# MCP3 Application

# Part 1. Contact Information

**Name**:

Email:

Telephone:

Mailing Address:

# Part 2. Diversity of P2 Techniques (Criterion 3.1)

***Requirement:*** *Certification at the MCP3 level requires a minimum of 20 techniques on at least four levels of the IAP2 Spectrum. Ten of the 20 techniques were already documented as part of your application for the CP3. For your convenience, listed below are the techniques covered in the IAP2 course Techniques for Effective Public Participation.*

* Appreciative Inquiry Process
* Briefing
* Card Storming
* Central Information Contact
* Charrette
* Citizen Jury
* Comment Form
* Deliberation
* Deliberative Forum
* Deliberative Polling Process
* Dialogue Technique
* Electronic assisted processes
* Fair or Event
* Field Office
* Fishbowl Process
* Focus Group
* Focused Conversation
* Future Search Conference
* Information Kiosk
* Information Repository
* Interview
* Nominal Group Technique
* Ongoing Advisory Group
* Open House
* Open Space Meeting
* Online (hosted) platform
* Progress Reports, Newsletters, Direct Mail
* Public Meeting / Hearing
* Resident Feedback Register
* Responsiveness (or Response) Summary
* Revolving Conversation
* Survey/Questionnaire
* Social Media
* Study Circle
* Symposium
* Telephone Hotline
* Tour or Field Trip
* Website
* Workshop
* World Café

***Instructions:*** Begin by listing the techniques you previously submitted as part of your CP3 application. For each technique, indicate the level on the IAP2 Spectrum at which the technique was used. You have already received credit for these techniques when you earned your CP3.

Next, list and provide a brief description (50-75 words each) of **10 *additional*** techniques (beyond those included in your CP3 application). For each additional technique, (a) state the level of the IAP2 Spectrum (not the overall project level) at which the technique was used, (b) describe how you used the technique for a specific P2 project, (c) explain why that technique was chosen, and (d) offer reflections on how well it achieved the P2 objective. If you list techniques not covered in IAP2’s *Techniques for Effective Public Participation*, provide additional information (up to 75 words, or 150 words total) in which you explain what the technique is designed to accomplish and how it is implemented.

| Techniques previously submitted in your CP3 application | Level on the IAP2 Spectrum at which the technique was used |
| --- | --- |
| 1. |  |
| 2. |  |
| 3 |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |

| Additional P2 techniques | |
| --- | --- |

Technique 11

Technique 12

Technique 13

Technique 14

Technique 15

Technique 16

Technique 17

Technique 18

Technique 19

Technique 20

# Part 3. Mandatory Criteria

***Requirements:*** *Candidates for the MCP3 level must provide evidence of competency in all nine of the mandatory criteria, which are provided at IAP2 USA Professional Certification MCP3 Core Competencies and Criteria.*

***Instructions:*** *The following questions are used to assess specific criteria.* ***Limit your response to 250 words or fewer for each question.*** *You may use one or morel projects to demonstrate your mastery of each of the mandatory criteria.*

**Setting P2 Objectives (Criterion 1.2)**. Share the objectives (such as SMART or another accepted method) for a P2 project that you worked on. Explain how the objectives supported the decision-making process.

**Conducting Stakeholder Analysis and Situation Assessment (Criterion 1.3).** Describe an in-depth stakeholder analysis and situation assessment in which you recognized the diversity of an affected community or population in P2 planning and focused on underserved publics, barriers to representation and participation, and the need for equity. How did you incorporate the principles of IAP2’s Core Values into your P2 planning?

**Evaluating Effectiveness (Criterion 1.6)**. Describe the tools you used or developed to evaluate the effectiveness of a P2 process and its outcomes, both during the process and at project completion.

**Modifying P2 Events (Criterion 1.7).** Describe a time when a P2 event was not producing the desired outcome or result. Explain what you did to adjust to that situation. Did the adjustments result in the planned outcome? How did the project sponsor respond to the changes? What did you learn from that experience?

**Using P2 Input (Criterion 1.11).** Describe how you have worked with a project sponsor to make use of input in a decision-making process.

**Customizing P2 Techniques to Achieve P2 Objectives (Criterion 3.2)** Describe a time when you customizedP2 tools and techniques to better meet the needs of the sponsor or stakeholders or to better achieve P2 objectives. Describe the techniques and how they were customized, and explain why.

**Modifying Techniques for Diverse Stakeholders (Criterion 3.3).** Describe a situation that required you to choose and modify P2 tools and techniques to meet the specific needs of diverse stakeholders. Which techniques were used, and why were those techniques chosen?

**Integrating New Techniques and Technologies (Criterion 3.4).** Describe a situation where you were challenged to integrate a new technique (or technology) with techniques with which you were more familiar. Explain why the integration and mix was appropriate.

**Adapting Communication for Diverse Audiences (Criterion 4.5).** Describe how you adapted a communication approach and products to meet the needs of diverse audiences. What adaptations did you make and why?

# Part 4. Contributions to the Profession

Describe a significant contribution you have made to advance or extend the practice. Examples include managing a complex P2 project, developing new P2 techniques, and developing new P2 practitioners. ***Limit your response to 250 words or fewer.***

# Part 5. Optional Criteria

***Requirements:*** *Candidates for the MCP3 level must provide evidence of competency in one optional criterion, which are provided at IAP2 USA Professional Certification MCP3 Core Competencies and Criteria.*

***Instructions:*** Select only ***one*** of the following criteria. Competency can be demonstrated by (1) attaching documentation of a professional designation from a relevant association, **or** (2) providing a written narrative of 500 words or less.

**Project Management skills**. Demonstrate that you directed all aspects of project management for a P2 project (e.g., scope, schedule, budget, team and logistical requirements). Contingency planning must be evident.

**Facilitation skills**. Demonstrate competency in facilitating groups of all sizes, including both groups that meet one-time and groups that meet over multiple sessions, and choosing appropriate techniques to meet the objectives and constraints of the situation.

**Conflict Management skills.** Demonstrate that you have proactively identified the potential for conflict, emotion, and outrage in a challenging situation ***and*** demonstrate situational awareness in which you successfully responded to conflict as it occured.

**Visual/Graphic Communication skills.** Demonstrate that you have directed all aspects of a visual/graphic P2 communication campaign or program. Providethree project-specific samples of visual or graphic communications. What were the P2 objectives behind these samples, and how did they meet the P2 objectives?

**Technical Communication skills**. Provide three project-specific samples of technical communication for the lay public, for which you were the sole or lead author, in which you conveyed complex information correctly and understandably. What was the reason for developing these products, and how did they meet project needs?

**Research skills**. Provide an example of P2 research that you have conducted using established research methodologies. Examples of research could include a study published in a peer-reviewed journal, a thesis or dissertation accepted in completion of academic requirements for an advanced degree, an IAP2 White Paper, or a Core Values Award for a research project.

**Engagement of Underserved Populations skills.** Demonstrate that you have planned and implementedengagement with underserved populations. Show how your process incorporated effective relationship-building; was culturally safe and appropriate; and recognized the peoples’ and communities’ unique history, interests, and rights.

# Part 6. Signature

**I certify that all of the information submitted in this application is truthful. Only work for which I have been directly responsible is reported as being my personal experience.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**