

Professional Partnering Facilitator Certification (IPI)

The IPI Certification Program for Professional Neutral Construction Partnering Facilitators

Program Application

Applicant

Name: _____

Title: _____

Company: _____

Mailing Address: _____

Country: _____

Tel: _____ Cell: _____

E-mail: _____

Desired Level of Certification

Each Level of Certification has requirements to ensure to the IPI Facilitator Board of Review and the Industry that you have qualified for your designation by completing the minimum number of professional sessions and by following the IPI Collaborative Partnering Model. Please select the box below of your intended Certification Level and include the required sample documents along with your submission.

- Master Level Professional Partnering Facilitator (MIPI)**
 - o Proof of minimum 250 professionally facilitated partnering sessions
 - o Completed Application (Resume, Letters of Rec, Commitment to Partnering, Code of Ethics, Documentation, Application Fee)
 - o Include 10 full Partnering Charters with a signature page
 - o Include contact information from at least 1 out of every 10 project teams (minimum 25)
- Senior Level Professional Partnering Facilitator (SIPI)**
 - o Proof of minimum 100 professionally facilitated partnering sessions
 - o Completed Application (Resume, Letters of Rec, Commitment to Partnering, Code of Ethics, Documentation, Application Fee)
 - o Include 5 full Partnering Charters with a signature page
 - o Include contact information from at least 1 out of every 10 project teams (minimum 10)
- Certified Professional Partnering Facilitator (IPI)**
At least 25 Professionally Facilitated Sessions
 - o Proof of minimum 25 professionally facilitated partnering sessions
 - o Completed Application (Resume, Letters of Rec, Commitment to Partnering, Code of Ethics, Documentation, Application Fee)
 - o Include at least 3 full Partnering Charters with a signature page
 - o Include contact information from at least 5 teams

Certification Checklist

- Active IPI Member in good standing**
- Construction Partnering Facilitation Experience** – proof that you have completed a minimum of 25 partnering sessions
- Construction Experience** – at least 3 years working in the industry
- Commitment to Partnering and Signed IPI Facilitator Code of Ethics**
- Resume, C/V, or Statement of Qualifications** – attached
- Partnering Facilitation Experience Documentation**
- Letters of Recommendation** – minimum two attached
- Application Fee** – submit \$250 by check or credit card
- Sign and Mail Application** – and all attachments

Master Level Checklist

- Writing/Publications** – submit book, document, or video focused on improving Construction Partnering for use in the IPI educational archives.

International Partnering Institute
(925) 447-9100

www.partneringinstitute.org



Email application to: ed@partneringinstitute.org

Mail application to: IPI, 291 McLeod Street, Livermore, CA 94550

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Construction Experience

A minimum of 3 years of experience working in the construction industry in some capacity is required. A Bachelors or Masters in Construction Management, Engineering, or a similar topic related to construction will also satisfy this requirement. Please indicate the number of years you have worked and how you meet this criterion.

Commitment to Partnering

As an IPI Certified Partnering Facilitator you will sign the IPI Partnering Facilitator Code of Ethics and become a part of a professional network of facilitators. How are you willing to openly contribute to the collective wisdom of the network with your lessons learned, new models and techniques?

Additional Information

Please provide any additional information you would like the IPI Board of Review to consider when reviewing your application.

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Documenting Professional Partnering Facilitation Experience

In order to become an IPI Certified Professional Neutral Partnering Facilitator (IPI), you must have professionally Facilitated at least 25 sessions. Please provide details about each project you are having the IPI Facilitator Board of Review consider.

If you do not already have a method for keeping track of all projects, please use the provided Excel Document entitled “Partnering Facilitation Experience Documentation” (image below) and submit to IPI for review. Please provide accurate contact information for the required number of projects for the level you plan to apply for. The IPI Facilitator Board of Review will contact a random sample of your included teams and the more information you provide the faster we can follow up with project teams.

If you plan to submit a pre-existing record to demonstrate your completed sessions, please make sure that your records include information that will allow the IPI Facilitator Board of Review to confirm your completed sessions. Examples of acceptable proof include: project listings, cancelled checks, sample agendas, invoices, meeting minutes, etc.

Please ensure that your list includes essential project description information including: the Owner, the project name, the value, the type of session, the level of session and the meeting output that you supplied to the team. Please attach documentation to confirm each of the included sessions to your application.

Professional Partnering Facilitator Certification (IPI) Experience Spreadsheet									
Please include the details for every project facilitation you would like to include in your Application for Certification									
		Kickoff		Field		Charter			
		Follow-up		Project Management		Scorecard			
		Close-out		Executive		Documentation			
		Escalation				Issue Resolution			
		Dispute resolution							
		Other							
#	Owner	Project	Project Value	Date	Type of Session	Level	Meeting output	Team Contacts	Ph/Email
Sample	Dept of Transportation	Hwy 2 Expansion	\$20MM	1/3/2013	Kickoff	Project Management	Charter	Steve Bridgerson	(C) 450-999-9999 steve@bridgezrus.com
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Sample Partnering Facilitation Experience Documentation

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Resume, Curriculum Vitae or Statement of Qualifications

Attach a Resume, C/V, or Statement of Qualifications that includes the name and locations of your employers, and the titles, responsibilities and dates of each position you have held. As part of our evaluation process, we may contact your employers or clients for verification.

Letters of Recommendation

Attach two written letters of recommendation that include name, title, address, telephone and e-mail of the person signing the letter. As part of the evaluation process, we may contact these individuals with questions. Please have them reflect on your ability as a Professional Neutral Partnering Facilitator and why you are an appropriate candidate for your desired Level of Certification. Please have at least one representative from an Owner and one representative from a Contractor write the letters on your behalf.

Charter Documents

Please include the minimum number of Charter documents as required by your intended level of Certification (Page 1). This will prove that a) your teams are consistently following the IPI Collaborative Partnering Model and b) you have developed your own process for delivering partnering sessions.

Master Level (MIPI) Candidates – Advancing Facilitation for the Industry

Please submit a document (White Paper, Book, Article, etc.) or video presentation of a recent seminar or speech focused on the application of Construction Partnering to be added to IPI's educational archives.

Application Fee

Please provide a check in the amount of \$250 payable to **International Partnering Institute** or your credit card information. This application fee is non-refundable and non-transferable. It will be applied towards the administrative cost of the Program.

Name on card _____

Credit Card No. _____

Type _____

Exp. Date _____

Security Code _____

Signature

I hereby apply for consideration in the International Partnering Institute's Professional Partnering Facilitator (IPI) Program. I certify that the information provided in this application is true and correct.

_____ Date _____

Email application to: ed@partneringinstitute.org

Mail application to: IPI, 291 McLeod Street, Livermore, CA 94550