

# INSTITUTE FOR TOURISM PROFESSIONALS OF NIGERIA

Website: [www.tourism.org.ng](http://www.tourism.org.ng)  
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Central Administration Office  
14 Ubiaja Crescent, off  
Ladoke Akintola Boulevard,  
Garki II, FCT, Abuja.  
Tel: 0812 422 5232, 09086712979.

## *Setting the Standards for Excellence in Tourism Education and Practice*

ITP is the professional voice for hospitality, travel and tourism in Nigeria, representing members working in the public, private and non-profit sectors. It ensures the highest standards of professional competence in its members. ITP sets professional standards and provides professional development opportunities through qualifications, training courses and events.

**Statutory Registration in Nigeria:** The Institute was established under section 26 of CAMA 1990, CAP C 20 of Laws of Federation of Nigeria 2004, as **a Higher Vocational and Tertiary Level Professional Institute** to meet the changing manpower needs of Tourism and Allied Occupations.

The Institute is the premier awarding body in Nigeria, established to provide education and membership structure aimed at guaranteeing excellent standards of service within Hospitality, Travel, Tourism, and associated Industries.

**The Federal Executive Council (FEC)** at its meeting of Wednesday April 10, 2013 approved a Six-Level National Vocational Qualification Framework (NVQF) for the country. The framework as approved by the FEC, recognises Vocational and Technical Qualifications Structure within the National Educational System/Standards, and places same in the scheme of service.

The Governing Board of National Board for Technical Education at its 76<sup>th</sup> regular meeting approved the Institute for Tourism Professionals of Nigeria (ITPN) as an awarding body for the Hospitality, Travel and Tourism Sector in Nigeria.

By this recognition, the Institute is mandated as the Awarding Body for the Industry

- 1. To develop and administer accredited qualifications,**
- 2. Approve and monitor training Institutions/education providers,**
- 3. Award certificates for all levels from entry to professional level, and**
- 4. Provide continuous professional development (CPD) for every cadre of staff.**

The six-level system of qualifications at different levels of skills, autonomy and responsibility, corresponds to levels of employment in the Nigerian labour market, beginning with Level 1, which describes the entry level worker, through to Level 6 which describes the professional worker.

## Benefits of Membership.

By becoming a Member of ITPN, you will be able to:

- Contribute to the variety of human capital development programmes organised by the Institute.
- Participate in international tourism and hospitality conferences, exhibitions, workshops, symposium, seminars and consultancy projects.
- Support and benefit from the extensive national and international collaborations, partnership arrangements and privileges arising out of our membership and affiliation with international organisations.
- Network with other professionals, face to face and online.
- Contribute to policy debates and national issues which enable your voice to be heard.
- Through articulation and reciprocal relationships, we have with other national institutions, and international organisations benefit from the services, privileges and projects of these organisations.
- Be part of a local chapter
- Hold a professional membership grade
- Attend free member events throughout the year
- Have access to web resources, and Online event opportunities
- Membership directory listing
- Receive membership newsletter
- Email alerts about events and contract opportunities
- Discounts on various services
- Support and Overseas opportunities
- Become Member of the Tourism Consultants Network.
- A membership certificate, and card

### INSTITUTE FOR TOURISM PROFESSIONALS OF NIGERIA

The Premier Awarding Body in Nigeria for the Hospitality and Tourism Industry.

[www.tourism.org.ng](http://www.tourism.org.ng)



*The Premier Awarding Body for the Hospitality, Travel and Tourism Industry in Nigeria. Established under section 26 of CAMA 1990, CAP C 20 of Laws of Federation of Nigeria 2004, Registration Number: 898445.*

## MEMBERSHIP STRUCTURE



*ITP Membership designations are symbols of excellence and leadership in the Tourism industry and allied Occupations*

### Grades of Membership

In considering an application for membership, ITPN Council will evaluate the Applicant's recognised qualification(s) and/or employment experience. There are six grades of membership, together with the honorary award of Fellow, for which an individual may not apply. The following table is intended only to provide a guide to the employment experience required to attain a level of membership.

| Grade      | Designatory Letters | Basic Definition of Grade                                                                                                                                     |
|------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student    | (none)              | One who is studying for an ITP qualification but who, ordinarily, may or may not have employment experience within the Industry                               |
| Affiliate  | (none)              | One who is employed within the, but whose employment experience is not, as yet, sufficient for admission to Licentiate or higher status within the Institute. |
| Licentiate | LITPN               | One who is employed and who has a minimum of 2 years' approved experience* within the industry.                                                               |
| Associate  | AITPN               | One who is employed and who has a minimum of 4 years' approved experience* in the Tourism Industry.                                                           |
| Member     | MITPN               | One who is employed and who has a minimum of 8 years' approved experience in the Tourism Industry.                                                            |
| Fellow     | FITPN               | Awarded selectively by ITP's Council to one who has made a significant contribution to the Institute or to the Tourism Industry in general.                   |

\* This figure may be reduced, depending on any relevant qualification(s) held by the individual. However, regardless of qualification(s) held, an application for Associate Membership will be subject to an absolute

minimum entry requirement of 2 years' approved employment experience. An application for Full Membership will be subject to an absolute minimum entry requirement of 5 years; approved employment experience.



