



CIPS - Canada's Association of I.T. Professionals
CIPS National Office, 1375 Southdown Road,
Unit 16 - Suite 802, Mississauga, Ontario, L5J 2Z1
<http://www.cips.ca>

Please e-mail this application to: certification@cips.ca

I.S.P. (Information Systems Professional) Application - "Education plus Experience Route"

CIPS Membership Number or
Joined Date:

First Name:

Last Name:

20181213
View your CIPS Membership number
at cips.ca/UpdateMemberProfile

XIAOYI

CAI

Application Review Payment

Please make your payment at <http://www.cips.ca/CertificationPayment> prior to submitting this application.

Date payment made:

2018/06/21

I certify that the information set out by me in this document is true and correct to the best of my knowledge. I believe I can serve CIPS, the persons to whom I offer services and the general public in the highest professional manner. I have reviewed and adhere to the CIPS Code of Ethics Professional Conduct (<http://www.cips.ca/ethics>). I understand persons and organizations listed on this application may be contacted. I authorize the release of information for the purpose of this application.

Signature or Initial:

Date: 06 / 03 / 2018 (MM/DD/YYYY)

Would you like CIPS to inform your superior if your application is successful? If yes, provide the following:

Manager's Name: Position:

Address: City:

Province: Postal/ZIP Code:

Information for your I.S.P. Certificate and Name Badge:

My name on my certificate should be: CAI XIAOYI

My name on my name badge should be: CAI XIAOYI
(Name on name badge must be a maximum of 3 lines of 22 characters each including spaces)

Company Name on badge (optional):

How did you hear/learn about the I.S.P. designation?

- ☐ CIPS Member (please specify: _____)
☒ Colleague
☐ Employer
☐ Word of Mouth
☐ Advertisement
☐ Brochure
☐ Web site
☐ Presentation/Visit at your company
☐ Conference/Event (please specify: _____)
☐ SINP
☐ Other (please specify: _____)

Successful applicants may be announced at societal events or in societal communication. I agree to have my name included in these announcements: ☒ Yes ☐ No

Privacy Code Statement

Personal information provided by the applicant is used solely by the National and Provincial registrars' offices and members of the Certification Council for the purpose of:

- 1) assessing an applicant's ability to meet the I.S.P. criteria;
- 2) verifying information;
- 3) performing an audit of Certification Council procedures.
- 4) providing I.S.P. related products and services

Application Requirements:

- 1 - Current **CIPS Membership**
- 2 - **Certification Application Review Fee** Payment
- 3 - Pass the **CIPS Ethics Exam**
- 4 - At least **1,000 hours of IT work experience in last 12 months**
- 5 - **References** for last 2 years
- 6 - **I.S.P. Application – Education + Experience**

Accepted Education and Required Experience (see: <http://www.cips.ca/ispCriteria>)

		Education	Required Professional Experience
A)	i.	Accredited 4-year University Degree (Computer Science, Software Engineering, M.I.S.)	2
	ii.	Accredited 3-year University (Computer Science, Software Engineering, M.I.S.)	3
	iii.	Accredited 4-year University - Interdisciplinary programs	7
B)	i.	Non-accredited 4-year University Degree (Computer Science, Software Engineering, M.I.S.)	4
	ii.	Non-accredited 3 year University Degree (Computer Science, Software Engineering, M.I.S.)	5
C)	i.	Accredited 3-year College/Technical Program	4
	ii.	Accredited 2-year College/Technical Program	5
	iii.	Non-accredited 3-year Public/Private College/Technical Program*	6
	iv.	Non-accredited 2-year College/Technical Program	7
D)		Accredited one-year post-graduate I.T. program	7

Section A - Education Summary:

Please have your University/College(s) mail your official transcript directly to:

CIPS National Office, 1375 Southdown Road, Unit 16 - Suite 802, Mississauga, Ontario, L5J 2Z1

Note for Applicants with Education outside of North America:

Applicants who completed their education at an educational institution outside of North America must provide a Canadian course-by-course equivalency assessment and a statement of equivalency from a recognized Canadian academic credential assessment service (see Appendix A). If the equivalency assessment indicates that the official transcripts were received directly from the institution this assessment can be mailed to CIPS instead of the Official Transcripts. Alternatively the Official Transcripts can be mailed and a copy of the equivalency assessment can be e-mailed.

