

HOW TO REGISTER FOR THE LPE (EXTERNAL APPLICANTS)

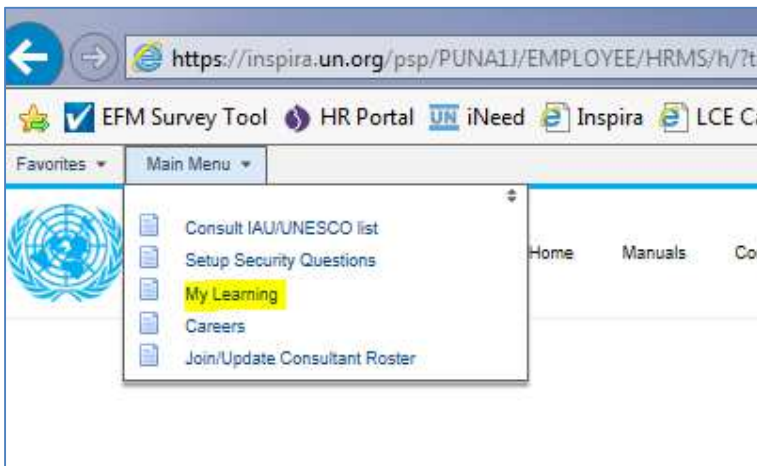
1. Log on to inspira.un.org

If you do not have an Inspira account, you must create one before you can register. Please check the guide on how to create an Inspira account (also posted on: <https://hr.un.org/page/language-proficiency-examination-lpe>)

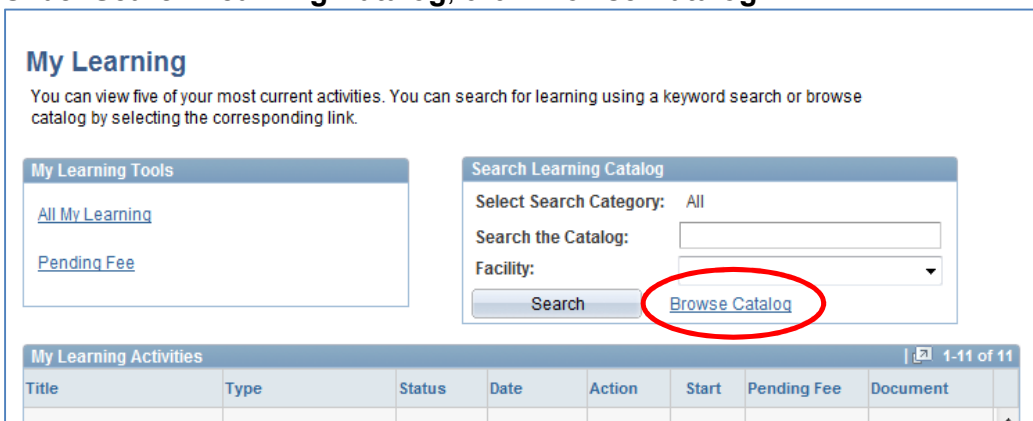


The image shows the UN INSPIRA Human Resources Gateway login page. It features the UN logo and the text "UN INSPIRA Human Resources Gateway". There are two input fields: "User ID" and "Password". Above the "User ID" field is a link "Forgot User ID", and above the "Password" field is a link "Forgot Password". Below the input fields is a blue "Login" button. At the bottom, there are links for "Register now", "Contact us", and a language selector "English | Français".

2. Click **Main Menu**, then **My Learning**



3. Under **Search Learning Catalog**, click **Browse Catalog**



The image shows the "My Learning" page. At the top, it says "My Learning" and "You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link." Below this, there are two main sections: "My Learning Tools" and "Search Learning Catalog".

My Learning Tools includes links for "All My Learning" and "Pending Fee".

Search Learning Catalog includes a "Select Search Category" dropdown set to "All", a "Search the Catalog" input field, and a "Facility" dropdown menu. Below these are "Search" and "Browse Catalog" buttons. The "Browse Catalog" button is circled in red.

At the bottom, there is a table titled "My Learning Activities" with columns: Title, Type, Status, Date, Action, Start, Pending Fee, Document. The table shows 1-11 of 11 items.

Click **Working for the UN**

Favorites Main Menu > Self Service > Learning > My Learning

Browse Catalog

Select a category to view the associated related categories, programs, and catalog items.

