

## **REQUIREMENTS AND APPLICATION PROCESS FOR EXAMINATION, PRACTITIONERS' AND EXECUTIVE ROUTES**

### **EXAMINATION ROUTE – REGISTRATION TO INDUCTION**

- 1<sup>ST</sup> STEP LOG ON TO [WWW.CIPMNIGERIA.ORG](http://WWW.CIPMNIGERIA.ORG)
- 2<sup>ND</sup> STEP CLICK ON MEMBERSHIP BY EXAMINATION
- 3<sup>RD</sup> STEP CLICK ON CREATE PROFILE – ENTER YOUR E-MAIL ADDRESS, PASSWORD & CONFIRM PASSWORD THEN CLICK LOG ON
- 4<sup>TH</sup> STEP COMPLETE THE MEMBERSHIP APPLICATION FORM AND UPLOAD ALL THE REQUIRED DOCUMENTS (I.E. PASSPORT, SSCE, FIRST DEGREE E.T.C.). THEN EVIDENCE OF CHANGE OF NAME FOR MARRIED LADIES ONLY)
- 5<sup>TH</sup> STEP CLICK PREVIEW & PROCEED TO PAY
- 6<sup>TH</sup> STEP CLICK SUBMIT & PROCEED TO PAYMENT
- 7<sup>TH</sup> STEP SELECT EITHER INTER-SWITCH OR E-TRANZACT
  - A. FOR INTER-SWITCH, SELECT YOUR CARD TYPE, ENTER YOUR CARD NO., EXPIRING DATE, CARD PIN & CARD VERIFICATION NO. (SYSTEM CALCULATES THE TOTAL TO PAY.
  - B. E-TRANZACT – PAY N3,700 AT ANY BANK THAT HAS E-TRANZACT PLANTFORM INTO CIPM ACCOUNT (YOU DO NOT NEED ACCOUNT NO.) YOU WILL BE GIVEN PAYMENT RECEIPT THAT CONTAINS CONFIRMATION NUMBER. ON THE PAYMENT GATEWAY, ADD YOUR CONFIRMATION ORDER NUMBER
- 8<sup>TH</sup> STEP CLICK PAY
- 9<sup>TH</sup> STEP ADMISSION LETTER IS ISSUED ON LINE TO SUCCESSFUL CANDIDATES BETWEEN 48 HOURS. THE STAGE OF ADMISSION DEPENDS ON DOCUMENTS UPLOADED TO THE APPLICATION FORM (E.G. SSCE,

FIRST DEGREE, SECOND DEGREE, PROFESSIONAL QUALIFICATION E.T.C.).

### **HR PRACTITIONERS' ROUTE - REQUIREMENTS**

- Minimum of Bachelors' degree/ HND or its equivalent
- Minimum of **Seven (7) years** post graduation experience (not inclusive one (1) year mandatory NYSC service) **five (5)** of which in Human Resource /Admin. practice in a structured/ recognized organisation.
- Currently employed and occupying a position not less than supervisor/ manager or its equivalent in the private sector or **Grade level 10** in public sector.
- Demonstrate cognate experience and competence in at least **five (5)** core areas of Human Resource and Management.
- Record/ evidence of attendance at **five (5)** HRM or other related Management training programmes in the **last seven (7) years**.
- Two reference details **must** be provided (one of the references must be supplied by the current /most recent employer/ line manager)
- Applicants who meet the above criteria (following the assessment by the Institute and approval of leadership committee) would be required to participate in a 2-day programme titled: **"Contemporary Human Resource Management Practise: Issues and Challenges"**
- Successful applicants shall be inducted as **Associate Members (ACIPM)** of the Institute.

### **HR PRACTITIONERS' ROUTE- REGISTRATION TO INDUCTION**

1<sup>st</sup> STEP      Log on to [www.cipmnigeria.org](http://www.cipmnigeria.org)

2<sup>nd</sup> Step      Click on Practitioners' Route

- 3<sup>rd</sup> Step Click on Create Profile – Enter your email, password & Confirm password then click log on
- 4<sup>TH</sup> STEP Complete the online application and upload the required documents. (i.e Passport, B.A. Hons, Bsc. Hons, Msc, Ma, Phd, 5 certificates of attendance at HR Training or other related Management Programmes in the past 7 years, Professional Qualification certificates (if applicable), Marriage Certificate/Proof of Change of name document, last promotion letter or appointment letter from your present employer, detailed CV stating Job history, date and position.
- 5<sup>TH</sup> STEP Click preview & proceed to pay
- 6<sup>TH</sup> STEP Click submit and proceed to payment. Application fee is N5,000 (excluding online and bank charges). For E-Tranzact, **online and bank charges is N700.**
- 7<sup>TH</sup> STEP Select either Interswitch, Visa or E-tranzact
- For interswitch or visa, select your card type, enter your card Number, Expiry Date, Card Pin and Card Verification Number.
- OR**
- If you prefer to pay through bank deposit, follow the steps below for E-tranzact payment
- Go through steps above to know the amount to pay at the bank as calculated by the portal.
- Pay the total sum for the application form (Bank charges inclusive) at any bank that has E-Tranzact platform into Chartered Institute of Personnel Management (CIPM). You will be given payment receipt that contains “confirmation Order Number”.
  - On the payment gateway, add your confirmation order number.
- 8<sup>TH</sup> STEP Click PAY

**Note:** Ensure you click on save & edit later while completing the online form.

Member care officer log in to view, process and prepare spreadsheet & scoresheet for Team lead assessment and then forward to Membership Committee for final Assessment.

Following assessment and approval by the Leadership, successful applicants would then be required to participate in a two-day mandatory programme titled : “Contemporary Human Resource Management Practice :Issues and Challenges” as part of the admission process – Programme fee: **N160,000**

Following attendance at the two day mandatory class, Applicant shall be inducted as Associate Member (ACIPM) of the Institute of which the Induction Fee-**N91,000**

### **THE EXECUTIVE ROUTE- REQUIREMENTS**

- Minimum of Bachelors’ degree/ HND or its equivalent
- Minimum of **ten (10) years** post graduation experience in Human Resource /Administrative practice, **three (3)** of which must be at senior Management /Executive Level or in a cross functional management role in a structured/ recognized organisation.
- Currently employed and occupying a position not less than Functional Lead, Senior HR Consultant, etc or its equivalent in the private sector or **Grade level 15** in public sector.
- Record and evidence of successful completion of strategic Projects in the management/development of Human Resource.
- Demonstrate cognate experience and competence in at least five (5) core areas of Human Resource and Management.
- Record/ evidence of attendance at **five (5)** HRM or other related Management training programmes in the **last five (5) years**.
- Two reference details **must** be provided(one of the references must be supplied by the current /most recent employer/ line manager)

- Applicants who meet the above criteria (following the assessment by the Institute and approval of Leadership Committee) would be required to participate in a one-day mandatory programme titled: **“Human Resource Management Master Class”** as part of the application process.
- Successful applicants shall be inducted as **Full Members (MCIPM)** of the Institute.