Accredited Programs – A full listing of CIPS Accredited programs can be viewed at: <http://www.cips.ca/accredited>

The Certification Council does not review program transcripts from private educational institutions unless the program is accredited by CIPS.

The Office of the Registrar may contact an educational institution for clarification of information on any transcript provided. Submission of false information is considered a serious breach of the *Code of Ethics and Professional Conduct*.

University, College or Technical School: **University of Edinburgh**

City: **Edinburgh**

Program: **Informatics**

Attended from: 2012 / 09 / 01 to 2013 / 11 / 28 (YYYY/MM/DD)

Did you graduate? YES ☒ NO ☐

Last Name on Transcript: CAI

Date Transcript Requested: 2018 / 06 / 21

Date Canadian Course-by-Course equivalency assessment Requested (if required): 2018 / 06 / 02

University, College or Technical School: **University of Liverpool**

City: **Liverpool**

Program: **Electronic Commerce Computing**

Attended from: 2008 / 09 / 10 to 2012 / 07 / 19 (YYYY/MM/DD)

Did you graduate? YES ☒ NO ☐

Last Name on Transcript: CAI

Date Transcript Requested: 2018 / 06 / 21

Date Canadian Course-by-Course equivalency assessment Requested (if required): 2018 / 06 / 02

University, College or Technical School:

City:

Program:

Attended from: ____ / ____ / ____ to ____ / ____ / ____ (YYYY/MM/DD)

Did you graduate? YES ☐ NO ☐

Last Name on Transcript: _____

Date Transcript Requested: ____ / ____ / ____

Date Canadian Course-by-Course equivalency assessment Requested (if required): ____ / ____ / ____

Section B - Employment Detail:

CIPS will assess not only current professional level experience, but also the incremental growth of professional knowledge and expertise. Applicants should provide evidence that they have responsibility and are personally accountable for advice given to others on IT related issues. It is the underlying description of responsibilities and accountability – the activities, context and content – that count. Experience credits are only assigned for professional work experience. Co-op experience is recognized as part of the education experience and is not counted in the experience assessment.

Applicants must demonstrate a minimum of 1000 hours of professional level work experience during the twelve (12) months prior to applying for I.S.P. certification (for exemptions see: <http://www.cips.ca/1000>)

Work responsibilities must be: at the professional level and be aligned with the CIPS Body of Knowledge areas, which include activities in systems analysis and design, data base analysis or administration, systems programming, hardware design, telecommunications, systems planning or analysis, research, management of information processing activities, maintenance where design or analysis is included, teaching information processing at a professional level, sales or marketing activity where professional level recommendations are required. **Activities in operation of equipment, use of computer programs or equipment, coding from detailed specifications are not normally considered to be at a professional level**

Fill out the form below, using one row for each position you have held, and add more rows as required for more positions. Under column A indicate start and ends dates, and if the position was part time, indicate as a % of full time. Under column F indicate the BOK codes that apply to the position. **Note that if the information is too brief or incomplete we may need to contact you for further information.**

A. Period in Position From - To MM/YY Full Time or Part Time If PT indicate hours per week.	B. Position Title	C. Organization	D. Responsibilities <i>Include objectives and detail professional responsibilities</i> <u>Other Activities:</u> List the work experience that is not in one of the BOK areas and the type of activities. Also note the percentage of work (e.g. attended courses – 5%)	E. Indicate percentage of work at professional level (see notes above)	F. BOK Code(s) a) Architecture b) Networks c) Databases d) Object Oriented Programming e) Project Management f) Service Management g) Software Engineering h) Systems Analysis i) Systems Design j) The Internet and the Web
03/2014-05/2016 Full Time	Software Designer	Standard Chartered Global Business Services Co., Ltd.	<u>Responsibilities</u> <ul style="list-style-type: none"> • Collect and document requirements from business users and develop logical and physical specifications. • Design the applications' architecture and data flow. • Use Shell scripts, PL/SQL scripts and ETL tool to develop the batch process for regulatory projects. • Be accountable to the Quality Assurance Testing • Build new environments to new 	80%	a),c),g),i)

