HOW TO REGISTER FOR THE LPE EXAM IN INSPIRA AS AWORLD HEALTH ORGANIZATION (WHO) STAFF MEMBER

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

All WHO Staff members can follow the instructions for the external candidates. Additionalinformation is added in **BLUE** in this document:

Prior to registering for the UNLPE, WHO staff members 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 theUnited Nations language courses, as defined under point 1-6 of the eligibility criteriadocument, or equivalent:

The WHO administration will validate the list of applicants. For WHO-specific information,please contact the Talent Acquisition and Development team (cdlteam@who.int).
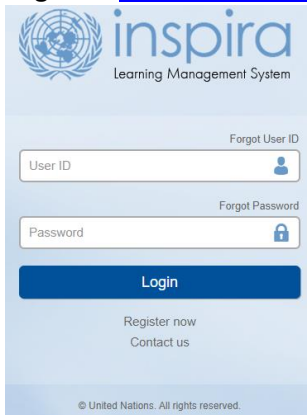
You might be contacted later by the TAD Team to provide any other required information.

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 withthe 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 registrationin 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 usingthe Inspira LMS.
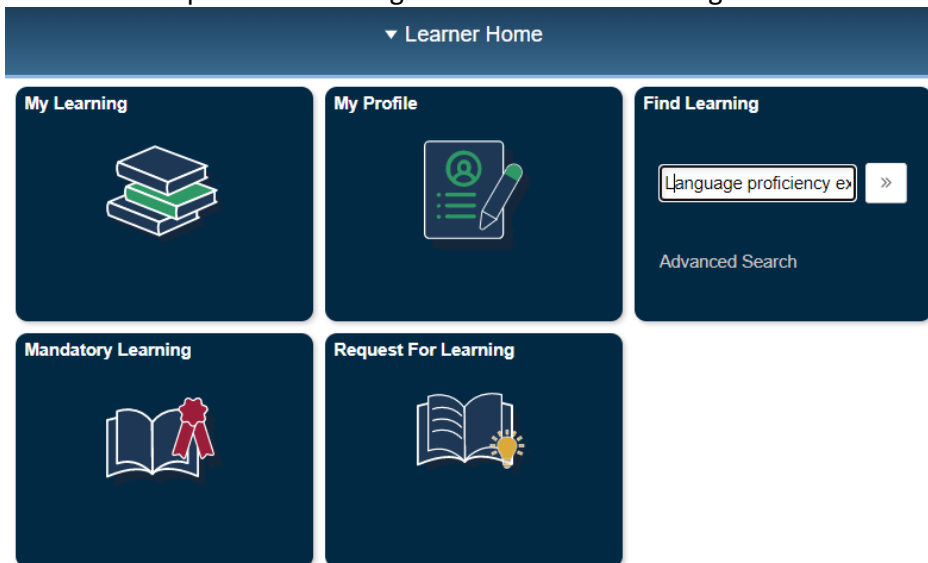
For registration procedures, please continue to the next page.

Log in to **elearning.un.org**

2.Click on "Request for Learning" and then "Find Learning":

3.In the Learning Type drop down menu, select "LPE", and click on "Submit Request".

Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

Request Details

*Learning Type:	Language Proficiency Examination ⌄
*Professional Status:	Language Proficiency Examination
	Mandatory Courses
*Email Address:	NY Language programme
	Santiago Language Programme
	Umoja Courses
	Vienna Language programme

Submit Request

4.Select your professional status from the drop-down box. Input your email address and click submit request.

Learning Request

To submit a Learning Request, select a Learning Type and fill in the required information's, if any. When complete press the Submit Request button.

Request Details

*Learning Type:	Language Proficiency Examination ⌄
*Professional Status:	⌄
*Email Address:	

Affiliate of an UN Entity
Contractor of Specialized Agency/Fund/Programme
Retiree from an UN Entity
Spouse / Dependent of a staff member
Staff of Specialized Agency/Fund/Programme

Submit Request

5.You will receive an email. Follow the instructions in the email to confirm your request - click the blue link which will take you to the page below. Click on "Submit Confirmation" and a dialogue box confirming your submission will appear

Confirm Learning Request

To process your request, kindly confirm by pressing the Submit Confirmation button.
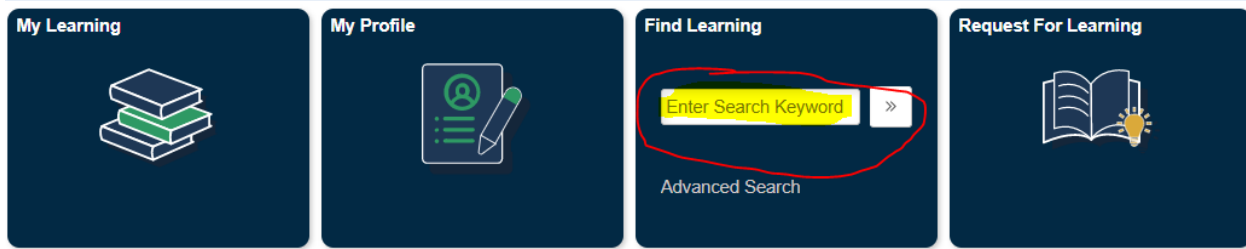
Submit Confirmation

Confirm Learning Request

You have successfully confirmed the Learning Request.
You can find the course(s) on learningunattest.opc.oracleoutsourcing.com under 'Find Learning' Tile.

