

CP3 Application

Part 1. Contact Information & Background

Name (first and last): _____

Telephone: _____

Email: _____

Mailing Address: _____

IAP2 Member: ___Yes ___No

List the dates and locations that you completed the 5-day IAP2 Certificate in Public Participation or IAP2 5-day Foundations training. Completion of IAP2's 5-day training is a required prerequisite. Alternatively, you may attach a copy of your certificates.

Attach a current resume or CV that details your relevant education and training, certifications and accreditations, organizational affiliations, and work experience. Feel free to include paid and/or volunteer work and any other relevant experience that you wish to highlight.

Why are you seeking certification? *(limit your response to 100 words)*

References

*Provide the names of two references who are familiar with your P2 work. References **MAY** be contacted and asked specific questions that will seek to affirm your performance against the core competencies and criteria. References should be individuals who can speak specifically about how you handled P2 situations and challenges and are able to provide specific details about your approach, methods, problem-solving, etc. References may be project sponsors, colleagues, managers, mentors, professional associates, etc. We encourage you to include a mix of references that showcase your range of experience, skills, and knowledge related to the core competencies.*

Name: _____

Entity and Title or Role: _____

Email: _____

Telephone: _____

Relationship to applicant (e.g., manager, client, co-worker and/or P2 experience of the individual):

Name: _____

Entity and Title or Role: _____

Email: _____

Telephone: _____

Relationship to applicant (e.g., manager, client, co-worker and/or P2 experience of the individual):

Part 2. P2 Methods, Techniques or Tools (Criterion 3.1)

Certification at the CP3 level requires experience with a minimum of 10 P2 methods, techniques or tools at three levels of the IAP2 Spectrum. For each method you list, (a) identify the level of the IAP2 Spectrum, (b) explain why you chose the method, (c) describe how you used the method, and (d) provide your reflections on how well the method worked. (*Limit each of the 10 responses to 75 words.*) If you list a method that is not covered in the IAP2 Participant Manual, please add up to 25 additional words to describe the method.

Example:

(Consult) Telephone Hotline: A hotline was established to provide information about a project focused on selecting a facility to manage a waste product generated at 100 locations across the US. Callers could ask questions, request documents, ask to be placed on the mailing list, and submit comments. A call log assured all calls were properly handled and consistent information was provided to callers.

Method 1: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 2: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 3: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 4: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 5: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 6: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 7: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 8: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 9: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Method 10: _____

Spectrum Level: _____

Why the method was chosen: _____

How the method was used: _____

Reflections and learning: _____

Part 3. Project Descriptions

Describe three projects on which you personally worked that demonstrate the depth and breadth of your work to date as well as your ability to meet or exceed the Core Competencies. The assessors will use these project descriptions to help them understand your P2 experience. (Limit each Project Description to 500 words.)

Project # 1

Project Name:

Location:

Project Sponsor/Client:

Timeframe (How long did the P2 portion of the project last?):

Approximate amount of P2 budget:

- 1.a. Brief Description of Project
- 1.b. Describe your specific role and responsibilities on this project, including your position within the overall project structure and the activities you conducted (e.g., planning, coordination, management, implementation, event facilitation, documentation).
- 1.c. List the P2 Objectives for this project.
- 1.d. State the level(s) of the IAP2 Spectrum that was selected for this project and the rationale for choosing that level(s).
- 1.e. List the 3-5 most important P2 methods selected and the rationale for choosing those methods.
- 1.f. List the P2 Communication Objectives that support the P2 Objectives and the rationale for choosing those objectives.
- 1.g. List the key P2 Communication materials employed to accomplish the communication objectives *for which you had direct, personal creative responsibility*. For each item you list, identify your role and responsibility (e.g., developed and wrote key messages, designed and laid out flyer).

Project # 2

Project Name:

Location:

Project Sponsor/Client:

Timeframe (How long did the P2 portion of the project last?):

Approximate amount of P2 budget:

- 2.a. Brief Description of Project
- 2.b. Describe your specific role and responsibilities on this project, including your position within the overall project structure and the activities you conducted (e.g., planning, coordination, management, implementation, event facilitation, documentation).
- 2.c. List the P2 Objectives for this project.
- 2.d. State the level(s) of the IAP2 Spectrum that was selected for this project and the rationale for choosing that level(s).
- 2.e. List the 3-5 most important P2 methods selected and the rationale for choosing those methods.
- 2.f. List the P2 Communication Objectives that support the P2 Objectives and the rationale for choosing those objectives.
- 2.g. List the key P2 Communication materials employed to accomplish the communication objectives *for which you had direct, personal creative responsibility*. For each item you list, identify your role and responsibility (e.g., developed and wrote key messages, designed and laid out flyer).