Categories

[Working for the UN](#)

"Working for the UN" includes all programmes which provide information on the specific requirements and expectations of international civil servants and the unique nature of the UN work environment. These programmes are generally relevant to all staff.

then **Languages**

Related Categories

Total Categories: 1

[Languages](#)

Details of language-related activities, training and certification can be found here. This includes all language training courses offered in the UN Secretariat and the opportunity for staff members to register for Language Proficiency Examinations.

and **Language Proficiency Examination**

Browse Catalog

Browse and view the learning under your selected category. Select the name of the Learning to view details. You can register for a Program by selecting the 'Register' hyperlink. You can view the activities for a Catalog Item and enroll by selecting the 'Select' hyperlink.

[Learning Catalog](#)>>[Working for the UN](#)>>[Languages](#)

Details of language-related activities, training and certification can be found here. This includes all language training courses offered in the UN Secretariat and the opportunity for staff members to register for Language Proficiency Examinations.

Related Categories

Total Categories: 2

[Language and Communications Programme](#)

Language courses in Arabic, Chinese, English, French, Russian and Spanish are organized to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by several GA resolutions.

[Language Proficiency Examination](#) **Click here**

UNLPE 2015 registration: 22 April - 15 May 2015. Internal UN Secretariat (UNS) staff MUST register using their internal Inspira accounts/logins (even if their contract is administered or issued by another UN common system entity (ex. UNDP, UNOPs).

4. Select the corresponding language you wish to register for.

Previous Next

Catalog Items

[Language Proficiency Examination - ARABIC \(UN-LMS-1065\)](#) [Select](#)

The LPE - Arabic is to test the written and spoken knowledge of staff members in Arabic, which is one of the six official languages of the United Nations. The 2015 LPE will be held on the 15th and 16th of September in exam centres around the world.

[Language Proficiency Examination - CHINESE \(UN-LMS-1061\)](#) [Select](#)

The LPE - Chinese is to test the written and spoken knowledge of staff members in Chinese, which is one of the six official languages of the United Nations. The 2015 LPE will be held on the 15th and 16th of September in exam centres around the world.

[Language Proficiency Examination - ENGLISH \(UN-LMS-1075\)](#) [Select](#)

The LPE - English is to test the written and spoken knowledge of staff members in English, which is one of the six official languages of the United Nations. The 2015 LPE will be held on the 15th and 16th of September in exam centres around the world.

[Language Proficiency Examination - FRENCH \(UN-LMS-1063\)](#) [Select](#)

The LPE - French is to test the written and spoken knowledge of staff members in French, which is one of the six official languages of the United Nations. The 2015 LPE will be held on the 15th and 16th of September in exam centres around the world.

[Language Proficiency Examination - RUSSIAN \(UN-LMS-1062\)](#) [Select](#)

The LPE - Spanish is to test the written and spoken knowledge of staff members in Spanish, which is one of the six official languages of the United Nations. The 2015 LPE will be held on the 15th and 16th of September in exam centres around the world.

[Language Proficiency Examination - SPANISH \(UN-LMS-1074\)](#) [Select](#)

The LPE - Spanish is to test the written and spoken knowledge of staff members in Spanish, which is one of the six official languages of the United Nations. The 2015 LPE will be held on the 15th and 16th of September in exam centres around the world.

5. Test sites are listed by country and city. You may sort the list in alphabetical order by clicking on the column heading. You can also view test site details by clicking on **View details**. Exam date and local start times can be viewed by clicking **Schedule**.

Note that exact exam centre addresses will be emailed prior to the exam day. Select the location where you wish to register and take the exam, then click **Enroll**.

so we can verify if your office is willing to host the LPE examinations.

[Click here to sort](#)

Activity Options for Language Proficiency Examination - SPANISH					
Activity Code	Location	Type	Start Date		
UN-LMS-1074-3	France, Lyon	Live Classroom Instruction	06/09/2012	View Details	<input type="button" value="Enroll"/>
UN-LMS-1074-5	Germany, Bonn	Live Classroom Instruction	06/09/2012	View Details	<input type="button" value="Enroll"/>
UN-LMS-1074-30	Greece, ATHENS	Live Classroom Instruction	06/09/2012	View Details	<input type="button" value="Enroll"/>
UN-LMS-1074-18	Russian Federation, Moscow	Live Classroom Instruction		View Details	<input type="button" value="Enroll"/>

