



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. :
 - c. :
 - d. :

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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. Date Registration Form completed:

Notes:

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

1. For Affiliate/Graduate membership upgrade, the candidate must attend at least four MCPE 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
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