

HOW TO REGISTER FOR THE LPE IN INSPIRA AS AN INTERNAL APPLICANT

INTERNAL STAFF - UN SECRETARIAT STAFF MEMBERS

IMPORTANT NOTES:

- If you are a UN Secretariat staff member you must register using your INTERNAL inspira account/log-in.
- If you are a UN Secretariat staff member, but your contract is administered or issued by another UN Common System Entity, please register using your internal inspira account (for example – DSS or OCHA staff under UNDP contract).
- If you are a UN Secretariat staff member and you register through an external inspira account, your profile will not be accessible in inspira, and you will be treated as an external applicant. PLEASE AVOID THIS SITUATION as this complicates the processing of your application and may result in your registration being delayed or rejected.
- If you experience technical problems with Internet Explorer while preparing your registration in inspira, please try another browser such as Mozilla Firefox or Google Chrome - this usually resolves the problem.

For registration procedures, please continue to the next page.

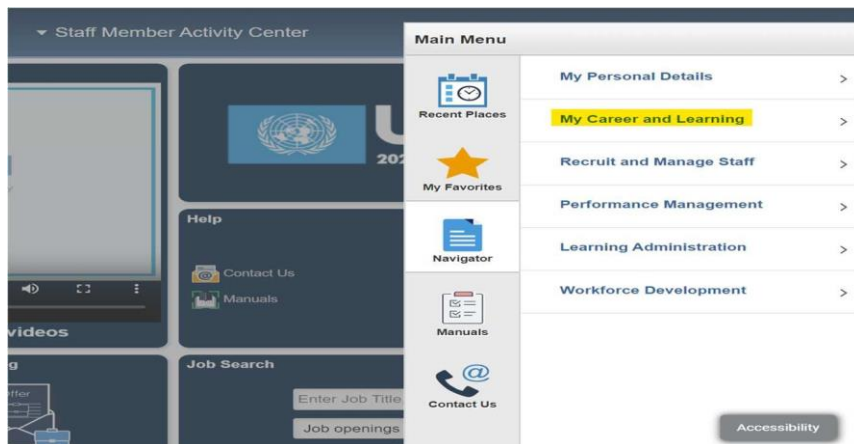
1. Log into [Inspira](#)



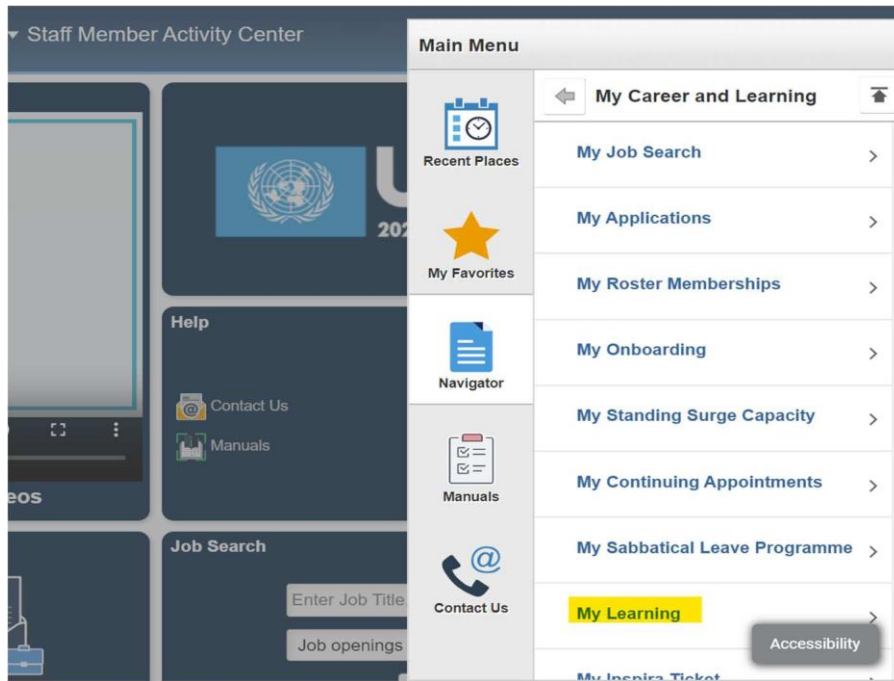
2. Click “Main Menu”



