

**Performance Improvement Facilitator-Learning & Performance Journey™ for Certified Performance Improvement Facilitator™**

**(CPIF™**) **Certification**

Application for participation.

January 2023

**The Institute for Performance Improvement, LLC**

**awards the CPIF ™ Designation for Successful Completion of the PIF-LPJ™.**

*Copyright © 2021 by The Institute for Performance Improvement, LLC (TIFPI). These materials or any part thereof may not be reused or reproduced in any form, except by applicants for the purpose of applying for the training and certification leading to the Certified Performance Improvement Facilitator™ certification, known now or hereafter created, without written permission of The Institute for Performance Improvement, LLC.*

## Instructions for Your Application

Upload your completed application via email to Pam Henderson, Registrar at Pam@TIFPI.org. You will be informed of your application status within five business days. The Registrar will assist candidates who are accepted to arrange payment online or by invoice.

## Application

To ensure that potential participants are ready to participate and obtain certification, please complete the following questions:

Name: Phone:

Address: Email:

Organization: Job Title:

In which role do you intend to facilitate a collaborative performance improvement effort during this course series? Choose all that apply:

My status is: \_\_\_\_ Employee \_\_\_ Contractor \_\_\_ Volunteer

 \_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you hope to accomplish for yourself or your organization by participating in the Performance Improvement Facilitator-Learning & Performance Journey™ for CPIF™ Certification?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Because the Performance Improvement Facilitator Learning & Performance Journey™ is a performance-based course and certification, you must apply your learning through actual facilitation of a collaborative performance improvement effort. Course assignments will be performed by preparing for and facilitating a complex improvement effort requiring collaboration across groups or organizations.

Describe the improvement effort you will facilitate in 50 words or less. Note: You may change your improvement focus later, if needed.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CPIF Code of Ethics

The Code of Ethics and the CPIF™ Standards are intended to promote ethical practices in the profession of facilitation of improved performance of organizational members and the organization as a whole. By signing the Code of Ethics, you indicate that you agree to abide by them.

1. **Add Value**

I agree to conduct myself and my work in ways that add value to clients, their customers, and the global environment.

1. **Validated Practice**

I agree to follow validated practices in performance improvement strategies in keeping with the Standards of the Certified Performance Improvement Facilitator.

1. **Collaborate**

I agree to work collaboratively with clients and users, functioning as a trustworthy strategic partner.

1. **Continuous Improvement**

I agree to engage in activities designed to continuously improve my proficiency in the field of performance improvement facilitation.

1. **Integrity**

I agree to be honest and forthright in my representations to clients, colleagues, and others with whom I may come in contact while facilitating performance improvement, and I assure that no performance data I submit have been tampered with or misrepresented.

1. **Confidentiality**

I agree to maintain client confidentiality.

1. **Conflict of Interest**

I agree to avoid any actual or semblance of conflict of interest from which I will or may derive benefits not equitably offered others.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Printed Name of Candidate Signature Date**

## Declaration and Release

Please read and acknowledge that you agree to the following statements by signing your Application Agreement.

