CHARTERED INSTITUTE OF LEADERSHIP AND GOVERNANCE (CILG), GHANA CHAPTER

Application Form

Membership (Direct Route) and CLGP Certification

Also used for the Professional Leadership and Governance Foundation Programme

Registered Professional Body No. PB 108 (Professional Bodies Registration Decree, NRCD 143)

One form for membership (direct route) and CLGP certification

This is the same application form for membership by the direct route and for the Certified Leadership and Governance Professional (CLGP) Programme. It is also used to apply for the Foundation Programme. Tick your route in Section A, complete every section that applies to it, and attach the documents listed in Section L.

ROUTE 1

Direct membership

Admission on assessment of your qualifications, experience and references. You hold Member Non-Certified status at the level assessed.

Application fee: Free

ROUTE 2

Foundation Programme

The Professional Leadership and Governance Foundation Programme. Completion leads to Associate (ACILG) or Full Member (MCILG) status.

Application fee: GHS 150.00

ROUTE 3

CLGP Certification

For Full Members, Fellows and Distinguished Fellows in good standing who wish to earn the CLGP credential and Member Certified status.

Application fee: GHS 200.00

CILG Ghana Chapter

Office	Trinity Building, Aseda House, Adum, Kumasi
Postal address	P.O. Box UP 1794, KNUST, Kumasi, Ghana
Telephone	0322 497 401 | WhatsApp +233 248 599 959
Email	office@cilgghana.org
Website	www.cilgghana.org
Office hours	Monday to Friday, 8:30 am to 5:00 pm
Training centres	Accra, Kumasi, Tamale, Takoradi, Sunyani
CILG Global	120 Madeira Drive Northeast, #220, Albuquerque, NM 87108, United States of America

Affix one recent passport photograph here

(do not staple)

How to complete and return this form

1. Type into the boxes on a computer or phone (Adobe Acrobat Reader, Microsoft Edge or Google Chrome) and save, or print it and write clearly in BLOCK LETTERS.
2. Boxes marked * are required. Complete every section that applies to your route; Section G is for Routes 2 and 3 only.
3. Return it with your documents by email to office@cilgghana.org (subject: "Application" and your name), by WhatsApp to +233 248 599 959, or in person at the Adum office.

FOR OFFICE USE ONLY

Application reference No.	Date received	Received by

A Admission Route and Class of Membership

A1. Route of application (tick one) *

- ☐ **Route 1: Direct membership.** Admission on assessment of your qualifications, experience and professional references. You will hold Member Non-Certified status at the level assessed.
- ☐ **Route 2: Professional Leadership and Governance Foundation Programme.** Admission to the programme (Section G). Candidates who complete it at Certificate level become Associate Members (ACILG); those who complete it at Graduate Certificate level become Full Members (MCILG).
- ☐ **Route 3: Certified Leadership and Governance Professional (CLGP) Programme.** For existing Full Members, Fellows and Distinguished Fellows in good standing who wish to earn the CLGP credential and Member Certified status.

A2. Class of membership applied for (tick one)

☐ Affiliate Member	☐ Associate Member	☐ Full Member	☐ Fellow Member
(no post-nominal)	(ACILG)	(MCILG)	(FCILG)
Grade points 0 to 29	Grade points 30 to 49	Grade points 50 to 79	Grade points 80 to 129

The class you apply for is a request. The Institute assesses your level on the evidence submitted, by Membership Grade Points and the rule of level attainment. Distinguished Fellow Member (DFCILG, 130 points and above) is not applied for on this form: it is decided by the National Executive Council on nomination by two Distinguished Fellow or Fellow Members.

A3. Present class of membership, if any

Present class ○ None (new applicant) ○ Affiliate ○ Associate ○ Full Member ○ Fellow ○ Distinguished Fellow

Membership number _____ **Registration date** DD/MM/YYYY _____

Certification status ○ Member Certified (CLGP) ○ Member Non-Certified

B Personal and Biographical Information

Title * ○ Mr ○ Mrs ○ Miss ○ Ms ○ Dr ○ Prof ○ Other

Last / family name * _____ **Given name(s)** * _____

Full name with initials, as it should appear on certificates * _____

Date of birth * DD/MM/YYYY _____ **Place of birth** _____ **Nationality** * _____

Gender ○ Male ○ Female

National ID (Ghana Card) number * _____ **ID place of issue** _____ **ID expiry date** DD/MM/YYYY _____

Passport number (if any) _____

C Contact Information

Home address *

Contact / postal address

Area of residence

Region

Office address

Telephone

Mobile / WhatsApp *

Email address *

Emergency contact

Name *

Phone *

Email

D Academic Qualifications

List secondary and tertiary qualifications in order of the year of award. Attach photocopies of every certificate, diploma and degree, and transcripts from all post-secondary institutions.

