**PRODUCTIVITY SPECIALIST CERTIFICATION PROCESS**

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| **Process Step Activity** | **Process Step Activity** |
| Training | * Applicants attend the relevant Productivity training programs or CPS preparatory course within the three-year period immediately prior to the application. * For training completed more than three years previously, applications will be considered if evidence of recent work experience and engagement in assignments is presented |
| Examination | Applicants pass the Competence Assessment Examination conducted by SG NPO-CB.  In case of failure, the applicant may retake the examination. |
| Submission of Application | Applicants complete the application form and submit it together with supporting documents and chargeable fee (if any) |
| Desktop Assessment | SG NPO-CB conducts a desktop assessment of the application to ensure that all criteria are met and verify the authenticity of supporting documents |
| Panel Assessment | SG NPO-CB conducts a face-to-face assessment by a panel of assessors (2 or more assessors) to determine the competency of the applicant. |
| Evaluation of Submitted Report | The Applicant submitted Productivity report together with the application form will be evaluated by the assessors during the face-to-face assessment. |
| Approval of certification | Successful applicants are recommended for certification by the assessors. The recommendation for certification of the applicant is approved by HOC or designated personnel from SG NPO-CB |
| Recommencement of certification | * The applicant signs an undertaking to comply with the rules of the NPO-CB and the Code of Professional Conduct before being issued a coded certificate traceable by interested parties. * The certified person shall be responsible to document the required continuous professional development (CPD) hours for submission when applying for recertification at the end of 3 years |

**PRODUCTIVITY SPECIALIST RECERTIFICATION PROCESS**

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| **Process Step Activity** | **Process Step Activity** |
| Continuous Professional Development (CPD) | * Certified persons shall undergo a minimum of 90 hours of CPD in the preceding 3 years. * Activities recognized as CPD include but are not limited to attending courses, conferences, seminars, and workshops. * Participating in technical discussion meetings or similar events. * Making technical presentations in classes, symposiums, or similar events. * Teaching unrepeated structured courses. * Publishing books or professional articles * Undertaking other related activities recognized by the relevant CBs |
| Client testimonials | Submit at least 2 positive testimonials from clients on productivity projects undertaken in the last 3 years. |