Project # 3

Project Name:

Location:

Project Sponsor/Client:

Timeframe (How long did the P2 portion of the project last?):

Approximate amount of P2 budget:

- 3.a. Brief Description of Project
- 3.b. Describe your specific role and responsibilities on this project, including your position within the overall project structure and the activities you conducted (e.g., planning, coordination, management, implementation, event facilitation, documentation).
- 3.c. List the P2 Objectives for this project.
- 3.d. State the level(s) of the IAP2 Spectrum that was selected for this project and the rationale for choosing that level(s).
- 3.e. List the 3-5 most important P2 methods selected and the rationale for choosing those methods.

- 3.f. List the P2 Communication Objectives that support the P2 Objectives and the rationale for choosing those objectives.
- 3.g. List the key P2 Communication materials employed to accomplish the communication objectives for which you had direct, personal creative responsibility. For each item you list, identify your role and responsibility (e.g., developed and wrote key messages, designed and laid out flyer).

Part 4. Project Questions

Use the projects listed in Part 3 to answer the following questions. (Limit each answer to 150 words.) If you need to use a project not listed in Part 3 to answer a question, provide sufficient description (maximum 50 words) to provide adequate context.

Each answer should demonstrate that you meet the associated core competency listed in parentheses.

In this application, the term client is used generically and could be a project sponsor, manager, supervisor or any entity with whom you are consulting to provide P2 services.

- 4.1. Describe how you worked with a client to determine the decision to be made, the decision-making process to be used, and how public input would be used to improve the decision. The client may be internal or external to your organization. **(Criterion 1.1)**

Project Name:

Response (150 words):

- 4.2. Describe how you developed clear P2 Objectives. Your response should include the level of the IAP2 Spectrum selected for the project, how you chose the objectives, and how those objectives supported the decision-making process. **(Criterion 1.2)**

Project Name:

Response (150 words):

- 4.3. Describe how you conducted the situation **and** stakeholder assessment process and prepared a P2 approach that was responsive to the results of the assessment and the needs of the client. Discuss how you ensured consideration of all stakeholders (including marginalized and disenfranchised populations) and legal requirements. **(Criterion 1.3)**

Project Name:

Response (150 words):

- 4.4. Describe how you helped the client select an appropriate level of the IAP2 Spectrum. Discuss why that level was chosen. **(Criterion 1.4)**

Project Name:

Response (150 words):

- 4.5. Describe how you documented what was done (to comply with requirements for public participation)? Describe what was reported and how was it reported. If you have no personal experience doing this, please explain how you would approach the task. **(Criterion 1.5)**

Project Name:

Response (150 words):

- 4.6. Describe an evaluation program you personally designed, developed, and/or implemented to evaluate the P2 process or program. (*Note: Describe evaluation for an overall P2 process or program, not a specific P2 event.*) If you have no personal experience doing this, please explain how you would approach the task. **(Criterion 1.6)**

Project Name:

Response (150 words):

- 4.7. Describe a time when you developed the P2 schedule for a project. Discuss any challenges you encountered in implementing the schedule and how you communicated with the client when you encountered schedule issues. **(Criterion 1.8)**

Project Name:

Response (150 words):

- 4.8. Describe how you determined what skills were needed to implement a P2 plan (e.g., facilitation, graphic design, technical writing, logistical support), how you made staffing decisions, and any challenges you encountered. **(Criterion 1.9)**

Project Name:

Response (150 words):

- 4.9. Describe a time when you developed a P2 budget for project. Discuss any challenges you encountered in implementing the budget and how you communicated with the client when you encountered budget issues. **(Criterion 1.10)**

Project Name:

Response (150 words):

- 4.10. Describe an instance in which you analyzed and interpreted input received from a P2 process and how the results were communicated to the client to support decision-making. **(Criterion 1.11)**

Project Name:

Response (150 words):

- 4.11. IAP2 Core Value #7 states that public participation communicates to participants how input from the public affected the final decision. Describe how you have lived up to that Core Value on a P2 project and what challenges you encountered. **(Criterion 1.12)**

Project Name:

Response (150 words):

