities in systems analysis and design, data base analysis or administration, systems programming, hardware design, telecommunications, systems planning or analysis, research, management of information processing activities, maintenance where design or analysis is included, teaching information processing at a professional level, sales or marketing activity where professional level recommendations are required. **Activities in operation of equipment, use of computer programs or equipment, coding from detailed specifications are not normally considered to be at a professional level.**)

Professional Activities	% of Time	Brief Description
Other Activities	% of Time	Brief Description
Total	100%	

APPLICANT'S NAME: _____

Section D Education Summary:

University, College or Technical School: _____
City: _____
Program: _____
Attended from: ____/____/____ to ____/____/____ (YYYY/MM/DD)
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>

Please have the institution send an official transcript directly to the Registrar (category A, B and C only)
The Certification Council does not review program transcripts from private educational institutions unless the program is accredited by CIPS

Date Requested ____/____/____ Last Name on Transcript: _____

University, College or Technical School: _____
City: _____
Program: _____
Attended from: ____/____/____ to ____/____/____ (YYYY/MM/DD)
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>

Please have the institution send an official transcript directly to the Registrar (category A, B and C only)
The Certification Council does not review program transcripts from private educational institutions unless the program is accredited by CIPS

Date Requested ____/____/____ Last Name on Transcript: _____

University, College or Technical School: _____
City: _____
Program: _____
Attended from: ____/____/____ to ____/____/____ (YYYY/MM/DD)
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>

Please have the institution send an official transcript directly to the Registrar (category A, B and C only)
The Certification Council does not review program transcripts from private educational institutions unless the program is accredited by CIPS

Date Requested _____/_____/_____

Last Name on Transcript: _____

APPLICANT'S NAME: _____

Section E – Sponsors

Sponsor # 1

LAST NAME:	FIRST NAME:	MR <input type="checkbox"/> MS <input type="checkbox"/> MRS <input type="checkbox"/> DR <input type="checkbox"/>
CIPS Membership Number:	Expiry Date: ____/____/____ (YYYY/MM/DD)	
Certified Member of CIPS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other Professional Qualifications?		
Phone Number: HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> ()		

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: _____ Date: ____/____/____ (YYYY/MM/DD)

Sponsor # 2

LAST NAME:	FIRST NAME:	MR <input type="checkbox"/> MS <input type="checkbox"/> MRS <input type="checkbox"/> DR <input type="checkbox"/>
CIPS Membership Number:	Expiry Date: ____/____/____ (YYYY/MM/DD)	
Certified Member of CIPS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other Professional Qualifications?		
Phone Number: HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> ()		

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: _____ Date: ____/____/____ (YYYY/MM/DD)

APPLICANT'S NAME: _____

Section F – Fees (see Appendix A in Instructions)

Application Fee (one-time)		\$	
Certificate Framing (optional)		\$	
CIPS Section: _____ (optional)		\$	
TOTAL AMOUNT DUE (Payable to CIPS) G.S.T. Registration # R121813471		\$	

Credit Card Authorization

Card Number:	Expiry Date:
<input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard	
Signature:	

1. All payments are to be made payable to the **Canadian Information Processing Society**, One Yonge St, Suite 2401, Toronto, ON, M5E 1E5
2. Once certified, I.S.P. holders pay an additional fee as part of their annual membership renewal. This fee supports the costs of re-certification and other professionalism activities that enhance the annual value of the I.S.P. or Candidate Membership. For more information on renewal fees, contact the Office of the Registrar at 416-861-2477, or by e-mail at info@cips.ca
3. Successful applicants who are not CIPS members must submit a CIPS application before certification can be granted
4. Fees for unsuccessful regular certification applications and upgrades will be refunded less a processing charge of \$100.00
5. Fees for unsuccessful candidate membership applications will not be refunded
6. Applicants may send one cheque for the application, framing, and membership fees

APPLICANT'S NAME: _____

Applicant's Statement

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 the Canadian Information Processing Society, 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, Standards of Conduct and Enforcement Procedures. 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: _____ Date: ____/____/____ (YYYY/MM/DD)

Please allow 8 - 10 weeks for your application to be evaluated. If you have not heard from Office of the Registrar within this time, contact CIPS for an update at **416-861-2477**, or e-mail at isp@cips.ca

Manager Notification

Would you like CIPS to inform your manager if your application is successful? If yes, provide the following details:

Manager's Name _____

Position _____

Address _____

City _____ Province _____ Postal Code _____

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 I.S.P. criteria;
- 2) verifying information;
- 3) providing I.S.P. related products and services;
- 4) processing authorized payments; and
- 5) performing an audit of Certification Council procedures.

Successful applicants may be announced at societal events or in societal communication. I agree to have my name included in these announcements Yes No

CIPS Data Collection – New Member Data

The Canadian Information Processing Society is committed to the principles of the Canadian Standards Association's "Model Code for the Protection of Personal Information." CIPS collects personal information for the use by staff and member volunteers to:

- 1) distribute societal information;
- 2) promote programs, services and member benefits;
- 3) solicit member views;
- 4) analyze demographic information on members;
- 5) process authorized payments;
- 6) facilitate networking; and
- 7) harness member expertise.

CIPS distributes mailing information to authorized business partners providing member benefits at the time a member subscribes for a particular service. In the event that membership is not renewed, all information is retained for three years and then archived for demographic analysis by staff and volunteers

* I agree that my personal contact information is to be included in the CIPS Members-Only On-line Directory Yes No

* I agree that my personal contact information may be made available to 3rd parties providing services of interest to information technology professionals Yes No

Have You ... ?

- Entered your name at the top of each page of the application form?
- Made cheques payable to the Canadian Information Processing Society?
- Enclosed the required number of copies of the application?
- Requested that a copy of your transcript be mailed directly to the Office of the Registrar from your school (Categories A, B, C and F only)?
- Familiarized yourself with the CIPS Code of Ethics and Standards of Conduct?
- Entered your name exactly as you want it to appear on your I.S.P. certificate and badge in **Section A – Identification**?
- Completed a separate **Employment Detail** sheet (**Section C**) for each employment entry in **Section B – Employment History** (regular certification only)?
- Demonstrated that you have a minimum of 1000 hours of professional work experience during the twelve (12) months prior to submitting this application (regular certification only)?
- Completed **Section E – Sponsors**?
- Submitted the correct payments as outlined in **Section F – Fees**?

Marilyn Harris award for I.T. Professionalism

This award recognizes individuals or organizations who have successfully promoted high standards of professionalism within Canada's I.T. industry.

If you are aware of individuals or organizations deserving recognition for their commitment to I.T. professionalism please acquire a nomination form from the CIPS National Office at:

- Phone: 416-861-CIPS (2477)
- Fax: 416-368-9972
- E-mail: info@cips.ca