**Reference: Eligibility to take the UN Language Proficiency Examination:**

**CERTIFICATION OF “USE OF LANGUAGE ON REGULAR BASIS FOR WORK”**

With reference to ST/AI/2016/9, paragraphs 3.2, and the associated detailed eligibility requirements posted on the UN LPE website (https://hr.un.org/page/language-proficiency-examination-lpe), UN staff members who are admitted to participate in the UNLPE because they use the language being tested “on regular basis for work”, must demonstrate they have the “knowledge equivalent” to that of the highest level of the United Nations Secretariat language course in the subject language. (The LPE examination is NOT intended for staff members who simply work in an office environment where they are exposed to the language.)

Staff members who register for the LPE on the basis that they “use the language on a regular basis for work”, must have their direct supervisor and Second Reporting Officer/Head of Office complete the verification form below, and attach it to their application in *Inspira*:

**CERTIFICATION OF “USE OF LANGUAGE ON REGULAR BASIS FOR WORK”**

Name of Organization: Click or tap here to enter your organizaton

Address: Click or tap here to enter your duty station address

City:Click or tap here to enter your office city.

CountryClick or tap here to enter office country

Dear LPE Administrator,

I, Click or tap here to enter NAME of Supervisor in PRINT, the direct supervisor of **Click or tap here to enter NAME of candidate in PRINT**. hereby certify that this LPE applicant currently demonstrates working proficiency of the subject language (which could be considered equivalent to the highest level of language knowledge obtained in the UNS language course). The staff member currently and regularly uses the Click or tap here to enter language. language in his/her daily work, as indicated below:

* Drafts written correspondence on a regular basis such as letters, memos and e-mail messages
* Regularly liaises verbally with internal and external counterparts
	+ on telephone and/or video conferences
	+ in meetings and in the office setting
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely yours,

Name of Supervisor (print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor (print) Signature Date

(First Reporting Officer)

Job Title: Click or tap here to Job title

Phone: Click or tap here to Phone number

Email: Click or tap here to enter email address

Enter Name of Second Reporting Officer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Second Reporting Officer (print) Signature Date

(Second Reporting Officer/Head of Officer)

Job Title: Click or tap here to Job title

Phone: Click or tap here to Job title

Email: Click or tap here to Job title

Note: If the staff member is applying to take the LPE in one of the UN working languages of the duty station, this letter may be signed by only the First Reporting Officer.