			<p>projects. Include server configuration, storage/memory allocation, ORACLE installation/configuration, vendor (Moody's) application installation/configuration.</p> <ul style="list-style-type: none"> • Provide Oracle/ETL support when there is issue during the application testing. <p><u>Other Activities:</u></p> <ul style="list-style-type: none"> • Coordinate weekly meeting with vendors to discuss and follow up the existing application issue. • Do the training to the new joiner • Conduct knowledge sharing with team members monthly 		
<p>May 2016- Now</p> <p>Full Time</p>	Support Specialist	Standard Chartered Global Business Services Co., Ltd.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Use shell and Python to develop monitor tools to monitor the application performance. • Closely monitor the applications' batch process to evaluate the potential performance issue and the reliability of the designs. • Provide Oracle first level support when there is performance issue. • Provide Oracle/ETL/Linux support when there is failure on daily application batches. • Base on the performance and user requirement, do the research on how to optimize the application. • Work with development team, testing team, business team to evaluate the project/application design and the feasibility of the new requirement. 	80%	a),c),g), h),i)

			<u>Other Activities:</u> <ul style="list-style-type: none"> • Coordinate weekly meeting with DEV team and Business team to review the application performance. • Be the stream lead for two regulatory projects on production support side. • Do the training to the new joiners. 		
			<u>Responsibilities</u> <u>Other Activities:</u>		
			<u>Responsibilities</u> <u>Other Activities:</u>		
			<u>Responsibilities</u> <u>Other Activities:</u>		
			<u>Responsibilities</u> <u>Other Activities:</u>		

Section C – References:

Please provide letter(s) of reference from your employer(s) (or clients if self-employed). The referee(s) must be able to comment on your competence and confirm your work history over the last 24 months¹ as documented by you in this application. The referee(s) should be in a similar or higher professional level to you and cannot be someone who reports to you or who is a family member. The information should be supplied via a letter (on company letterhead) and include your job title, a detailed job description and precise dates of employment or client relationship. Letters of appointment or contracts are not accepted. To facilitate the reference submission process, you may copy the information from the work experience submission in this application and use it as part of the reference letter, which can then be verified by the employer/client referee. **Please attach the completed and signed reference letter(s) to this application.**

CIPS reserves the right to contact employers/clients to verify information. You should inform your references about this to allow them to speak to a CIPS Secretariat representative.

Section D – Ethics in Computing and IT Exam

If you did not graduate from a CIPS accredited program then you are required to successfully complete the [CIPS Ethics in Computing and IT Exam](#). The exam, which takes approximately 30 minutes to complete, currently is not proctored and open-book. The goal of the exam is to test CIPS certification applicant on their ability to apply ethical reasoning to certain situations and to encourage them to think about how they would respond to situations similar to those posed by the exam questions. The exam is for experienced and new IT practitioners and builds awareness of the key principles of professionalism and the CIPS Code of Ethics. There are no costs associated with taking the exam. Simply follow the instructions on the exam's Getting Started page and pass the exam. The system will automatically generate a certificate. You need to attach a copy of the certificate to your application.

Appendix A - Recognized Canadian academic credential assessment services for course-by-course analysis and a statement of equivalency

Alberta

International Qualifications Assessment Service Jobs, Skills, Training and Labour

9th floor, 108 Street Building
9942 – 108 St.
Edmonton, Alberta
T5K 2J5
Tel: (780) 422-9734
E-mail: igas@gov.ab.ca
<http://work.alberta.ca/igas>

British Columbia

International Credentials Evaluation Service British Columbia Institute of Technology

3700 Willingdon Avenue
Burnaby, British Columbia
Canada, V5G 3H2
<http://www.bcit.ca/ices/>

Manitoba

Academic Credentials Assessment Services

Manitoba Labour and Immigration
Settlement and Labour Market Services Branch
5th Floor, 213 Notre Dame Avenue
Winnipeg, MB R3B 1N3
Tel: (204) 945-6300
E-mail: glloyd@gov.mb.ca
<http://www.immigratemanitoba.com>

Ontario

World Education Services Canada

45 Charles Street East
Suite 700
Toronto, Ontario M4Y 1S2
Tel: (416) 972-0070
E-mail: ontario@wes.org
<http://www.wes.org/ca>

International Credentials Assessment Service of Canada

147 Wyndham Street North, Suite 409
Guelph, Ontario
N1H 4E9
Tel: (519) 763-7282
E-mail: icas@sympatico.ca
<http://www.icascanada.ca>

Quebec

Service des equivalence

Tel: (514) 864-9191
E-mail: equivalences@mrqi.gouv.qc.ca
<https://www.immigration-quebec.gouv.qc.ca/fr/formulaires/formulaire-titre/evaluation-etude/marche-suivre.html>