

APPLICATION FORM for RECERTIFICATION CERTIFIED PRODUCTIVITY SPECIALIST

Please complete all fields and where sections are not applicable, please indicate "N.A.". All supporting documents, and cheque of _____ for application and assessment fees must be submitted together with your application. Incomplete application shall not be processed. Please contact the secretariat at email: _____ should you have any enquiries.

For Official Use
Applicant Reference: _____

APPLICANT PERSONAL PARTICULARS			
Full Name	_____		
Nationality:	_____	Country of Birth:	_____
Passport No.:	_____	Date of Birth:	_____
Gender:	_____		
Correspond Address:	_____ _____		
Home Phone:	_____	Mobile Phone:	_____
Business Phone:	_____	Email Address:	_____

Please attach a recent passport-sized photograph with your name written at the back. Digital copy is acceptable.

Please attach your updated Curriculum Vitae.

CONTINUOUS PROFESSIONAL DEVELOPMENT TRAINING (List Most Recent Participation <u>FIRST</u>) for the past 3 years				
Name of Program	Organizer	Period (YYYY)		CPD Hours
		From	Till	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total CPD Hours (You need 90 CPD hours to qualify)				_____

APPLICANT DECLARATION

I declare that:

1. The information provided for the certification of Productivity Specialist and accompanying information supporting documents are true and correct to the best of my knowledge and that I have not withheld/distorted any material facts.
2. I am not an undischarged bankrupt and I have never been charged or convicted in any Court of Law or detained under the provisions of any written law.
3. I am not presently, nor have I been within the past three years, the subject of any civil legal action directly relating to my management consulting practice.
4. I am not presently, nor have I been within the past three years, the subject of any client's complaint filed with a past project works.
5. I am not presently, nor have I been within the past three years, the subject of any disciplinary action by an any professional association.
6. I have not been debarred from any government schemes/programs, etc. I acknowledge and agree that the PCBP reserves the right to ascertain the applicant's claims with relevant parties (e.g. government agencies, associations, client contacts, etc.)
7. I am agreeable that the NPC-CB has the right to verify and obtain information with all parties as they think fit, with regards to the information and supporting documents provided by me in this application.
8. I hereby agree that NPC-CB may collect, obtain and retain my personal/business data for administration of my application and use (via phone call, notices, emails or mail) to inform me of future events, updates, news and materials related to NPC-CB.

Upon being certified as a Registered Productivity Specialist:

9. I shall abide by the NPC-CB Code of Professional Conduct and will be subjected to any disciplinary actions by NPC-CB if I breach the conditions stated in the Code of Professional Conduct.
10. I shall inform NPC-CB, without delay, on matters that can affect the capability of myself to continue to fulfil the certification requirements.

If applicable only:

11. If you have any special requests to be accommodated by the NPC-CB to be a Registered Productivity Specialist, please provide details (with reasons) as follows. Otherwise, please indicate "N.A.".



(To use separate piece/s of paper if necessary.)

Name of Applicant:	Signature:
National Identity No.:	Date:

Checklist of Application Documents Submission:

- Completed and signed application form.
- Recent passport-sized photograph (digital copy is acceptable).
- Cheque of _____ for application and assessment fees.
- Copy of Curriculum Vitae.
- 2 originals of written positive client testimonials. (Scanned copies can be submitted via email. Originals shall be handed over to the Secretariat at time of the interview.)

Please email the above documentations to _____ and mail the signed copy of the application form together with the cheque, payable to "NPC-CB" to the below address. Alternatively, you may choose to submit all application documents in hard copies to the Certification Office.

NPC Certification Body

Address

Tel:....

Email: