

## **UN COMMON SYSTEM STAFF MEMBERS**

### **(External, non-UN Secretariat Staff)**

## **HOW TO REGISTER FOR LPE IN INSPIRA AS AN EXTERNAL APPLICANT**

### **IMPORTANT NOTES:**

- **If you are a non-UN Secretariat staff member, but you are a staff member of the UN Common System, you must register using your existing EXTERNAL inspira account. If you need to create an inspira account, please refer to the separate instruction on “How to Create an Inspira Account for External Applicants”.**
- If you are a UN Secretariat staff member, you must register through your internal inspira account! (Please refer to the separate instruction on “How to Register for the LPE in Inspira as an Internal Applicant”.)
- External candidates are advised not to use Internet Explorer for registration. Mozilla Firefox and Google Chrome are the web browsers that are recommended for this purpose.

#### **1. Go to [elearning.un.org](http://elearning.un.org) and log into the Inspira Learning Management System (LMS)**

- If you created your account in Inspira LMS before 4 December 2016, please add "LMS" in front of your old USER ID while logging into [elearning.un.org](http://elearning.un.org). If your User ID in Inspira LMS was "abc", enter "LMS.abc" into the user ID section along with the password you have been using for the Inspira LMS and click on "Login".

- After clicking on "Login", if you receive an email notification, click on "Forgot Password" and follow the instructions on the screen to reset your password. The reset email will be sent to the email address you used at the time of your registration in Inspira LMS.

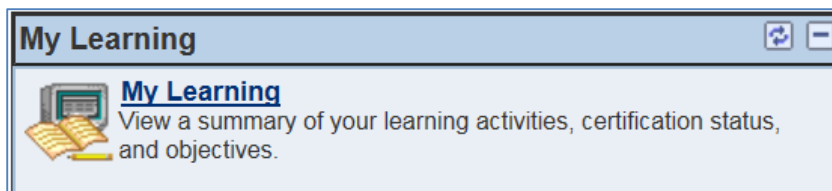
- If you are not sure whether you have used the Inspira LMS in the past, click on "Forgot User ID" and follow the instructions on the screen. If you cannot locate yourself, go back to the Login page and click on "Register" to register and start using the Inspira LMS.

For registration procedures, please continue to the next page.