* I understand the information gathered in the certification process may be used by The Institute for Performance Improvement (TIFPI) for statistical purposes for the evaluation of the certification program or for other research or study.
* I understand that TIFPI staff will follow security procedures to keep the information in their possession confidential by using the Promote digital platform to collect and review all assignments required to complete the Performance Improvement Facilitator Learning & Performance Journey™ and the related Certified Performance Improvement Facilitator™ certification.
* I agree to inform TIFPI immediately of any changed circumstances that may affect this application and the information that has been provided by me or that may affect my continuing eligibility.
* I authorize TIFPI to include my name and contact information in any publicly available lists or directories in which the names of Certified Performance Improvement Facilitators are published, and hereby waive any rights of objections to such listings.
* I understand and agree that TIFPI owns all rights, title, and interest in and to all names, trademarks, logos, copyrights, applications, and other materials related to the Certified Performance Improvement Facilitator Program. I agree that I shall only use such intellectual property in accordance with policies promulgated by TIFPI, and agree to cease using such intellectual property upon the expiration, suspension, or termination of my certification. I understand I do not have rights to use the training materials or certification materials other than for my participation in the course and certification. I understand I do not have the rights to make derivative works.
* I understand and agree that TIFPI makes no claims, warranties, guarantees, or promises regarding the content or performance of any applicant, and I agree not to misrepresent my certification status and its meaning.
* I do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of the application and all materials and information used by me in support of the application, and all use thereof by third parties.
* In consideration of my application to and participation in the Certified Performance Improvement Facilitator Program, I do hereby:
	+ Release, discharge, and hold harmless, individually and collectively, The Institute for Performance Improvement (TIFPI) and its officers, directors, employees, committee members, members, subsidiaries, agents, successors, and assigns, from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any decision, action, or omission relating to this application, the failure to grant Certification or Recertification, the revocation of certification, or the certification standards;
	+ Indemnify, save, and hold harmless, individually and collectively, TIFPI and their officers, directors, employees, committee members, members, subsidiaries, agents, successors, and assigns, from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any acts or omissions of mine. The foregoing release and waiver of liability, and the foregoing indemnification, shall be binding on me and my heirs, executors, administrators, successors, and assigns.
* Without limiting the generality of the foregoing, I hereby authorize to make such inquiries regarding my fitness for certification and authorize any persons or entities contacted to respond to such inquiries and provide copies of any relevant and non-confidential information to the requesting organization.
* I further authorize TIFPI to provide a copy of this Declaration and Release to those entities contacted in connection with this application.
* I attest that the resume or bio I am submitting to the Registrar with this application is correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Printed Name of Candidate Signature Date**

## Application Agreement

I am applying to participate in the performance-based Performance Improvement Facilitator Learning & Performance Journey™ for the Certified Performance Improvement Facilitator (CPIF™) designation. I affirm that I have a minimum of three years’ experience in improving the performance of individuals, a group, groups, an organization, or organizations.

If awarded the CPIF™ designation, I understand that I:

* Agree to allow TIFPI and ISPI to use my name and company affiliation in announcements regarding the Certified Performance Improvement Facilitator designation,
* Agree to use the designation only as approved by TIFPI,
* Understand that misuse or misrepresentation of the designation may result in forfeiture of the designation.

I attest I will perform my assignments in the Performance Improvement Facilitator Learning & Performance Journey™ and submit my assignments for course completion and CPIF™ certification during the time period scheduled for the course series.

I understand I, personally, must complete each course in the virtual Performance Improvement Facilitator Learning & Performance Journey™ series. I may withdraw from the course series; however, no full or partial refunds are granted.

I agree in my practice to conduct myself in ways that are in keeping with the Code of Ethics and agree to a set of rules related to accurately representing the credential to employers and customers.

I understand that obtaining the Certified Performance Improvement Facilitator™ designation is an indication that I have met the CPIF™ Standards as evidenced by my assignments in the Performance Improvement Facilitator Learning & Performance Journey™, and is neither an endorsement of me for future work nor a guarantee of future performance.

I further understand that:

* The CPIF™ Standards and process for achieving and maintaining the CPIF™ designation may be revised from time to time. (Note: Be certain that the application you are completing is a current one).
* An incomplete application for participation will be returned to the applicant.
* I email the application to be considered to Pam@TIFPI.org
* Applications or assignments that contain erroneous or misleading information may result in denial of the application, revocation of certification, and forfeiture of the course fee.
* TIFPI will not be responsible for lost or damaged application materials.
* This application will become the property of TIFPI upon submission.
* Certification may be revoked for the following reasons, among others:
	+ Any misrepresentation in the application or assignments, whether intentional or unintentional.

I also understand that, if I am not selected for PIF-LPJ™ program participation, I will be notified and provided recommendations for achieving readiness. If I am accepted for participation, I can contact the Registrar at Pam@TIFPI.org to complete registration and payment.

I was referred to this program by:

I attest that I have read and agree to the Application Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Printed Name of Candidate Signature Date**

# Remember to attach a current resume, vita or bio with this application and submit to Pam Henderson Registrar at Pam@TIFPI.org.