

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

*EXTERNAL APPLICANT – UN COMMON SYSTEM PERSONNEL EXCEPT FOR UNS STAFF*

### **IMPORTANT NOTES:**

- **If you are UN Common System Personnel but not a UN Secretariat staff member, 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.

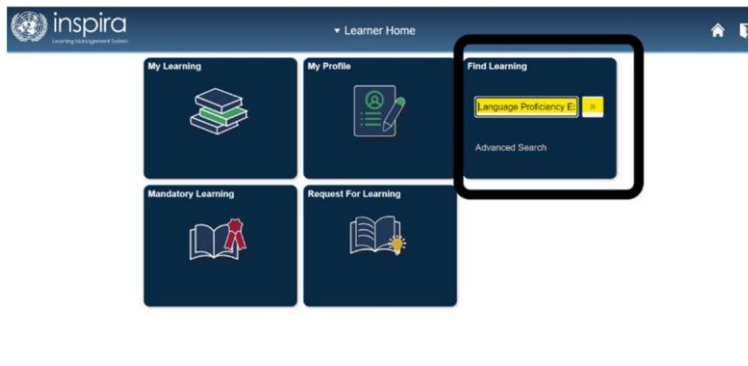
### **1. Go to [elearning.un.org](http://elearning.un.org) and log into the Inspira Learning Management System (LMS)**

- 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. 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.

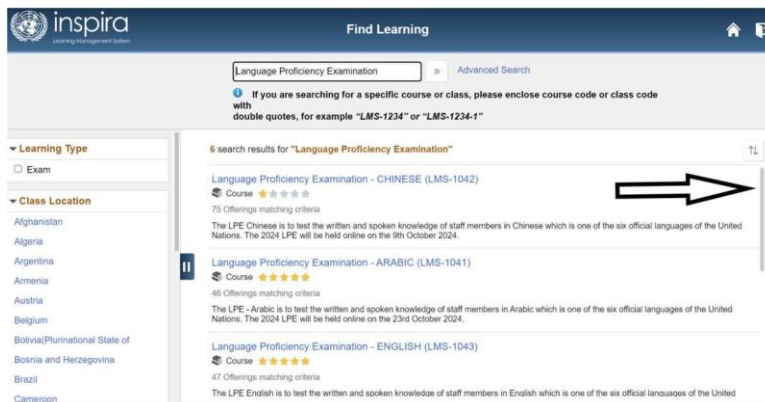
2. Log on to **elearning.un.org**



3. In the “Advanced Search” section under the “Find Learning” block, enter “Language Proficiency Examination”, Then click on the arrows (>>):

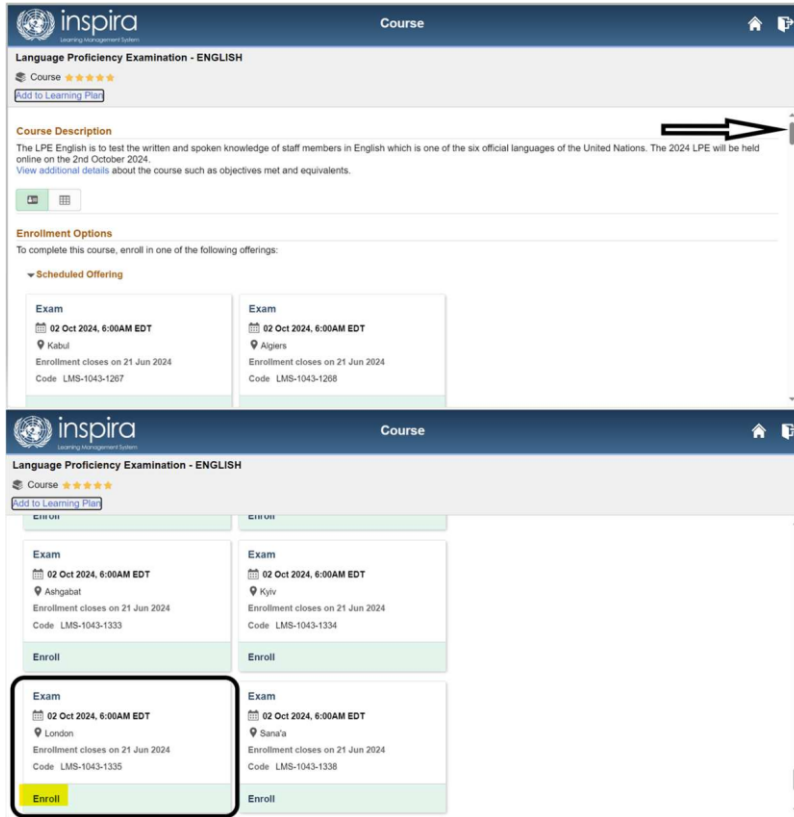


4. You will be redirected to the screen below, where you will see the list of the 6 LPE languages . Use the sidebar to scroll down to navigate/search for the language you wish to enroll in. For the purpose of this example, we will select 'English'.



5. You will be redirected to the screen below, where you will see the list of Screening Centers. Use the sidebar to scroll and navigate/search for the Screening Center closest to your duty station (this is only for the purpose of screening your application and has no relevance to where you intend to take the exam from).