- 4.12. Describe a time when you developed an agenda for a P2 event and how the agenda items met the P2 objectives. **(Criterion 2.1)**

Project Name:

Response (150 words):

- 4.13. Describe a time when you were responsible for managing the logistical and staffing requirements for a specific P2 event and your contingency planning. **(Criterion 2.2)**

Project Name:

Response (150 words):

- 4.14. Describe an instance when you were planning for a public participation event and you believed there was potential for conflict to arise. How did you address this in your planning and preparation for the event? **(Criterion 2.3)**

Project Name:

Response (150 words):

- 4.15. Explain when you would need a neutral facilitator and how you would select someone to serve in that capacity. **(Criterion 2.4)**

Project Name:

Response (150 words):

- 4.16. IAP2 Core Value #6 states that public participation provides participants with the information they need to participate in a meaningful way. Discuss how you have lived up to that core value on a project. **(Criterion 2.6)**

Project Name:

Response (150 words):

- 4.17. Describe an instance when you conducted a stakeholder assessment process to guide the selection of methods to be used in a P2 process. How did what you learned from stakeholders affect your selection of methods? **(Criterion 3.3)**

Project Name:

Response (150 words):

- 4.18. Describe a time when you had to learn about a new P2 method and how you decided whether to integrate the new P2 method with more traditional P2 methods. **(Criterion 3.4)**

Project Name:

Response (150 words):

- 4.19. Describe a specific P2 project you worked on that involved multiple communication objectives to meet the needs of diverse audiences. Describe the communication products that were used to meet the objectives. **(Criterion 4.5)**

Project Name:

Response (150 words):

- 4.20. Describe a specific P2 project you worked on that required complex or technical information to be interpreted or translated to ensure public understanding. What was your role in that process? **(Criterion 4.6)**

Project Name:

Response (150 words):

- 4.21. Describe a project for which you had to use your people skills (e.g., fairness, respectfulness, neutrality, empathy, collaboration) to manage a stakeholder situation. **(Criterion 5.1)**

Project Name:

Response (150 words):

Part 5. Portfolio

Provide links to up to 10 portfolio items to demonstrate accomplishments and experience that you have not previously demonstrated in your written responses. You also may use the portfolio to demonstrate the depth and breadth of experience described in your written responses. The portfolio items do not have to be related to the projects you described earlier in this application. Portfolio items may be a document, a video, an audio recording, or other media.

For each portfolio item, provide the following information:

- (a) A link (url)
- (b) The specific location of the evidence (e.g., page number, time stamp). *Be precise: the assessors will review a maximum of 5 pages of written material, 3 minutes of video or audio, 2 webpages, or the equivalent in other media.*
- (c) Your specific, personal role and responsibility in creating the portfolio item (e.g., wrote the script, designed the webpage layout and created the graphics).
- (d) A brief explanation of how the item provides evidence of the criterion/criteria (Limit of 35 words)

Ensure that the links you submit, in combination with your written responses, demonstrate that you meet all the following criteria, which are only evaluated in this written application:

- Ability to conduct a situation assessment (project context, issues, background) and a stakeholder analysis **(Criterion 1.3)**
- Ability to document the P2 process and results in compliance with client requirements **(Criterion 1.5)**
- Ability to analyze input received and recommend how that input might be used in the decision-making process **(Criterion 1.11)**
- Ability to communicate to participants how their input was used (feedback loop) **(Criterion 1.12)**
- Ability to design events to manage conflict when it arises **(Criterion 2.3)**
- Ability to anticipate the information needs of event’s participants and how to meet those needs **(Criterion 2.6)**
- Ability to use diverse P2 tools and techniques at various levels of the IAP2 Spectrum **(Criterion 3.1)**
- Ability to identify diverse communication needs to support the P2 process **(Criterion 4.5)**
- Ability to communicate technical information in lay terms. **(Criterion 4.6)**

Portfolio Item 1

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 2

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 3

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 4

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 5

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 6

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 7

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 8

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 9

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Portfolio Item 10

Link (url): _____

Specific location of the evidence: _____

My personal role and responsibility: _____

Brief explanation (35 words): _____

Part 6. Signature

I certify that all of the information submitted in this application is truthful. Only work for which I have been directly responsible is reported as being my personal experience. I further certify that I have read the [Terms and Conditions](#) for IAP2 USA's Professional Certification Program and I agree to abide by those terms and conditions.

Signature: _____

Date: _____