UN COMMON SYSTEM STAFF MEMBERS
(External, non-UN Secretariat Staff)

HOW TO REGISTER FOR THE LPE EXAM IN INSPIRA AS A UN VOLUNTEER (UNV)

All UNV candidates can follow the instructions for the external candidates. Additional information is added in BLUE in this document:

Prior to registering for the UNLPE, UN Volunteers must determine their eligibility based on the eligibility criteria document (see the section under “UN Common System (Externals)”) posted in the UN HR Portal. Provided they have completed the highest proficiency level of the United Nations (UNLCP) language courses, as defined under point 1-6 of the eligibility criteria document, UN Volunteers may register for a maximum of one UN language per year.

The UNV Office in Bonn will validate the list of applicants. For UNV-specific information, please contact UNV via the eCampus contact form (Subject: UN Volunteer learning – LPE).

It is essential that all UNVs complete the following mini-survey specifically for UN Volunteers – providing additional information, such as the roster number details: UNV SURVEY. Once the survey is completed, you may continue as follows:

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.

For registration procedures, please continue to the next page.
2. Log in to elearning.un.org

3. Click on “Request For Learning”.
4. In the Learning Type drop down menu, select “LPE”, and click on “Submit Request”.

You will receive an email. Follow the instructions in the email to confirm your request.

5. Type *one of the six UN languages* LPE, for example, “English LPE” in Keywords and click on “Search”.
6. Select the **corresponding LPE exam** for which you wish to register.

7. You may sort the list by learning type, class location, etc. using the column heading on the left. Note that exact exam center addresses will be emailed prior to the exam day. Select the exam link you wish to take, then click **Enroll**.
8. 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

External candidates 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 organization) 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.

All UN Volunteers must select “Germany, Bonn” as the test site irrespective of your actual duty station / location. Exams will be conducted online. Selection of a different test site may result in rejection of application.

- Select “Affiliate of a UN entity” under Contractual Status.
- Select “UNV-Bonn” as the entity.
- Select “UNV-Bonn” as the fee-paying entity.

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”.

9. 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.
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).

10. External applicants MUST, at the time of registration, demonstrate they will have 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.

UN Volunteers should submit the following documents:

(a) Certification of your use of language at work.
(b) Your UN ID card and latest UNV Personal Action Form (PAF) or Letter of Extension of Contract duly signed by your host entity supervisor. UNV will validate the list of applicants.

For UNV-specific information, please contact UNV via the eCampus contact form (Subject: UN Volunteer learning – LPE).
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 is 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.

11. 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 be submitted at a later time. 
Otherwise, click Submit Enrollment. Check for error messages and verify that you have successfully submitted your 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 your 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/sites/hr.un.org/files/editors/u5466/LPE%202021%20FAQs%20update.pdf

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