Select your test site here

6. Read carefully the information and documents required from you.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!



Kindly provide the below details to process your enrollment request:

1. If your appointment expires prior to the date of the LPE, an authorization letter from your Executive Officer/Head of Administration. Failure to attach the required document might entail delay in application processing or disqualification.
2. A document which states your name, date of completion/issue and how you acquired the language skill. Please see Source of Language Knowledge section below for the required document for each corresponding source of language knowledge
3. If you have made any payment, please attach a scanned copy of the proof of payment.
4. A document, which states your name, type of appointment and appointment expiry date. Failure to attach the required documents might entail delay in application processing or disqualification.
5. Affiliate of an UN Entity: Contract stating current employment with a company which is contracted by an UN entity.

▼ Valid professional status documents

Example of valid Professional Status supporting documents:

- UN Secretariat staff members: Personal Action or Letter of Appointment or UN ground pass or contract
- UN Specialized Agency/Fund/Programme staff member/contractor: Letter of Appointment or contract
- UN Specialized Agency/Fund/Programme staff member/contractor MUST include in the comment box the name and email address of their Executive Officer or Chief of personnel
- Permanent Mission staff member: Contract or UN ground pass
- Spouse/Dependent of staff member: Staff member Personal Action or Letter of Appointment or UN ground pass or contract and proof of relationship.
- Retiree: Retiree UN ID
- Affiliate of an UN Entity: Contract stating current employment with a company which is contracted by an UN entity.

7. Select your contractual Status. Then select in the dropdown menus your **entity** (parent organisation) and **paying entity**.

PLEASE READ CAREFULLY as errors in the selection of entity and/or paying entity may result in the automatic rejection of your application. ALL SUCH REJECTIONS ARE FINAL!

a) If you are a staff member of the UN common system (ex. UNDP, UNHCR, UNV, etc.) you must select your UN common system Fund, Programme or Agency as both your “entity” and “paying entity”, regardless of which agency administers your contract. ETS/OHRM will seek the endorsement from the respective financial focal point of the paying entity for approval of your LPE registration fee.

b) If you are a UN Secretariat (UNS) internal staff member, you MUST register for the LPE with your internal inspira account. UNS staff members do not pay the LPE registration fee.

c) Eligible spouses or dependents of staff members, or UN retirees, must select the UN entity and name of the staff member. Contractors and affiliates must select the UN entity your company is affiliated with and the name of the company.

On an exceptional basis ONLY, non-UN Secretariat staff who have sought and received prior approval from a separate “paying entity” that its headquarters will be responsible for payment of the LPE registration fee, may select a “paying entity” which is different from their “entity”.

All applicants please check with your Local Administrator regarding applicable local administration fees. If you have made any payment, attach a scanned copy of proof of payment.

8. For the **Source of Language Knowledge**, select how you have acquired the knowledge of the language for which you are applying.

If you are not a staff member of a UN entity, the only eligible option is completion of the highest level in the UN Language and Communications Programme or Language Programme endorsed by the UN.

If you are a staff member of a UN entity, you may select any of the four options

Source of Language Knowledge

Please select how you have acquired the knowledge of the language for which you are applying.
(If the applicant is not a staff member of a UN entity, the only eligible source of language knowledge is completion of the highest level in the UN Language and Communications Programme or Language Programme endorsed by the UN.
If the applicant is a staff member of a UN entity, all four options below are valid sources of language knowledge.)

Completed the highest level in the UN Language and Communications Programme or Language Programme endorsed by the UN(Attach certificate if one was issued)

Institution:
Eg: UN Language and Communications Programme, InterLingua Language School

Course Name:
Eg: UNLCP Spanish Level 8, English CERF-1

Completion Date:

Completion Location:
Eg: Geneva, Beirut

Studied the language outside the UN for at least 2 years (Attach most recent language course certificate)

Used the language on a regular basis for work (Attach scanned copy of work supervisor letter stating language is used on a regular basis)

Used the language on a regular basis for school (Attach scanned copy of school curriculum or certificate indicating language used)

9. Finally, click **Add Attachment** to upload required supporting documents.

Select the corresponding document type from the list.

Then type a brief description of the attachment.

Click **Browse**, then select the file, then click **Upload**, then **Save**.

Repeat the steps until you have uploaded all the required files.

Please note that you may only upload image file types and the maximum file size is 1Megabyte.

