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MEMBERSHIP- UPGRADING FORM

1. **NAME** (Surname first)**:**.....
2. **Date of Birth** (D/M/Y)**:**.....
3. **CONTACT ADDRESS:**.....
4. **E-Mail** (1)**:**..... **E-Mail** (2)**:**.....
5. **Present Membership Grade**.....
6. **Telephone** (GSM 1)**:**..... **Telephone** (GSM 2)**:**.....
7. **Date of Last Grade**.....
8. **Grade Applying For**.....
9. **ACADEMIC/PROFESSIONAL QUALIFICATIONS OBTAINED AND WHEN OBTAINED, SINCE LAST GRADING** (if applicable supply evidence with dates)**:**

   .....

   .....

   .....

   .....

10. **Post Graduation Work Experience**(work activity and period with dates)**:**
    a. **:** .....
    b. **:**.....
    c. **:**.....
    d. **:**.....
    e. **:**.....
    f. **:**.....
11. **ORGANISATIONAL ATTAINMENT**
    a. **Current Job Title / Grade Level** (specify date to current job position with dates)**:**

       .....

    b. **Present Employer**.....
    c. **Address of Present Employer**.....
    d. **Number Employed by the Organisation**.....
    e. **Nature of Business**.....
    f. **Who do you report to** .....
    g. **Who are your subordinates**.....
    h. **What are the principal responsibilities of your present job?**
       a. :.....
       b. : .....

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c. : .....

d. :.....

12. Training/ Learning Events Attended (specify dates of attendance and attach copy of each certificate)

a. :.....

b. :.....

c. :.....

d. :.....

e. :.....

f. :.....

g. :.....

h. :.....

13. Contributions to The Institute (Activities at national/branch/PPCA with dates)

a. :.....

b. : .....

c. .....

d. .....

e. .....

f. .....

14. State Branch/PPCA Chairman's Signature: .....

15. Date Registration Form completed:.....

Notes:

A member must fulfill the following mandatory requirements for ugrade of his/her membership status

1. For **Affiliate/Graduate** membership upgrade, the candidate must attend at least one **(1) fee-paying learning programmes of the Institute (between November 2013 to date)** which could include Mandatory Continuing Professional Education (MCPE), Special Human Resource Forum (SHRF), Annual National Conference and other fee-paying national programmes and forward copies of certificate of participation to the institute.
2. For **Associate** membership upgrade, the candidate must attend at least two MCPE programmes and/or other training and forward copies of certificate of participation to the institute
3. Statutory period between grades of membership
    a. Affiliate/Graduate member to Associate member is 4 years
    b. Associate member to Full member is 6 years
    c. Full member to Fellow is 7 years
4. Meet all financial obligation to date
5. Send a detailed Curriculum Vitae, with emphasis on employment history and key responsibility of present position

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6. Attach all relevant credentials/certificates
7. List contributions to the institute
    a. Membership of PPCA/State Branch
    b. Membership/participation in Committee/Council
    c. Attendance at Institute Activities

OR

All current members at the **Affiliate, Graduate and Associate** membership grades who meet the criteria outlined at the **Executive** route (upon submission, acceptance and approval of application) will be eligible for consideration of upgrade to the Institute's **Full Membership** status regardless of the length/number of years spent already at any of these grades. Attendance at the one day programme **"Human Resource Management Master Class"** would also be required as part of the upgrade process but these existing members would not be required to take part in the Induction ceremony.

A deadline for all upgrades to Associate or Full Membership for all existing members at Graduate and Affiliate grades is set for **December 2015.** After this deadline, the Graduate and Affiliate grades would no longer exist as all members would be at a minimum grade of Associate. At the expiration of the deadline set, i.e. December 2015, members at the above grades (Affiliate and Graduate) who have not upgraded to the minimum grade of Associate would be delisted and would cease to be members of CIPM.