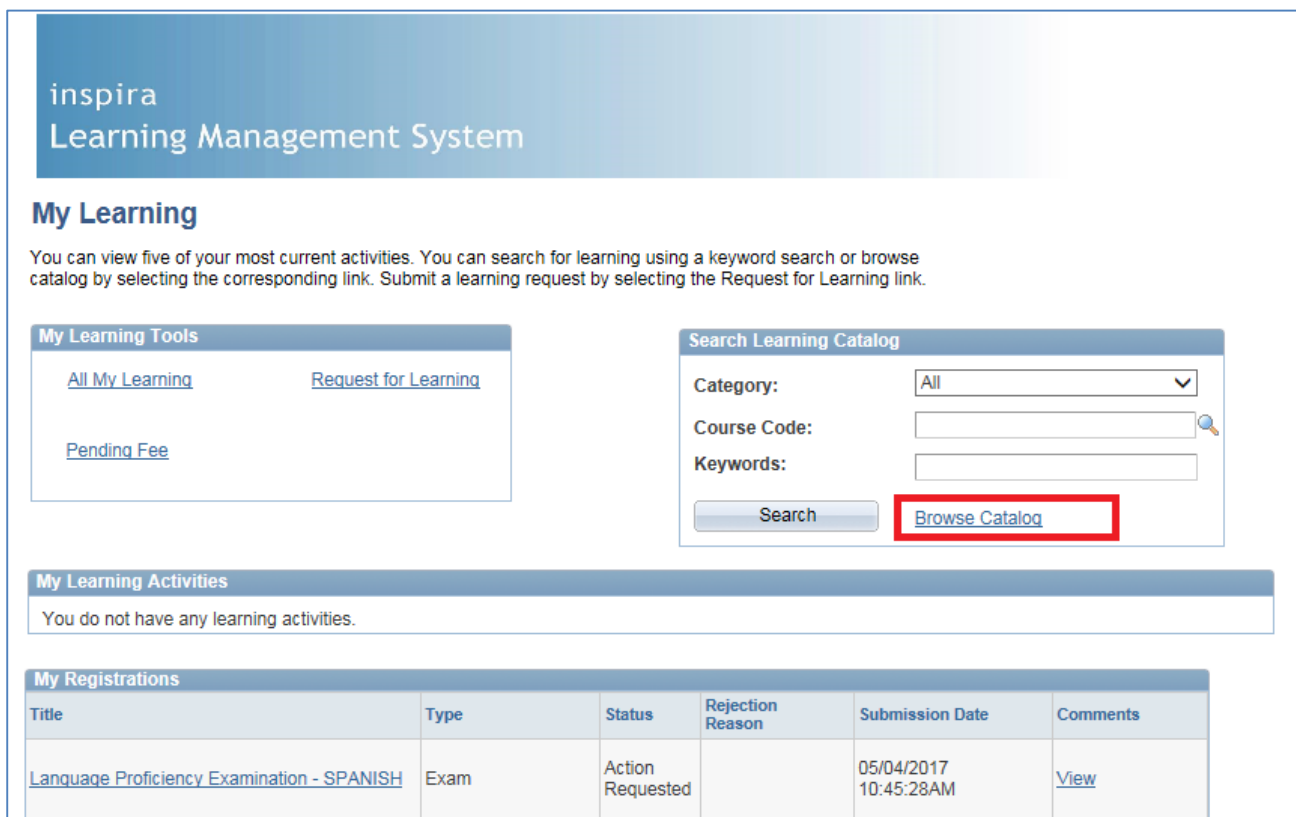
1. Log on to **elearning.un.org**



2. Click on **My Learning**



3. Click on **Browse Catalog**



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.

Click on **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 Click on **Language Proficiency Examination**

## Browse Catalog

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

### Categories

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

Language Proficiency Examination (LPE) is to test the written and spoken knowledge of staff members in one of the six official languages of the United Nations. The 2012 LPE will be held on 4 and 5 September in exam centres around the world.

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

**Catalog Items** Previous Next

[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 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	<a href="#">View Details</a>	<input type="button" value="Enroll"/>
UN-LMS-1074-5	Germany, Bonn	Live Classroom Instruction	06/09/2012	<a href="#">View Details</a>	<input type="button" value="Enroll"/>
UN-LMS-1074-30	Greece, ATHENS	Live Classroom Instruction	06/09/2012	<a href="#">View Details</a>	<input type="button" value="Enroll"/>
UN-LMS-1074-18	Russian Federation, Moscow	Live Classroom Instruction		<a href="#">View Details</a>	<input type="button" value="Enroll"/>

**Select your test site here**

6. Carefully read the information/instructions and provide any documents required of you. Documents must be uploaded as Select Attachments, under item 8 below.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!**

**Language Proficiency Examination - CHINESE**

**Instructions:**

1. At the time of LPE registration, each applicant must demonstrate they will have a valid UN contract on the date of the LPE written exam.
2. If you are UN Internal staff member and your inspira profile indicates you will not have a valid contract on the date of the LPE exam, you must provide the relevant documentation.
3. If you are non-UN Secretariat staff, you must provide the relevant documentation listed below to demonstrate you will have a valid UN contract at the time of the LPE written exam.
4. Every applicant must provide documentation which supports their source of language knowledge. For accepted options, see the eligibility requirements posted on the LPE website under item no. 2, Determining Eligibility.
5. If applicable, applicants who have paid a fee must attach proof of payment.

