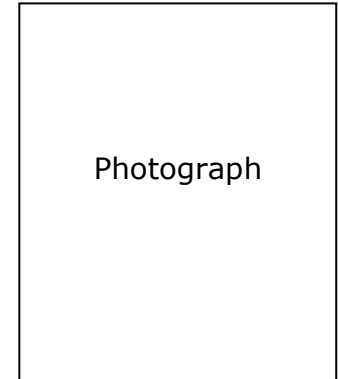


## **CIPM APPLICATION FORM**

Congratulations on choosing to pursue Certified International Project Manager (CIPM) certification. This application determines your eligibility to take the CIPM certification exams by assessing points in two areas: education and experience. Applications are reviewed on a continuous basis and applicants are notified of eligibility by mail.



### **Instruction**

1. Fill in all application blanks in block letters
2. Complete all applications in two copies
3. Submit the following along with the application
  - a. supporting documents outlines in section II to verify education and experience (original with two copies)
  - b. Sealed & signed one Employer's Reference Statement (Section VI)
  - c. Two Passport size photographs
  - d. 250 Birr application fee
4. Mail or hand deliver the application, documentation, and application payment to Jethro-lmi

### **I. PERSONAL INFORMATION**

Last Name /Grand Father Name/    First Name/Your Name    Mid Name/ Father Name/  
 \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_  
 (Title, Mr, Mrs, Ms, Dr--): \_\_\_\_\_  Male  Female  
 Date of Birth: /MM/\_\_\_\_\_/DD/\_\_\_\_\_/YY/\_\_\_\_\_ (G.C) Nationality: \_\_\_\_\_  
 Region: \_\_\_\_\_ Woreda/Sub    City: \_\_\_\_\_ Kebele/H.No:  
 \_\_\_\_\_ Telephone: Home: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 P.O.Box: \_\_\_\_\_ E:mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Current Position (Job title): \_\_\_\_\_  
 Institutional Affiliation (Employer) \_\_\_\_\_

How did you hear about the CIPM program?

- Newspaper Ad     Internet Search     Referral  
 Jethro-lmi/ICPM website     Other \_\_\_\_\_ (Please specify)

Name, as you wish it to appear on your certificate:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## II. ELIGIBILITY

To be eligible for CIPM certification, an applicant must document a total of 10 points and meet the minimum point requirement for each of the eligibility criteria: education and experience.

### A. Education Points *(Account for 3 min to 6 max education points)*

Document the points reported below with: (1) a photocopy of your highest degree or equivalent attained, and/or (2) a collage/university transcript, and/or (3) letter(s)/certificate(s) of management training attended.

#### Record and document no more than 6 points in this section

Points

1. High school education *(1 point)*

School Name \_\_\_\_\_ Dates \_\_\_\_\_

2. College *(record highest degree attained: Dip=2pts, Deg=4pts, Master/PHD=5pts)*

Collage Name \_\_\_\_\_ Degree \_\_\_\_\_

Location \_\_\_\_\_ Date Awarded: \_\_\_\_\_

3. Project Management Training *(40 hrs=1pt, CM Program=3pts, Other Certifications=1pt)*

Course \_\_\_\_\_ Provider \_\_\_\_\_

Location \_\_\_\_\_ Dates \_\_\_\_\_ Hrs \_\_\_\_\_

Course \_\_\_\_\_ Provider \_\_\_\_\_

Location \_\_\_\_\_ Dates \_\_\_\_\_ Hrs \_\_\_\_\_

**Sub-total Education Points** \_\_\_\_\_

### B. Experience Points *(Account for 4 to 7 experience points)*

Document the points reported using the Employer's Reference Statement provided. Reference Statements can be submitted directly to Jethro-lmi.

#### Record and Document no more than 7 points in this section

**Points**

1. **Project Management:** manager, supervisor, group/team leader *(1 pt/yr X \_\_\_ yrs)*

Employer: \_\_\_\_\_ Dates \_\_\_\_\_

Location: \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates \_\_\_\_\_

Location: \_\_\_\_\_ Title: \_\_\_\_\_

2. **Non-Project Management:** business, sales, retail, manufacturing, educator, etc *(0.5pt/yr X \_\_\_yrs)*

Employer: \_\_\_\_\_ Dates \_\_\_\_\_

Location: \_\_\_\_\_ Title: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates \_\_\_\_\_

**Sub-total Experience points** \_\_\_\_\_

**Total Education & Experience Points** \_\_\_\_\_

### III. PAYMENT INFORMATION

#### Training Cost

Tuition Fee and Installment Scheme	Amount in USD	
One Payment	At Registration	\$ 990
In two installment	At registration	\$ 500
	At the end of classroom training & before the exam	\$ 500
Registration fee	When Applied	\$ 20

#### Financial Source

- Government Organization (Sponsor letter must be attached)
- Business Organization/Company (Sponsor letter must be attached)
- Non-Governmental Organization (Sponsor letter must be attached)
- Self-sponsor

### IV. APPLICATION CHECKLIST

Before submitting your application, please be sure the following items are included

- Application form with all sections completed
- documentation to verify education- copies of highest degree and/or training certificate
- documentation to verify experience- Signed Reference Statement
- Sponsorship letter whose financial source is organization
- Two passport size photograph

## V. EMPLOYER'S REFERENCE STATEMENT

The applicant listed below has applied to the American Academy of Project Management (AAPM) to obtain Certified International Project Manager (CIPM) certification. All applicants are reviewed for eligibility before taking one challenging CIPM certification exam. You are being asked to support the candidacy of this applicant by verifying their employment and workplace responsibilities in Project Management. The completed reference statement may be returned directly to the authorized training partner in Ethiopia (Jethro-lmi)

### To be completed by Applicant

Applicant's Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Employer: \_\_\_\_\_

### To be completed by Employer

Name of Employer's Representative \_\_\_\_\_ Title \_\_\_\_\_  
Dates of Applicant's Employment \_\_\_\_\_  
Does/Did Applicant has project management responsibility: Yes  No   
If yes, details those responsibilities: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Stamp Here

Certified International Project Manager (CIPM) certification is an independent verification of project management competency that is evidenced by the globally recognized CIPM™ professional credential. Jethro Leadership & Management Institute (Jethro-lmi) is an authorized partner to provide CIPM in Ethiopia