From	To	Name of institution	Type (school, college, university, other)	Qualification awarded	Date of award

Last educational institution attended

Highest certificate, diploma or degree earned

E Statement of Training and Experience

State your training and work experience in order, most recent last, one entry per box. For direct-route and Fellow applicants, two of your proposers must initial each entry to certify that it is correct. If you need more entries, continue on a separate sheet with the same headings.

Entry 1

Period, from and to (month and year)

Duration (months)

Place of work / training institution

Position held

Concise description of work carried out

Initials of two proposers

Entry 2

Period, from and to (month and year)

Duration (months)

Place of work / training institution

Position held

Concise description of work carried out

Initials of two proposers

Entry 3

Period, from and to (month and year)

Duration (months)

Place of work / training institution

Position held

Concise description of work carried out

Initials of two proposers

Entry 4

Period, from and to (month and year)

Duration (months)

Place of work / training institution

Position held

Concise description of work carried out

Initials of two proposers

Entry 5

Period, from and to (month and year)

Duration (months)

Place of work / training institution

Position held

Concise description of work carried out

Initials of two proposers

F Membership of a Recognised Professional Body

Have you obtained membership of a recognised professional body? ◯ Yes ◯ No

Name of professional body / institute	Class of membership	Membership No.	Year admitted

Please attach documentary proof of each membership.

G Programme Details

Routes 2 and 3 only. Direct-route applicants skip this section.

G1. Programme you plan to pursue (tick one)

☐ **Professional Leadership and Governance Foundation Programme (Route 2)**

☐ **Certified Leadership and Governance Professional (CLGP) Programme (Route 3):** open only to Full Members, Fellows and Distinguished Fellows in good standing; completed in a minimum of 8 and a maximum of 11 months.

G2. Programme application fee: Foundation Programme GHS 150.00; CLGP Programme GHS 200.00 (see Section L).

Admission is rolling, so there is no application deadline. Classes begin on the first Monday of every month, and students take one class per month, one at a time.

Proposed date of entry / intake

Do you plan to transfer courses from previously attended programmes? (If yes, attach transcripts) ◯ Yes ◯ No

How do you plan to take the programme? ◯ Full time ◯ Part time

Preferred delivery mode ◯ Classroom-based ◯ Distance / online ◯ Hybrid (classroom and online)

Preferred training centre (if classroom or hybrid) ◯ Accra ◯ Kumasi ◯ Tamale ◯ Takoradi ◯ Sunyani

How do you plan to pay your tuition fee? ◯ Bank deposit ◯ Mobile Money

G3. How did you learn about CILG?

Source ◯ TV advert ◯ Radio advert ◯ Online ◯ Brochure ◯ Referred by a member ◯ Other

If other, please specify

If referred, name (and membership number, if a member)

H Proposers

All proposers must be members of the Institute who are not in arrears of subscription, and must know you well enough to certify, by initialling Section E, that the information on your training and experience is correct. Where two or more proposers are required, at least two must initial Section E.

Class applied for	Proposers required
Affiliate Member	One
Associate Member	Two
Full Member	Two, at least one from the same discipline as the applicant
Fellow Member	Three, at least two of them Fellows of the Institute and at least one from the same discipline as the applicant
Programme applicants (Routes 2 and 3)	The Secretariat will confirm the number when it acknowledges your application

We, the undersigned, propose (name of applicant)

from personal knowledge, as a person worthy of consideration for admission to the class of

of the Institute.

Proposer's name with initials	Class of membership	Membership No.	Signature and date

I Disclosure

Answer every question. A "Yes" does not automatically bar admission; give details on a separate sheet.

