

CP3/MCP3 Recertification Application

The IAP2 USA Professional Program, Policies, and Procedures Manual includes the following section:

Ongoing Requirements and Periodic Recertification

To maintain professional certification, CP3 and MCP3 are required to:

- Maintain active membership in IAP2 USA.
- Provide a minimum of 20 hours (annually) of volunteer (unpaid) service to IAP2 USA.
- Participate in a minimum of 12 hours (annually) of continued professional development.

In addition, every three years, Certified Professionals are required to submit a recertification application for review by two or more assessors. Refer to The IAP2 USA Professional Program, Policies, and Procedures Manual for more information about the recertification process.

The application includes a professional goal for the next three years, a self-assessment related to your progress on the goal established during your prior certification cycle, and a project description for a project completed since you completed the prior certification cycle.

Certified Professionals who are no longer working in the P2 field may request a switch to Emeritus status. They may use the appropriate designation CP3 Emeritus or MCP3 Emeritus indefinitely without meeting requirements for maintaining certification or recertification as long as they maintain membership in IAP2.

Instructions:

Please submit this completed application and send it to info@iap2usa.org with your [recertification fee](#) of \$250.00.

Part 1. Contact Information & Background

Name: _____ Date of certification: _____

Telephone: _____ Email: _____

Address: _____

When and where were you certified? _____

Part 2. Professional Goals

Please share a professional goal that you will be working on for the next three years and explain why that goal would be meaningful to you. *(In 100 words or less)*

Please share a self-assessment related to your progress on a professional goal you established for yourself three years ago (prior to the current certification cycle). Reflect on your progress towards that goal. *(In 200-250 words)*

Part 3. Continuing Work in the Profession

Please provide a description of one new project that you have worked on since your last certification cycle to demonstrate your ongoing work in the field. Limit your project description to two pages, or approximately 500-750 words. Be clear and concise in your answers.

Project Name:

Location:

Project Sponsor:

Timeframe (How long did the project last?):

Approximate amount of P2 budget: (If available):

Reference:

1. Brief Description of Project
2. Describe your specific role on this project, including your position within the overall project structure and the planning, coordination, management, implementation, and documentation of activities you conducted.
3. List the objectives of the P2 process for this project.
4. State the level(s) of the IAP2 Spectrum that was selected for this project.
5. List the P2 techniques selected and their rationale.
6. List the communication objectives that supported the P2 objectives.
7. List and describe communication materials employed to accomplish the communication objectives.
8. Self-reflection on what was learned from that project

Project 1 (continued)

Part 4. Program Evaluation

Please share your reflections on the value of IAP2 USA's Professional Certification program and any suggestions you would like for improvements to the program. We are particularly interested in your ideas for marketing and promoting the program. *(In 200 words or less)*

Part 5. Signature

I certify that all of the information submitted in this application is truthful. I certify that I have read the IAP2 USA Professional Program, Policies, and Procedures Manual. Only work for which I have been directly responsible is reported as being my personal experience. I understand that IAP2 Staff will share my records related to annual service to the organization and my annual professional development efforts.

Signature: _____ Date: _____

Your application will be reviewed within 30 days and you will be notified of the results of the review.