Return to the homepage by clicking the Home Icon

Welcome

6. Type in "language proficiency examination" in Keywords and click on "Search".

7. Select the **corresponding language** for which you wish to register. For example: "**Russian**."

Language Proficiency Examination - RUSSIAN

Course ★★★★★

No offering available

The LPE - Russian is to test the written and spoken knowledge of staff members in Russian which is one of the six official languages of the United Nations. The 2020 LPE will be held online on the 14th October 2020

Language Proficiency Examination - FRENCH

Course ★★★★★

No offering available

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 2020 LPE will be held online on the 21st October 2020.

Language Proficiency Examination - CHINESE

Course ★★★★★

No offering available

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 2020

8. You may sort the list by learning type, class location, etc., using the column heading on the left. Select the exam link you wish to take (language), then click **Enroll.**

Language Proficiency Examination - ARABIC

Course ★★★★★

Add to Learning Plan

Course Description

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 2021 LPE will be held online on the 10th November 2021.
View additional details about the course such as objectives met and equivalents.

Enrollment Options

To complete this course, enroll in one of the following offerings:

▾ Scheduled Offering

Exam

🗓 10 Nov 2021, 6:00AM EST

📍 Bonn (UNV Staff)

Enrollment closes on 21 Jul 2021

Code   LMS-1041-1106

Enroll

9. Carefully read the information/instructions and provide any documents required of you.

Documents must be uploaded as Select Attachments.

<u>INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED</u>

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**

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 - ARABIC	**Type:**	Exam
Activity Code:	LMS-1041-1107	**Contact:**	LPE Section
Enrollment Status:	Pending Submission	**Confirmation Number:**	0
Start Date:	29/06/2021	**End Date:**	10/11/2021
Last Enrollment Date:	21/07/2021	**Last Drop Date:**	31/08/2021
Language:	Arabic		
Local LPE Admin:	Geneva Switzerland	**Local LPE Contact:**	ajkuna.thanati@un.org
Appointment Type:		**Appointment Expiry:**	
Contractual status:	Staff of Specialized Agency/Fund/Programme		
Entity:	WHO	World Health Organization	
Paying Entity:	WHO	World Health Organization	

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 andregister using your internal inspira login/account!).

You must choose one status:
   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
   - Spouse/Dependent of a UN staff member
   - Staff of a UN Specialized Agency/Fund/Programme

Then:

a) Select from the dropdown menus your **Entity (WHO)** and **Paying Entity (WHO)**. 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!

b) SAS/HRSD will seek the endorsement from the WHO financial focal point for approval of your LPE registration fee.

   - Select "Geneva WHO" as the Screening Centre (SC#911).

   - Select "WHO" as the entity.

   - Select "WHO" as the fee-paying entity.

c) 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".

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.

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)

11. External applicants MUST, at the time of registration, demonstrate they will have avalid UN contract on the date of the LPE. A copy of your current contract or the equivalent must be uploaded to your application.

Submit the supporting documents:
 a) Certification of your use of language at work
 b) Your UN ID card or Letter of Extension of Contract

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 image file** types and the maximum file size is1Megabyte. If you have various documents of the same type, you may combine them into one document.
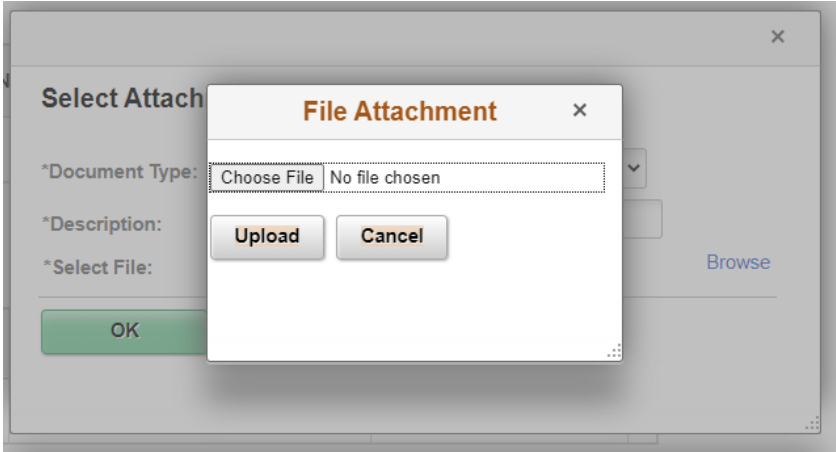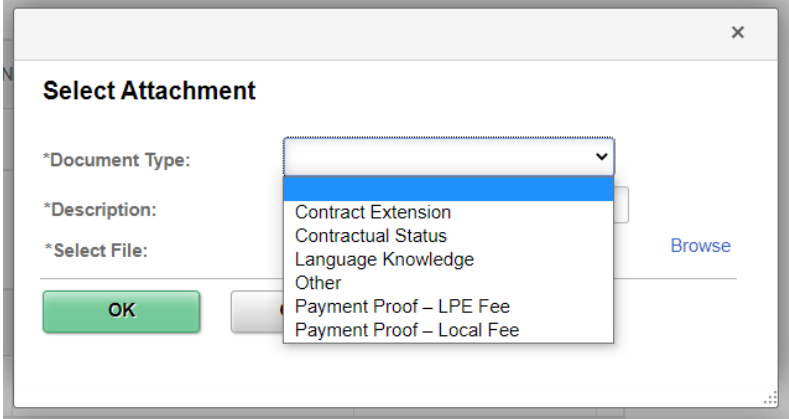
If you get the below message, it indicates that there is a problem with the file you uploaded. Please make sure the file you are uploading is an image file (ex. PDF) and nottoo large.

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

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 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.

12. 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 youhave 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 attachadditional 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 onlyproof of your registration.
If you encounter technical problems during the LPE registration process, click on "**Contact Us" in Inspira**, and submit a request for assistance. You will receive an emailfrom 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.

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