For the purpose of this example, we will select “London” Click “Enroll”



**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!**

**Language Proficiency Examination - ENGLISH**



**Instructions:**

1. If applicable, applicants who have paid a fee must attach proof of payment.
2. 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.
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. UN Volunteers (excluding UN Community and UN University Volunteers), if eligible, may register for 1 language per year. Select UNV-Bonn as Entity and Fee-Paying Entity. Attach a copy of ID card, PAF and supporting language documents.
5. 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.
6. 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.

**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.

Class Name:	Language Proficiency Examination - ENGLISH	Type:	Exam
Activity Code:	LMS-1043-1108	Contact:	LPE Section
Enrollment Status:	Pending Submission	Confirmation Number:	0
Start Date:	08/03/2022	End Date:	26/10/2022
Last Enrollment Date:	29/03/2022	Last Drop Date:	29/07/2022
Language:	English		
Local LPE Admin:	New York USA	Local LPE Contact:	unlpeny@un.org
Appointment Type:		Appointment Expiry:	
Contractual status:	Affiliate of an UN Entity		
Company Name:	<input type="text"/>		
Entity:	<input type="text"/>		
Paying Entity:	<input type="text"/>		

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 from the drop- down: Affiliate of a UN Entity

- Contractor of a UN Specialized Agency/Fund/Programme
- Retiree of a UN Entity
- Staff of a UN Specialized Agency/Fund/Programme

Contractual status: 

Company Name:

Entity:

Paying Entity:

Then select from the dropdown menus your **Entity** 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!**

If you are a staff member of the UN Common System (ex. UNDP, UNHCR, 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.

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 for LPE registration.)

6. 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)
- 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)
- Mother tongue (Attach scanned copy of a confirming document)

7. 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 **Add Attachment**.

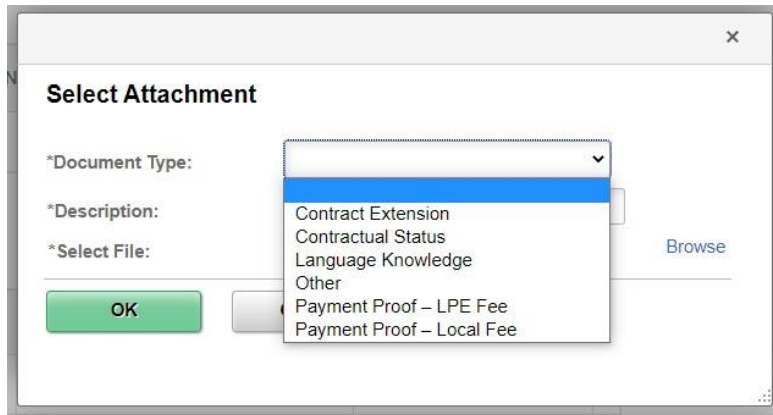
Select from the drop-down menu, the **Document Type** to be attached.

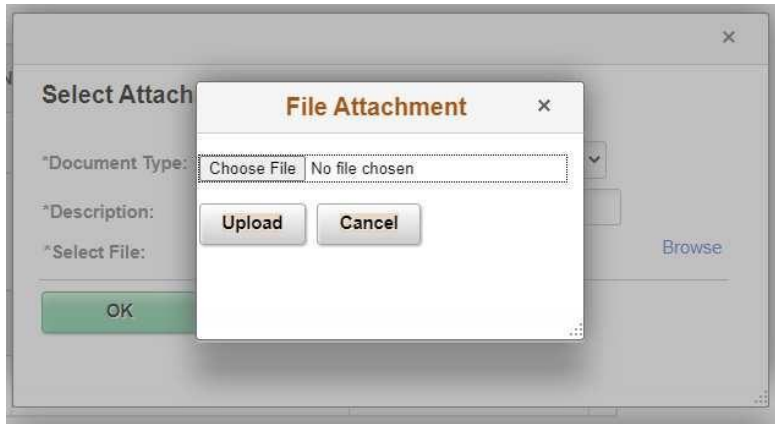
Then type a brief **Description** of the attachment.

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

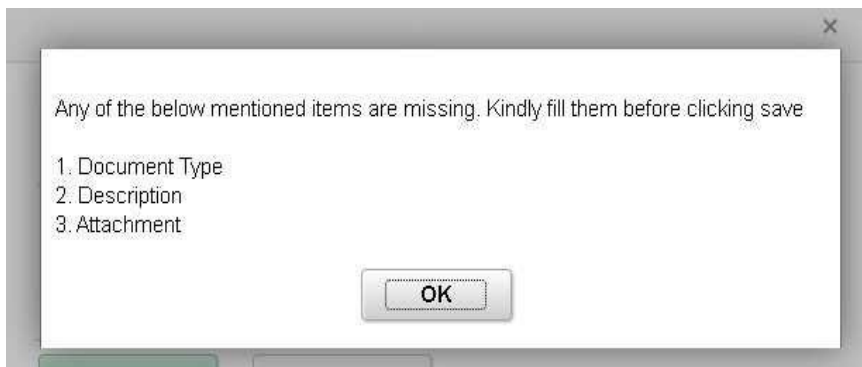
Repeat the steps until you have uploaded all the required files.

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 Screening Centres 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.

8. 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 submit 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.