



Instructions

- Complete each section of the application form, see last page for further guidance.
- Each section is weighted equally, contributing 25% to the total score.
- Applicants must score a minimum of 15 out of 25 in each category and achieve an overall score of 70% to be considered for certification.
- Please attach relevant documentation and evidence to support your responses referring the section with the file name of document provided.

Applicant Information

| Section A: Personal Details | | | |
|--|--|--|-------------|
| Title | | First Name | Family Name |
| Name as desired on Certificate | | | |
| Home Address | | | |
| Postcode | | Country | |
| Section B: Communications | | | |
| Email Address (es) | | | |
| Primary | | | |
| Secondary | | | |
| Business Phone | | Mobile Phone | |
| Postal Address | | <input type="checkbox"/> Home <input type="checkbox"/> Business | |
| Section C: Current Employment | | | |
| <i>Please provide a summary of your current role</i> | | | |
| Employer | | Job Title | |
| Business Address | | | |
| Postcode | | Country | |
| Current Role Summary (250 words maximum) | | | |

Section D: Security Qualifications (25 Points)

Please mark the appropriate section for your Security & Asset Protection qualifications

| Formal | | Vocational | | Professional Certifications | | | |
|-----------|--|------------|--|-----------------------------|--|-----------|--|
| PhD | | Level 6 + | | CPP / CSMP | | CISSP | |
| Masters | | Level 4-5 | | PSP / PCI | | CFE | |
| Bachelors | | Level 1-3 | | CBCP / CBCI | | AVSEC PMP | |
| Others | | Others | | Others | | Others | |

Section D: Security Qualifications

List your Security & Asset Protection qualifications starting from the highest achieved or in progress

| Start Date (DD/MM/YY) | End Date (DD/MM/YY) | Qualification | University / Awarding Body | Official Use Only Points Awarded |
|-----------------------|---------------------|---------------|----------------------------|----------------------------------|
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| Total | | | | |

Section E: Security Experience in Years (25 Points)

Please attach your CV as PDF / MS Word format saved as your First & Last Name CV

| | Start Date (DD/MM/YY) | End Date (DD/MM/YY) | Years Rounded Up (Each Level) | Official Use Only Points Awarded |
|--------------------------|-----------------------|---------------------|-------------------------------|----------------------------------|
| Operational Level | | | | |
| Managerial Level | | | | |
| Strategic Level | | | | |
| Total | | | | |

Security Experience Summary

Describe your Security & Asset Protection experience at managerial or strategic levels (400 words max)

Section F: Education/Training Qualification (25 Points)

Please mark the appropriate section as your **Training & Development** relevant qualifications

| Formal | | Vocational | | Professional Certifications | |
|-----------|--|------------|--|-----------------------------|--|
| PhD | | Level 6 + | | CPOI | |
| Masters | | Level 4-5 | | Train The Trainer | |
| Bachelors | | Level 1-3 | | Online Instructor | |
| Others | | Others | | Others | |

Section F: Training & Development Qualification

List Your **Training & Development** related qualifications starting from the highest achieved or in progress

| Start Date (DD/MM/YY) | End Date (DD/MM/YY) | Qualification | University / Awarding Body | Official Use Only Points Awarded |
|--------------------------|------------------------|---------------|-------------------------------|-------------------------------------|
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Section G: Training & Development Experience (25 Points)

Please describe your **Training & Development** relevant experience, using relevant section of each domain

A. Designing / Contribution to Course Design & Development (please specify if in house for your employer)

Provide a summary of Design & Development experience including models, framework used (250 words)

| Program / Course Level | Awarding Body / Institute | Author / Contributor | Hours | Official Use Only Points Awarded |
|------------------------|---------------------------|----------------------|-------|-------------------------------------|
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B. Delivery of Training / Co Tutoring Experience (please specify if in house for your employer)
 Provide summary of Training Delivery /Instructional experience including methods (250 words)

| Program / Course | Awarding Body / Institute | Delivery Mode | Hours Delivered | Official Use Only Points Awarded |
|------------------|---------------------------|---------------|-----------------|-------------------------------------|
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| Total | | | | |

C. Management & Administration of Education & Training Experience

Provide summary of managing the training & development function as your direct or key responsibility in a **Security & Asset Protection** settings including managing third party training delivery (250 words)

| Organization / Institute | Experience | Duration | Official Use Only Points Awarded |
|--------------------------|------------|----------|-------------------------------------|
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| Total | | | |



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|-------------|--|------------------|--|
| Name | | Location | |
| Date | | Signature | |

I hereby declare that the information given above is true to the best of my knowledge and nothing has been concealed therein & that I will be held responsible for any misinformation in the form.