Have you ever been convicted of a criminal offence?	○ Yes	○ No
Have you ever been found guilty of misconduct by a professional body, regulator or employer?	○ Yes	○ No
Are any criminal, disciplinary or regulatory proceedings pending against you?	○ Yes	○ No
Have you ever been refused admission to, suspended from or expelled by a professional body?	○ Yes	○ No
Were you previously a member of CILG whose membership lapsed, was resigned or was cancelled?	○ Yes	○ No

J Declaration

I (name of applicant) *

the undersigned, certify that the information I have provided on this form and in the attached documents is complete, true and verifiable. In the event of my admission as a member of the Chartered Institute of Leadership and Governance, I will be governed by the Constitution of the Ghana Chapter, the Professional Standards, the Code of Professional Conduct and Ethics, and the by-laws, regulations and rules of the Institute as they now are or as they may hereafter be altered; and I will advance the objects of the Institute as far as is in my power.

Provided that, whenever I signify in writing to the Registrar's Office of the Institute that I wish to withdraw my membership, I shall, after paying any arrears due from me at that time, be free from this obligation.

K Professional Covenant, Obligations and Consent

Tick each statement to confirm it

- ☐ I accept the CILG Code of Professional Conduct and Ethics and will sign the CILG Professional Covenant before admission.
- ☐ I will complete at least 26 CPD credit hours every year and keep my CPD record up to date.
- ☐ I understand that annual subscriptions are due on the first Monday of January each year, and that my membership grade does not rise while I am in arrears.
- ☐ I understand that misrepresenting my qualifications, experience or evidence is a disciplinary matter and may lead to cancellation of membership.
- ☐ I consent to the Institute keeping my professional development records (Statement of Professional Training) and releasing them to its stakeholders and partners to verify my training, accreditation and professional standing, including in response to employer enquiries. My other personal information will not be disclosed to third parties.
- ☐ I consent to the Institute contacting the referees, proposers and institutions named on this form to verify my information.

Applicant's signature (your initials) * | **Full name** * | **Date** * DD/MM/YYYY

L Documents to Submit and Fees

Tick each document you are attaching.

Attached	Document	Needed for
☐	Detailed curriculum vitae	All routes
☐	Photocopies of all certificates, diplomas and degrees (authenticated copies accepted)	All routes
☐	Transcripts from all post-secondary institutions	All routes
☐	Evidence of training and experience	All routes
☐	Proof of membership of other professional bodies (if any)	All routes
☐	Copy of national ID (Ghana Card) or passport	All routes
☐	One passport photograph	All routes
☐	Proof of payment of the application fee	Routes 2 and 3

Application fee

Direct membership (Route 1)	**Free**
Professional Leadership and Governance Foundation Programme (Route 2)	**GHS 150.00**
Certified Leadership and Governance Professional (CLGP) Programme (Route 3)	**GHS 200.00**

Payment method ○ Bank deposit ○ Mobile Money

Payment reference | **Amount paid (GHS)** | **Date paid** DD/MM/YYYY

Notes to Applicants

1. The onus of providing enough information for a proper assessment rests with the applicant. Incomplete applications will not be processed.
2. Applicants for the class of Fellow should read the Fellowship guidelines and submit the additional documents they require, including evidence of influence beyond their own institution and peer nomination.
3. Applicants for the class of Full Member must face a Professional Review and should read the current Professional Review Rules for eligibility and submission requirements.
4. The Institute may decline an application where the applicant's conduct is incompatible with membership; reasons are given in writing. A refusal, or the level assessed on admission, may be reviewed and appealed under the Competency Framework, Section 6.9.
5. Direct-route members hold Member Non-Certified status and may undertake the CLGP once they hold Full Member status. The CLGP application uses this same form.
6. Every certificate the Institute issues is accompanied by the holder's Statement of Professional Training.

For Office Use Only

Route confirmed ◯ Route 1 Direct ◯ Route 2 Foundation ◯ Route 3 CLGP

Documents verified by / date

Membership Grade Points assessed

Class of membership assessed

Professional Review / interview date (if applicable)

Secretariat recommendation ◯ Admit ◯ Admit at a different level ◯ Decline (reasons attached)

NEC approval date

Membership number issued

Professional Covenant signed (date)

Country Director's signature and date