**Valid professional status documents**

Example of valid Professional Status supporting documents:

- UN Secretariat staff members: Personnel Action, Letter of Appointment, UN ground pass, contract, or a Letter of Extension of Contract (for template, see LPE website)
- UN Specialized Agencies/Funds/Programmes staff members/Contractors: Letter of Appointment, contract, or a Letter of Extension of Contract (for template, see LPE website). Must also 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.

Activity Name:	Language Proficiency Examination - CHINESE	Type:	Exam
Activity Code:	LMS-1042-640	Contact:	<a href="#">LPE Section</a>
Enrollment Status:	Pending Submission	Confirmation Number:	0
Start Date:	05/09/2017	End Date:	--
Last Enrollment Date:	03/05/2017	Last Drop Date:	04/09/2017
Language:	SChinese		
Local LPE Admin:	New York USA	Local LPE Contact:	unipeny@un.org
Appointment Type:		Appointment Expiry:	

Contractual status:

Company Name:

Entity:

Paying Entity:

Externals must select their **Contractual Status** from the drop-down menu. (If you are an internal UN Secretariat staff member, please do not continue with this application. Log out and register using your internal inspira login/account!)

You must choose one status:

- Affiliate of a UN Entity
- Contractor of a UN Specialized Agency/Fund/Programme
- Retiree of a UN Entity
- Spouse/Dependent of a UN staff member
- Staff of a UN Specialized Agency/Fund/Programme

Then select from 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) Eligible spouses or dependents of staff members, and UN retirees, must select the UN entity and name of the staff member under “company name”. 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. (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.)

7. For **Source of Language Knowledge**, you must select only **one** of the four options regarding how you acquired knowledge of the language. Please provide the requested information and documentation.

**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)

8. External applicants MUST, at the time of registration, demonstrate they will have a valid UN contract on the date of the LPE written examination. A copy of your current contract or the equivalent must be uploaded to your application.

To attach contract documentation, please make sure to click **Add Attachment**, then select **Contract Extension** as **Document Type**. You may also make a note in the comment box to the Local Administrator that the correct expiry date is shown in your attachment. Please attach a copy of your contract which states the correct expiry date. It is important that you choose **Contract Extension** and NOT Contractual Status as Document Type in order to avoid an error message when submitting your enrollment.



To attach any type of document to your application:

My attachments					
Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

**Add Attachment** Click here

Click **Add Attachment**.

Select from the drop-down menu, the **Document Type** to be attached.

Then type a brief **Description** of the attachment.

Click **Browse** -> select the file -> click **Upload** -> **Save**.

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

Please note that you may **only upload an image file** types and the maximum file size is 1Megabyte. If you have various documents of the same type, you may combine them into one document.

**Select Attachment** What information does the document support?

\*Document Type:

\*Description:

\*Select File:  Browse

Mandatory fields

- Contract Extension
- Contractual Status
- Language Knowledge
- Payment Proof – LPE Fee
- Payment Proof – Local Fee

**Select Attachment**

\*Document Type:

\*Description:

