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 <u>must</u> 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 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. 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.
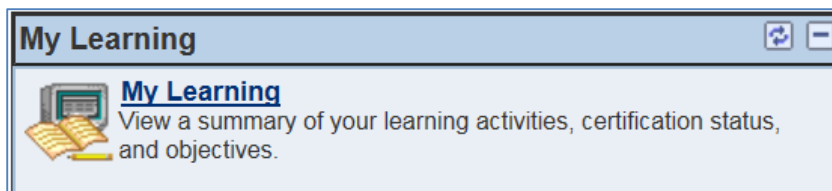
   - If you are not sure whether you have used the Inspira LMS in the past, click on Forgot User ID and follow the instructions on the screen. If you cannot locate yourself, go back to the Login page and click on "Register" to register and start using the Inspira LMS.
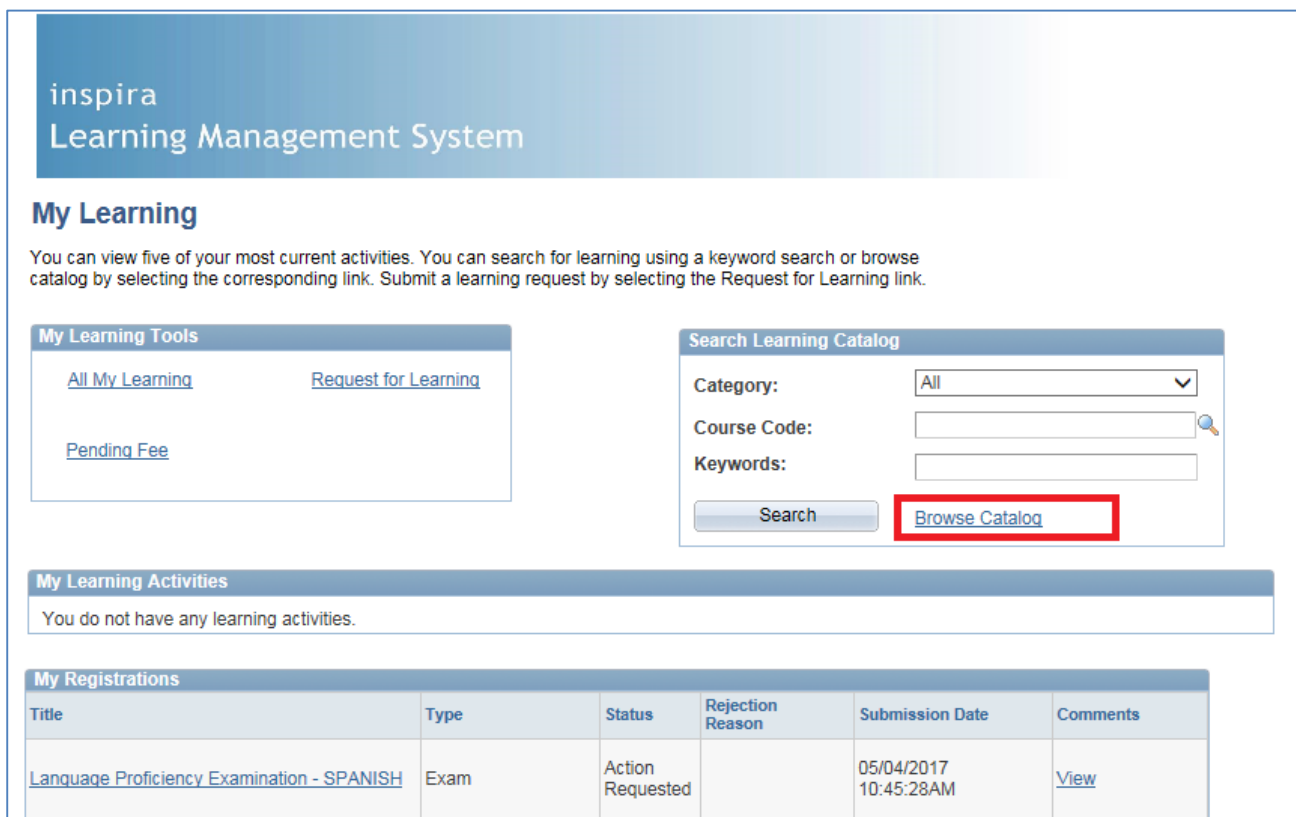
1. Log on to **elearning.un.org**

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

Click here

Language Proficiency Examination

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	View Details	Enroll
UN-LMS-1074-5	Germany, Bonn	Live Classroom Instruction	06/09/2012	View Details	Enroll
UN-LMS-1074-30	Greece, ATHENS	Live Classroom Instruction	06/09/2012	View Details	Enroll
UN-LMS-1074-18	Russian Federation, Moscow	Live Classroom Instruction		View Details	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!