If you have various documents of the same type, you may combine them in one document.

My attachments

Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

Click here

The LPE registration fee is \$300 US dollars for the New York test site and \$200 US dollars for all other test sites.

Some test sites charge registrants an additional local fee to cover for their resources spent locally (room rental, interviewers etc.).

If you have made any payment, please attach a scanned copy of the proof of payment. Specify the type of fee paid (local/administrative fee). Please refer to the LPE Policies and Guidelines for more information on fees.

Select Attachment What information does the document support?

*Document Type:

*Description:

*Select File: Browse

Mandatory fields

Select Attachment

*Document Type:

*Description:

*Select File: Browse

1. Look for document
2. Upload
3. Save

File Attachment

10. You may use the comment box to include other information relevant to your application. Review your application for completeness and accuracy. Click on the certification check box. Click **Save** if your application is still incomplete and you wish to submit it at a later stage. Otherwise, click **Submit Enrollment**. Check for error messages and verify that you have successfully submitted your application.

Comments

Click inside the box to start writing comment

By checking this box and clicking the 'Submit Enrollment' button below, I certify that statements made by me in answer to the above questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this form or other document requested by the Organization would lead to the rejection of my application.

Click here to save and send later Click here to send application

[Return to search page](#)

Note that once you submit your application, you cannot make any changes to your application or attach additional files.

You will receive an email notification confirming you have submitted your application. Please make sure that you received this notification and save it as this is your only proof of your registration.

If you encountered technical problems during your application, click on Contact Us, and fill out the form. You will receive an email from Inspira Support Team, save your Case number for your future reference.

For LPE related questions, please contact your local LPE Administrator and/or check our FAQs on our LPE website: <https://hr.un.org/page/language-proficiency-examination-lpe>.

Additional information:

To retrieve a saved application

Login onto Inspira, go to **Main Menu**, then **My Learning**.

Under **My Registrations**, look for your application with a status of **Pending Submission**, click on the corresponding title. Make the necessary changes, then click **Submit Enrollment**.

My Learning

You can view five of your most current activities. You can search for learning using a keyword search or browse catalog by selecting the corresponding link. Submit a learning request by selecting the Request for Learning link.

My Learning Tools

[All My Learning](#) [Request for Learning](#)

Applications reviewed and approved

Search Learning Catalog

Select Search Category: All

Search the Catalog:

Search

[Browse Catalog](#)

My Learning Activities

Customize | 1-2 of 2

Title	Type	Status	Date	Action	Start
Language Proficiency Examination - ARABIC	Live Classroom Instruction	In-Progress	10/05/2012	Drop	Start
Language Proficiency Examination - CHINESE	Live Classroom Instruction	Enrolled	04/05/2012	Drop	Start

Pending and submitted applications

My Registrations

Title	Type	Status	Submission Date
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Registration Submitted	11/05/2012 9:44:52AM
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Registration Dropped	27/04/2012 9:27:45AM
Language Proficiency Examination - SPANISH	Live Classroom Instruction	Pending Submission	

Click here to view saved application

Description of statuses

Pending Submission:

To retrieve a saved application, under [My Registrations](#), look for the application which is **Pending Submission**.

Click on the title. Make the necessary changes, attach required documents, and review your application for completeness.

Then click **Submit Enrollment BEFORE DEADLINE**.

Registration submitted:

Applications which have been successfully submitted will appear under [My Registrations](#) with a status of **Registration Submitted**; this will be reviewed by the LPE administrator.

Registration dropped:

Application which have been approved previously, but cancelled or dropped by the applicant will appear as **Dropped**.

Under review:

Application is being reviewed.

Enrolled:

If your application has been approved, you will receive an email notification and your application will have a status of **Enrolled** under the [My Learning Activities](#) pane.

Turn off the pop up blocker on your web browser to allow you to view the letter.

Click **Print** to view your convocation letter which contains your **Application Number**.

Remember to print this letter and bring with you on exam day.

Action Requested:

Your application may be returned to you if additional information is required to finalize the screening of your application. You will receive an email notifying you that your application has been pushed back.

Under [My Registrations](#), look for the application which has **Action Requested**.

Click **View** to see the comment from the administrator which explains what is requested from you.

Click on the title, attach requested documentation and enter comments to describe the changes made to your application.

Click **Submit Enrollment BEFORE DEADLINE**.