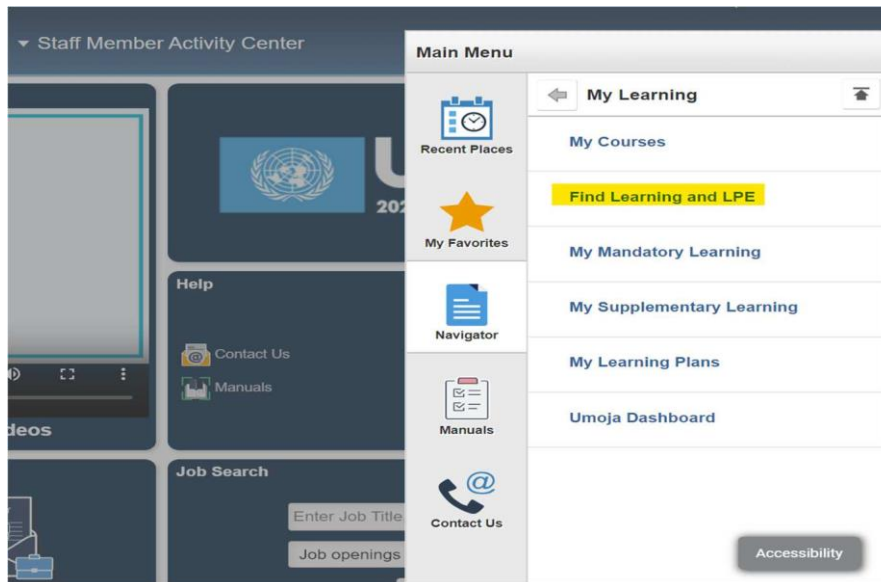
3. Click “My Career and Learning”



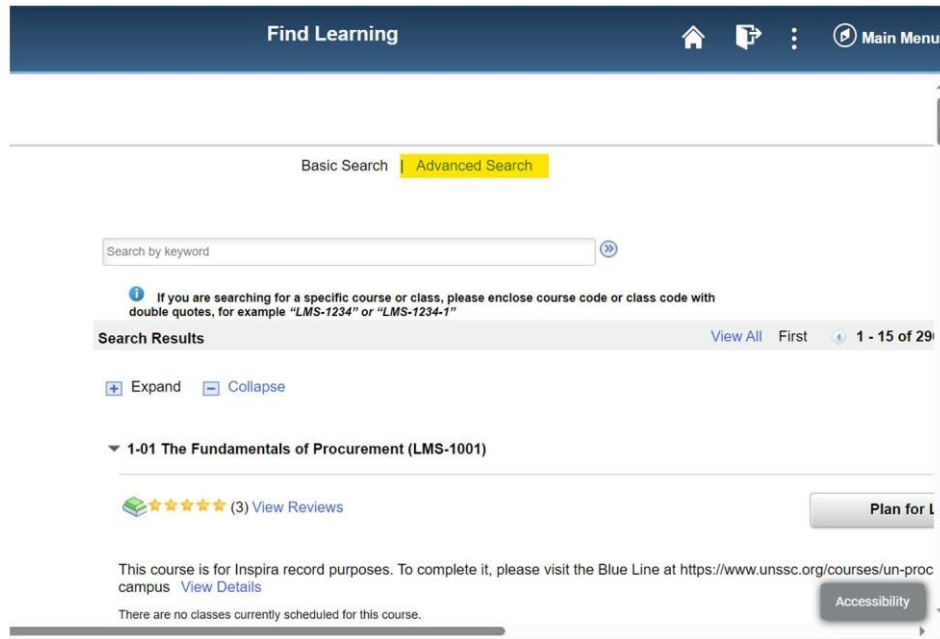
4. Click "My Learning"