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.

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:

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.

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.

Message ☒

Any of the below mentioned items are missing. Kindly fill them before clicking
save

1. Document Type
2. Description
3. Attachment

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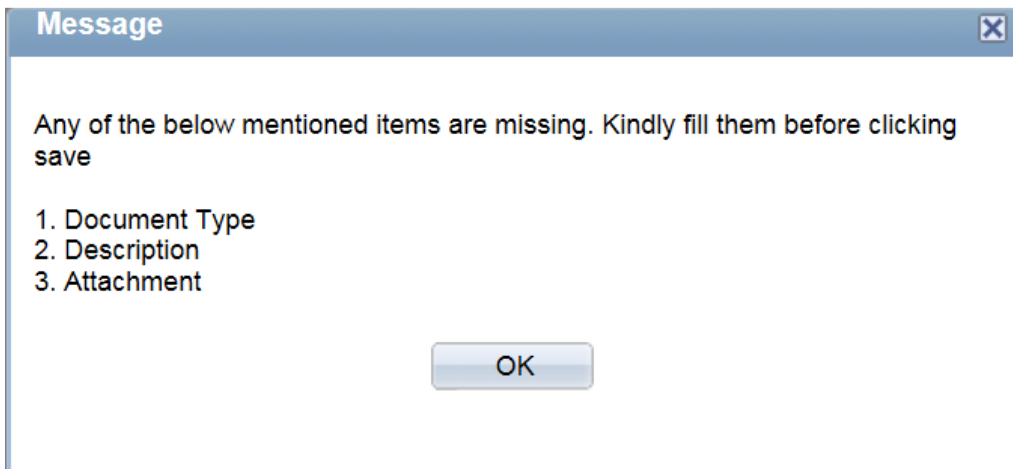
Please note below the type of files inspira will accept for upload.

Message ☒

This file cannot be added.

Only files with the following extensions can be added.
PDF,BMP,DIB,JPG,JPEG,JPE,JFIF,GIF,TIF,TIFF,PNG

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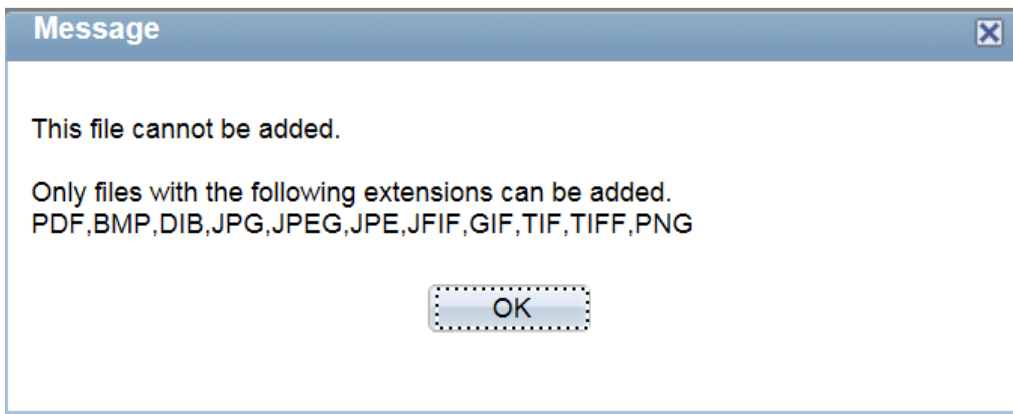
NOTE: Some test sites charge registrants a local fee to cover the cost of local expenses.
If you have made any such payment, please attach a scanned copy of the proof of payment.
Specify the type of fee paid, either LPE fee or local fee.

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.

Save   Submit Enrollment

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.