\*Select File:  Browse

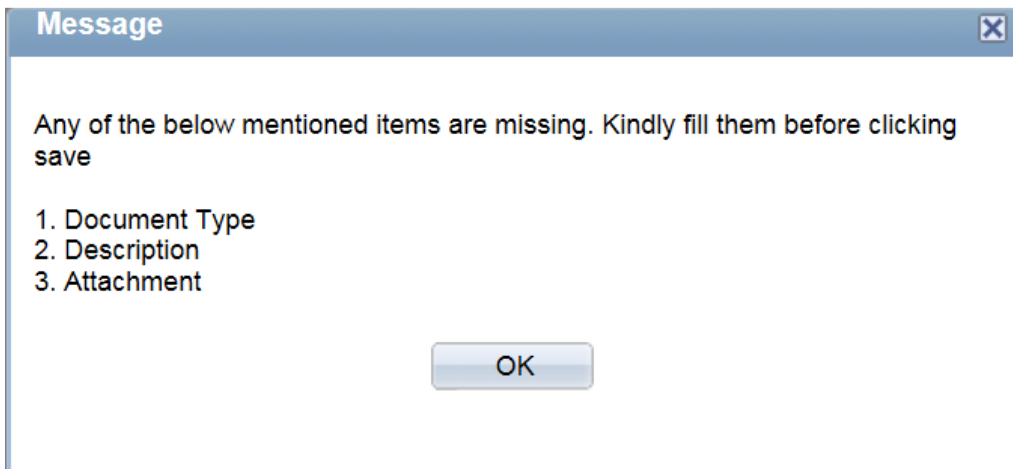
1. Look for document

2. Upload

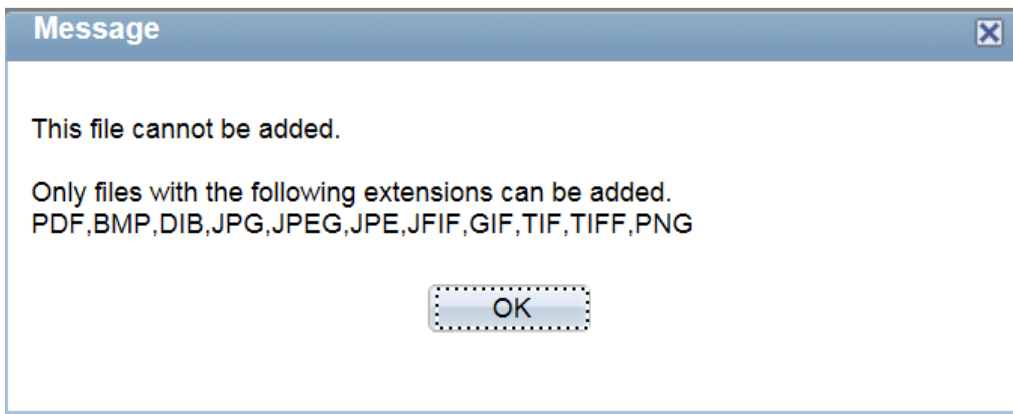
3. Save

**File Attachment**

If you get the below message, it indicates that there's a problem with the file you uploaded. Please make sure the file you are uploading is an image file (ex. PDF) and not too large.



Please note below the type of files inspira will accept for upload.



NOTE: Some test sites charge registrants a local fee to cover the cost of local expenses. If you have made any such payment, please attach a scanned copy of the proof of payment. Specify the type of fee paid, either LPE fee or local fee.



9. 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 you have not completed your application and would like to submitted at a later time. Otherwise, click **Submit Enrollment**. Check for error messages and verify that you have successfully submitted your application.

**Comments**

By checking this box I certified that:

- I understand that submission of my registration does not guarantee my enrolment in the LPE; failure to attach required documents, meet eligibility criteria or to provide additional information when requested, will result in my registration being delayed or rejected.
- I have read and understood the eligibility documents as posted on the LPE website, under item no. 2, determining eligibility:  
<https://hr.un.org/page/language-proficiency-examination-lpe>
- I confirm that statements made by me 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 documents requested by the Organization may result in the rejection of my registration;
- I confirm the email address in my inspira profile is current;
- I understand that I will receive an email confirming receipt of my application.

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

You will receive an automated email notification from inspira confirming receipt of your application. Please make sure you receive this notification, and save it, as this is your only proof of you registration.

If you encountered technical problems during the LPE registration process, click on “**Contact Us**” in **Inspira**, and submit a request for assistance. You will receive an email from the Inspira Support Team. Save your case number for your future reference.

For LPE related questions, please refer to our **FAQs** posted on our LPE website:  
<https://hr.un.org/page/language-proficiency-examination-lpe>.

If you cannot find the answer to your query, then contact your local LPE Administrator.