I understand that submission of this application and the supporting documents is the first part of validation process, and hereby confirm that decision of certification committee and IFPO HQ shall govern the validation of my application. I also affirm to abide by the governing rules of this application processes.

I declare that I have never been convicted of a crime (or convicted by a general court-martial in military service), have never had a professional membership, license, registration, or certification denied, suspended, or revoked (other than due to a lack of minimum qualifications or failure of examination), and have never been censured or disciplined by any professional body or organization.

| Office Use Only | | | | | |
|--|----------------------------------|---------------------------------|---|----------------------------------|---------------------------------|
| Total Points | | | | | |
| Certification Decision (Pending Review): | | | | | |
| Document Assessment | | | | | |
| Document Assessment Reviewer 1 | | | Document Assessment Reviewer 2 | | |
| Comments | | | Comments | | |
| <input type="checkbox"/> Approve <input type="checkbox"/> Decline <input type="checkbox"/> Review | | | <input type="checkbox"/> Approve <input type="checkbox"/> Decline <input type="checkbox"/> Review | | |
| Name | | | Name | | |
| Signature | | | Signature | | |
| Interview | | | | | |
| Interviewer1 | | | Interviewer2 | | |
| Comments | | | Comments | | |
| | | | | | |
| <input type="checkbox"/> Approve | <input type="checkbox"/> Decline | <input type="checkbox"/> Review | <input type="checkbox"/> Approve | <input type="checkbox"/> Decline | <input type="checkbox"/> Review |
| Final Approval by the IFPO CEO | | | | | |
| Notes/Comments | | | Signatures | | |
| | | | | | |
| Guidelines for Completing the Application | | | | | |
| 1. This application has 5 sections starting from A – G; any one section or field left blank will render the application returned unactioned. Please write N/A if no information is to be provided. | | | | | |
| 2. Section C, G and E have blank space left for the applicant to describe a pen picture; using text from an existing CV, shall not serve the purpose. | | | | | |
| 3. If you need more space to provide complete information for any section, please add additional sheet referencing the Section and Information Category. | | | | | |
| 4. Security Qualifications descriptions are expected to cover direct and formal learning and not CPD activities such as attending a conference / seminar and exhibitions etc. | | | | | |
| 5. Security Experience at Strategic & Managerial positions are expected to reflect projects, statistics and results. | | | | | |
| 6. Training & Development related qualifications imply any formal qualification obtained to master the skills involved for Training & Education in organizational context. | | | | | |
| 7. Training & Development related experience has three sub sections giving the applicant the choice to complete one or all the subsections. | | | | | |
| <p>a. Design & Development sub section can include supporting learning needs assessment, evaluation tools development, conducting post training impact on performance for providing feedback to HR / OD / Learning & Development professionals.</p> <p>b. Delivery of Training / Tutoring Experience can include all activities the applicant has been involved in delivering the training solely or supporting in conduct of exercises, drills but has necessarily been directly involved with learners in the work settings.</p> <p>c. Management & Administration of Training sub section can include applicant's experience in managing the training & development function or program management for security team under his command responsibility, working with human resources / third parties.</p> | | | | | |

Supporting Documents

Please write the names of the attached documents and corresponding sections below. Please save your credentials with appropriate title and your initials so that review committee can track the supporting documents to each section. For Example:

MSc Security Riks Management Degree of John Smith provided in support for Section D

| Section | Attachment Name |
|---------|-----------------|
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Note: When submitting the supporting documents, please include the relevant section in the file name and ensure that the attachments are systematically numbered.