

APPLICATION FOR A PROFESSIONAL DESIGNATION



Name:	
ID Number:	
Job Title:	
Company:	
Address: (for invoice purposes)	
VAT Number: (for invoice purposes)	
Email address:	
Telephone:	
Cell phone:	

Indicate which designation you are applying for:

<p>CERTIFIED OFFICE PROFESSIONAL (COP) <i>Requirements: SAQA recognised NQF Level 3 Business Administration or Public Administration qualification</i> <i>Experience: 2-4 years practical experience</i></p>	
<p>CERTIFIED MANAGERIAL OFFICE PROFESSIONAL (CMOP) <i>Requirements: Matric or a SAQA recognised NQF Level 4 Business Administration or Public Administration qualification</i> <i>Experience: 5-9 years practical experience</i></p>	
<p>CERTIFIED OFFICE MANAGER (COM) <i>Requirements: SAQA recognised NQF Level 5 Business Administration or Public Administration qualification</i> <i>Experience: 10+ years practical experience</i></p>	

Building Careers | Attaining Excellence

APPLICATION FOR A PROFESSIONAL DESIGNATION



To support my application, please find attached:

	Check
A one-page CV indicating my relevant experience, achievements and my current role	
Certified copies of my highest qualification	
A certified copy of my ID	

I am committed to my professional development and can provide evidence of this against the OPSA CPD policy.

I declare that, to the best of my knowledge, all the information provided in this application is true and correct. I am prepared to provide additional evidence if requested. I understand that if I have misrepresented my role, qualifications or achievements in this application, OPSA retains the right to revoke my designation.

I accept that if my application is successful I will be required to pay a registration fee of R1000.00 before I receive the Portfolio of Evidence to complete. I have 3 months in which to complete the PoE and once it has been assessed and I have been found to be competent, I will become an OPSA professional member and an annual professional membership fee of R700.00 becomes due. I understand that to maintain my designation, I need to accumulate 20 CPD points in a 2-year cycle and my OPSA professional membership must be in good standing.

Signed:

Date:

Building Careers | Attaining Excellence