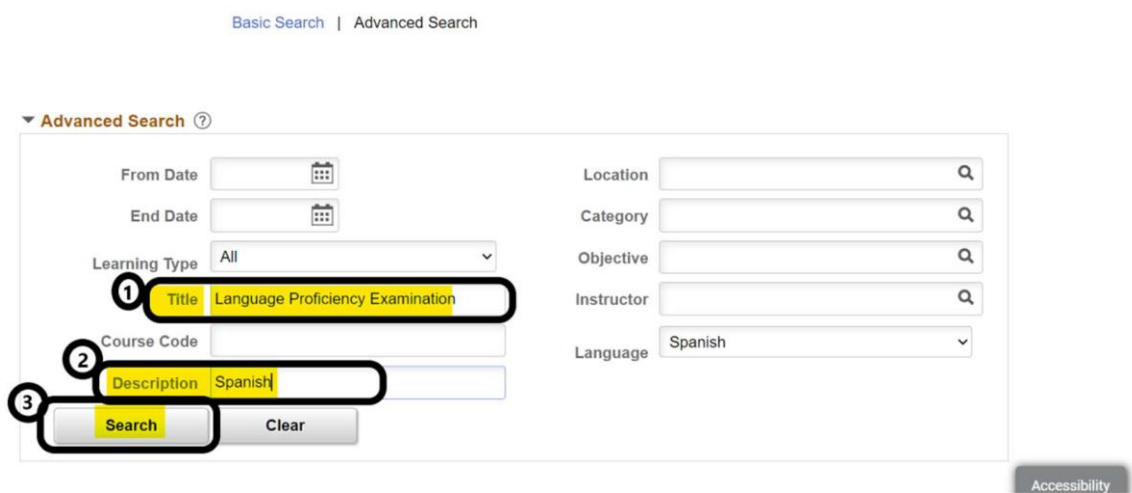
5. Click "Find Learning and LPE"



6. Click "Advanced Search"



7. Next to 'Title', enter 'Language Proficiency Examination'. Then, next to 'Description', enter the language in which you wish to enroll. For this example, we will enter 'Spanish'. Thereafter, click on 'Search'."



- You will be redirected to the screen below, where you will see the list of Screening Centres. Use the sidebar to select the Screening Centre 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).

Then click 'Enroll'

The screenshot shows the 'Find Learning' interface on the Inspira Human Resources Gateway. The page title is 'Language Proficiency Examination - SPANISH (LMS-1046)'. Below the title, there is a star rating of 5 stars with '(3) View Reviews' and a 'Plan for Later' button. A descriptive paragraph states: '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 2024 LPE will be held online on the 9th October 2024. [View Details](#)'. Below this is a table with columns: Class Code, Type, Duration, Start Date, Location, and Price. Each row represents a different location and includes an 'Enroll' button. A black arrow points to the scrollbar on the right side of the page.

Class Code	Type	Duration	Start Date	Location	Price
LMS-1046-1261	Exam		03/06/2024	New York	
LMS-1046-1262	Exam		03/06/2024	Kabul	
LMS-1046-1263	Exam		03/06/2024	Algiers	
LMS-1046-1264	Exam		03/06/2024	Buenos Aires	
LMS-1046-1265	Exam		03/06/2024	Yerevan	
LMS-1046-1266	Exam		03/06/2024	Vienna	

- Carefully read the information/instructions and provide any documents required of you. Documents must be uploaded as an attachment.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!



Language Proficiency Examination - ENGLISH

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. 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.
4. 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.
5. 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.
6. 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.

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:	22/04/2022	Last Drop Date:	29/07/2022
Language:	English		
Local LPE Admin:	New York USA	Local LPE Contact:	unpeny@un.org
Appointment Type:	Fixed-Term (JY9)	Appointment Expiry:	01/11/2022



Language Proficiency Examination - ARABIC

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. 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.
4. 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.
5. 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.
6. If applicable, applicants who have paid a fee must attach proof of payment.

Valid professional status documents

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- 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)
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- 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.

10. 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.

To upload required supporting documents pertaining to your application, click **Add Attachment**.

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)

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

Then type a brief Description of the attachment

Click **Browse**-> **choose the file**-> **click Upload** -> **Save/OK**.

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.

My attachments

Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

Add Attachment

Select Attachment

*Document Type:

*Description:

*Select File: [Browse](#)



All 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, grounds pass, or equivalent must be uploaded to your application.

For 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 Stat

Document Type in order to avoid an error message when submitting your enrollment.

If your contract is not valid until the day of the exam, please ask your supervisor to sign the form for [contract extension](#) and attach this in addition to your contract/letter of appointment.

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 only files with the following extensions can be added.



NOTE: Some Screening Centre 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.

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 the only proof of registration.

If you encountered technical problems during the LPE registration process, please raise a ticket by clicking on "Contact Us" on the bottom of the Inspira log in page. 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: [2024 LPE - FAQs](#)

If you cannot find the answer to your query, please contact your Local LPE Administrator.