

CP3 Application

Instructions: The Certified Public Participation Practitioner (CP3)-level competencies represent the knowledge, attitudes, beliefs, skills, behaviors, and capabilities that are indispensable to every public participation professional. Assessors use a three-step process to assess candidates' knowledge and skills:

- Step One – Submission of an Application and Professional Portfolio
- Step Two – Preparation and submission of a Public Participation Plan in response to a case study
- Step Three – Preparation for and participation in an Assessment Center.

Assessors use the application, case study, and the assessment center to assess your knowledge and skills in five categories of Core Competencies across 29 criteria. The Core Competencies are as follows:

- P2 Process Planning and Application Skills (12 criteria)
- P2 Event Planning and Implementation (6 criteria)
- Appropriate Use of P2 Techniques (4 criteria)
- P2 Communication Skills (6 criteria)
- P2 People Skills (1 criteria)

The Core Competencies include a total of 29 criteria. To earn the CP3 credential, you must meet or exceed every one of the 29 criteria. Ten of the criteria are assessed using the application, 13 are assessed using the case study, and the remaining 6 are assessed at the assessment center.

For each of the criteria assessed in this Application, you will provide a written response that describes your prior experience. Each response will be based on a specific project in which you personally and individually met the criterion. There is no limit to the amount of projects you use to complete the application. **The goal of the project descriptions and written responses is to choose projects that best represent the competencies and criteria assessed in this Application, and not necessarily to highlight how many projects you have worked on during your career.**

For each question, you will be asked to provide a brief written response. Please limit your responses to the allowed number of words. Please do not exceed the word limitations to avoid having your application rejected.

All of your responses to the Application will be considered in assessing Criterion 4.4, Ability to Communicate in Writing. Thus, you are advised to carefully edit and proofread your responses before you submit your completed Application.

Return completed application to Info@iap2usa.org as a Word document.

Part 1. Contact Information & Background

Name: _____ Date of certification: _____

Telephone: _____ Email: _____

Address: _____

Have you completed the full IAP2 Foundations in Public Participation training program? (*formerly called the IAP2 Certificate in Public Participation*), _____ Yes _____ No

If yes...

Course/year/trainer/city _____

Course/year/trainer/city _____

Course/year/trainer/city _____

Please attach a current resume 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?

(In 100 words or less)

References

Please provide 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 that can speak specifically about how you handled P2 situations and challenges, and provide specifics of approach, technique, problem-solving, etc. References may be project sponsors, colleagues, managers, 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: _____ Telephone: _____

Entity & Title: _____

Email: _____

Description of your relationship with this reference, e.g. manager, client, co-worker and/or P2 experience of the individual:

Name: _____ Telephone: _____

Entity & Title: _____

Email: _____

Description of your relationship with this reference, e.g. manager, client, co-worker and/or P2 experience of the individual:

Part 2. P2 Techniques (Criterion 3.1)

Below is the list of techniques covered in the IAP2 Techniques for Effective Public Participation Course. Certification at the CP3 level requires experience with a minimum of 10 techniques at three levels of the IAP2 Spectrum. Provide a brief description (50-75 words) to describe how you used the technique for a specific P2 project, explain why that technique was chosen, and offer reflections on how well it worked. State the level of the IAP2 Spectrum that the technique was used (not the overall project level).

Example:

Telephone Hotline: In 1994, a toll-free line 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. (Consult Level)

If you prefer to describe techniques not listed below, use up to 150 words to help ensure the assessors understand what you did and why.

| | |
|-------------------------------|--|
| Appreciative Inquiry Process | Focused Conversation |
| Briefing | Future Search Conference |
| Card Storming | Information Kiosk |
| Central Information Contact | Information Repository |
| Charrette | Interview |
| Citizen Jury | Nominal Group Technique |
| Comment Form | Ongoing Advisory Group |
| Deliberation | Open House |
| Deliberative Forum | Open Space Meeting |
| Deliberative Polling Process | Progress Reports, Newsletters, Direct Mail |
| Dialogue Technique | Public Meeting / Hearing |
| Electronic assisted processes | Resident Feedback Register |
| Fair or Event | Responsiveness (or Response) Summary |
| Field Office | Revolving Conversation |
| Fishbowl Process | Survey/Questionnaire |
| Focus Group | Social Media |

Study Circle
Symposium
Telephone Hotline

Tour or Field Trip
Website
Workshop
World Café

Technique 1: _____

Empty rectangular box for notes related to Technique 1.

