Organization Design Professional

Application for Certification

To apply for certification please complete the application template and send the document with supporting application materials per e-mail to: [orgdesign.endorsement@gmail.com](mailto:orgdesign.endorsement@gmail.com)

Please consult the “Application Template Specifications” below related to each item in the application template and general requirements for documentation! Failing to read the CODP Handbook and the specifications could result in an insufficient application for certification.

| Background |
| --- |
| 1. **Personal information:** 2. Your full name**:** 3. Country:   For companies in Europe: EU-VAT number if applicable: |
| 1. **Your current employer and your job title:** |
| 1. **Describe (or list) your educational background and how this relates to organization design (OD) or OD activities. You will specify this in items 5-6:** |
| 1. **Describe your organization design experience/career:** |
| Minimum requirements for certification |
| 1. **Education:**   Using the table below, please describe how you have completed a minimum of 24 hours of educational activities relevant for OD within the past two years.  Remember to attach documentation for the educational units – please read section 9 in the Certification Handbook for further information or in the application template specification section below.   | **Character of educational unit (conference, course, etc.)** | **Role in the educational event (speaker, participant, etc.)** | **Topic of the event and attachment of link if possible** | **Number of educational units achieved (1 hour = 1 EU)** | **Date** | **Documentation**  **(Valid within the past two years)** | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| 1. **Practice:**   Using the table below, please describe in detail how you have achieved 1040 hours of practical organizational design experience within the past two years:  Remember to attach documentation (a contact person’s email address) for the practical experience – please read section 9 in the Certification Handbook for further information or in the application template specification section below.   | **Character of project and employer** | **Your role in the project, and potentially size of the team involved** | **Scope and duration of the project** | **Total number of hours spent on the practical experience** | **Date** | **Contact** | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| Professionals in the field of organization design often have a range of different educational backgrounds and practical experience. Therefore, applicants must demonstrate that their background (as initially described under items 3 and 4) supports their general work and achievements as an organization design professional.   1. **Describe how your background has supported your work as an organization design professional:** |
| CONFIDENTIALITY |
| Each application is evaluated by reviewers affiliated with the CODP program. All reviewers have signed a confidentiality agreement, so applicants do not need to be concerned with disclosing information. The list of reviewers can be found in section 4 of the Certification handbook.   1. **If you consider one of the reviewers a professional competitor, and you prefer that the reviewer do not get access to your application and additional materials, please inform us 1) which reviewer, and 2) why this reviewer should be excluded from the review process:** |
| 1. **Additional comments for the review committee:** |
| 1. **Date and signature:** |

# Application template specifications

**Item 3:** List your undergraduate and graduate degrees and institutions, as well as any additional training you may have completed that is relevant for organization design.

**Item 4:** List the experience you may have in the field of organization design that goes beyond the previous two years. Please write details about the experience such as the type of experience, duration, scope, potential team members etc.

**Item 5:** As an educational requirement, applicants must have completed 24 educational units within the past two years relevant for organizational design. Educational units can be gathered in a number of ways (one hour is one unit)

* Follow an Organizational Design course from a course provider accredited by ODC
* Attend a conference, workshop, or other types of event organized or sponsored by ODC, ODF or EODF
* Attend other OD-related events or courses
* Attendance at ODC/ODF/EODF organized, sponsored, or accredited courses
* Participate in a voluntary position in support of an organization design community

Please complete the table in the application template. Attach documentation for the educational units you have completed within the past two years along with the application in your e-mail to [orgdesign.endorsement@gmail.com](mailto:orgdesign.endorsement@gmail.com), or let us know how we can verify the educational units. Documentation can for example be in the form of an invoice from the event, a conference speaker list with your name, etc. If no documentation is available, please provide a contact that can verify your attendance.

**Both with respect to educational activities and practical experiences please relate your activities to the organization design topics listed in the Certification Handbook.**

**Item 6:** The practice aspect of the criteria for certification includes:

* Teaching relevant for organizational design
* Consulting on, or executing, organization design or associated projects (in either an internal or external role) relevant for organizational design
* Volunteering on committees or boards associated with organization design conferences, training, workshops or virtual activities relevant for organizational design

Applicants have to demonstrate that they on average have spent 25 % of their workweek over the past two years on practical organizational design or associated experience. This is estimated to add up to 1040 hours.

Please provide as much detail as possible on the practical experience. As documentation, please provide a contact for each of your practical organization design experiences achieved within the past two years who can verify the experience. We will reach out to a randomly selected contact to verify the experience. You will be informed in advance regarding which person we intend to contact, so you have the opportunity to provide contextual information to the person if desired.

**Both with respect to educational activities and practical experiences please relate your activities to the organization design topics listed in the Certification Handbook.**

**Item 8:** Current reviewers are stated in section 5 in the Certification Handbook.