Technique 2: _____

Empty rectangular box for notes related to Technique 2.

Technique 3: _____

Empty rectangular box for notes related to Technique 3.

Technique 4: _____

Empty rectangular box for notes related to Technique 4.

Technique 5: _____

Empty rectangular box for notes related to Technique 5.

[Empty box for notes]

Technique 6: _____

[Empty box for notes]

Technique 7: _____

[Empty box for notes]

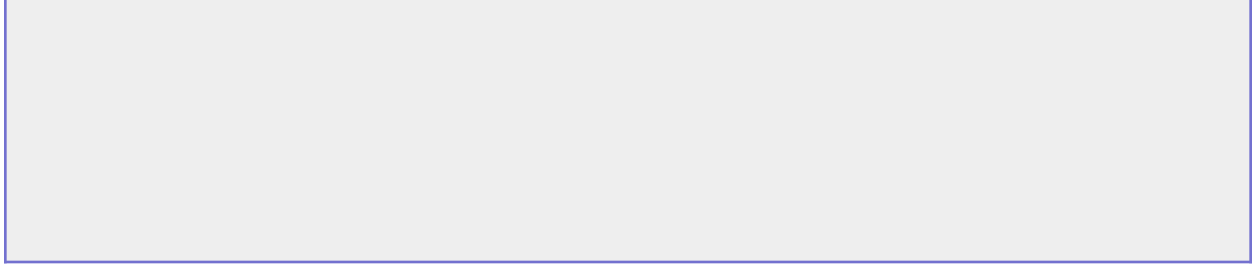
Technique 8: _____

[Empty box for notes]

Technique 9: _____

[Empty box for notes]

Technique 10:



Part 3. Project Descriptions

Please provide descriptions of three projects that you have worked on that demonstrate the depth and breadth of your work to date as well as your ability to meet or exceed the Core Competencies. These project descriptions will help the assessors to score your responses to questions in Part 4.

*Limit your project descriptions to two pages, or approximately 500 words, each. Be clear and concise in your answers. Your writing ability (**Criterion 4.4**) will be assessed through the application process.*

Project # 1

Project Name:

Location:

Project Sponsor:

Timeframe (How long did the project last?):

Approximate amount of P2 budget: (If available)

- 1.a. Brief Description of Project
- 1.b. 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.
- 1.c. List the objectives of the P2 process for this project.
- 1.d. State the level(s) of the IAP2 Spectrum that was selected for this project.
- 1.e. List the P2 techniques selected and their rationale.
- 1.f. List the communication objectives that supported the P2 objectives.
- 1.g. List and describe communication materials employed to accomplish the communication objectives.

Project 1 (continued)

Project # 2

Project Name:

Location:

Project Sponsor:

Timeframe (How long did the project last?):

Approximate amount of P2 budget: (If available)

- 2.a. Brief Description of Project
- 2.b. 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.
- 2.c. List the objectives of the P2 process for this project.
- 2.d. State the level(s) of the IAP2 Spectrum that was selected for this project.
- 2.e. List the P2 techniques selected and their rationale.
- 2.f. List the communication objectives that supported the P2 objectives.
- 2.g. List and describe communication materials employed to accomplish the communication objectives.

Project 2 (continued)

Project # 3

Project Name:

Location:

Project Sponsor:

Timeframe (How long did the project last?):

Approximate amount of P2 budget: (If available)

- 3.a. Brief Description of Project
- 3.b. 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.c. List the objectives of the P2 process for this project.
- 3.d. State the level(s) of the IAP2 Spectrum that was selected for this project.
- 3.e. List the P2 techniques selected and their rationale.
- 3.f. List the communication objectives that supported the P2 objectives.
- 3.g. List and describe communication materials employed to accomplish the communication objectives.

Project 3 (continued)

Part 4. Project Questions

The following questions are used to assess specific criteria. Use the projects listed above to answer the following questions using 100-150 words for each question. You do not need to use the same project to answer all questions. If you need to use another project to answer one or more of the following questions, please provide adequate context. Some of the following criteria will be evaluated again during later stages of the Certification Process.

Please consider the competencies **noted in parentheses** as you answer the questions. For the purposes of the application, we use the term “client.” This could be a project sponsor, manager, supervisor or any entity that you are consulting with 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 have been internal or external to your organization. **(Criterion 1.1)**

Project Name:

Response

- 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

- 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

- 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

- 4.5. Have you ever worked on a project where you were tasked with responsibility to document what was done (to comply with requirements for public participation)? If so, how did you prepare that documentation? What was reported and how was it reported. If you have no experience doing this, please share how you might approach it. **(Criterion 1.5)**

Project Name:

Response

- 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.*) **(Criterion 1.6)**

Project Name:

Response

- 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

- 4.8. Describe an instance in which you were involved with the identification of individuals to work on a P2 team. Discuss how it was determined what skills (like facilitation, graphic design, technical writing, logistical support, etc.) were needed, how staffing decisions were made, and any challenges encountered. **(Criterion 1.9)**

Project Name:

Response

- 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

- 4.10. Describe an instance in which you analyzed and interpreted input received from a P2 process and supported determination of how the resulting input would be used in the decision-making process. Discuss whether the input received met project expectations. **(Criterion 1.11)**

Project Name:

Response

- 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

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)**

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| Project Name: |
| Response |

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)**

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| Project Name: |
| Response |

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)**

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| Project Name: |
| Response |

- 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

- 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

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

Project Name:

Response

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

Project Name:

Response

4.19. Describe an instance in which you developed communication objectives to support P2 objectives. Explain why you chose those communication objectives. **(Criterion 4.1)**

Project Name:

Response

4.20. Describe a specific P2 project you've worked on that incorporated multiple communication objectives to meet the needs of diverse audiences. Describe the communication products employed. **(Criterion 4.5)**

Project Name:

Response

4.21. Describe a specific P2 project you've worked on that required the translation of technical information for a lay audience. What was your role in that process? **(Criterion 4.6)**

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| Project Name: |
| Response |

4.22. 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)**

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|----------------------|
| Project Name: |
| Response |

Part 5. Portfolio

The portfolio provides the opportunity to document the range of your accomplishments and showcase your experience. You may submit up to 10 portfolio items. Attach portfolio items that you believe would bolster your case for certification. Portfolio items do not have to be related to the projects described earlier in the application. Remember that your task is to demonstrate how you meet all of the criteria.

Consider what you can submit to document your ability to address those criteria that are only evaluated using the 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)**

Please help the Assessors to understand what they are looking at (specifically what you are intending to demonstrate) and where they should focus their attention. In the boxes below, provide the following for each portfolio item:

- The specific criterion/criteria for which the piece provides evidence
- A short description of the portfolio piece, including an explanation of how the item provides evidence of the criterion (or multiple criteria)
- A ***link*** to a document, audio, visual, or video file
- If the document has multiple pages, indicate relevant pages.

Piece 1

Criteria number:

Link:

Description:

Piece 2

Criteria number:

Link:

Description:

Piece 3

Criteria number:

Link:

Description:

Piece 4

Criteria number:

Link:

Description:

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| Piece 5 |
| Criteria number: |
| Link: |
| Description: |

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| Piece 6 |
| Criteria number: |
| Link: |
| Description: |

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| Piece 7 |
| Criteria number: |
| Link: |
| Description: |

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| Piece 8 |
| Criteria number: |
| Link: |

Description:

Piece 9

Criteria number:

Link:

Description:

Piece 10

Criteria number:

Link:

Description:

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: _____