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2 Passport sized  
Photograph

## APPLICATION FOR MEMBERSHIP

(All information will be treated by Council as strictly confidential)

1. I hereby apply for admission/upgrading to the Institute for Tourism Professionals of Nigeria as

☐

Member

☐

Affiliate

☐

Associate

☐

Licentiate

☐

Student Member

2. Name (Please write legibly and in full)

Surname: .....

Other Name(s): .....

- 3 **PERSONAL DATA:** Date of Birth.....

Sex: Male ☐ Female ☐

- 4 **ADDRESS**

Business .....

Telephone ..... E-mail address .....

Website .....



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5 Home Address .....

.....

Preferred address for correspondence ☐ Home or ☐ Business

Telephone (Mobiles): \_\_\_\_\_ E-mail address: \_\_\_\_\_

**(Mandatory)**

6. **ACADEMIC QUALIFICATION:**( s) Equivalent (State class of Degree and Major Field of Study of Specialisation)

Awarding Institution .....

.....

Date awarded .....

Awarding Institution .....

.....

Date awarded .....

**Diploma, Certificate**, etc (State nature of qualification, date of qualification and name of College or Institution)

Awarding Institution .....

.....

Date awarded .....

Awarding Institution .....

.....

Date awarded .....



**Other Training, Seminars, and Workshops attended with dates:**

.....

.....

.....

**7. PROFESSIONAL COURSES: For applicants seeking student membership**

**COURSE (State course of study):**

.....

**Name and address of Institution** .....

.....

Date Commenced ..... Probable of completion ..... Full-

Time or Part-Time .....

**8. EMPLOYMENT EXPERIENCE: (List present employer first)**

| Company (Organisation) Name and address | Date |    |     |    | Position |
|-----------------------------------------|------|----|-----|----|----------|
|                                         | From |    | To  |    |          |
|                                         | MTH  | YR | MTH | YR |          |
| 1                                       |      |    |     |    |          |
| 2                                       |      |    |     |    |          |
| 3                                       |      |    |     |    |          |



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9. **MEMBERSHIP OF PROFESSIONAL BODY(IES): (Give details of other professional bodies to which you belong (If any). State grade of Membership and the date of admitted)**

.....

.....

.....

10. **NAME, ADDRESS, E-MAIL ADDRESS AND PHONE NUMERS OF TWO REFEREES:**

Name .....

Address .....

.....

Phone number .....

Email address.....

**Name** .....

**Address** .....

.....

**Phone number** .....

**Email address**.....

11. **OTHER RELEVANT INFORMATION**

.....

12. **AMOUNT ENCLOSED (bank draft, bank certified cheque) OR PAID**

.....

**Teller number, Branch and date** .....

**Bank Transfers to UBA Plc**

**Account Name: - Institute for Tourism Professionals of Nigeria.**

**Account Number: 1015778586**



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**Sort-Code: - 033150095**

|                      |                                             |
|----------------------|---------------------------------------------|
| <b>Student: -</b>    | N15, 000 (Fifteen thousand Naira) p.a.      |
| <b>Affiliate: -</b>  | N20, 000 (Twenty thousand Naira) p.a.       |
| <b>Licentiate: -</b> | N25, 000 (Twenty five thousand Naira) p.a.  |
| <b>Associate: -</b>  | N35, 000 (Thirty five thousand Naira) p.a.  |
| <b>Member: -</b>     | N50, 000 (Fifty thousand Naira) p.a.        |
| <b>Fellow: -</b>     | N75, 000 (Seventy Five thousand Naira) p.a. |

13. **DECLARATON:** I hereby declare that the information given above is true to the best Of my knowledge.

.....  
**Signature of Applicant**

.....  
**Date**

**Note:**

Completed application form should be sent directly together with the appropriate registration fee and evidence of payment by email or post to:- **Membership Secretary, Institute for Tourism Professionals of Nigeria, Central Administration Office, 14 Ubiaja Crescent, Off Ladoke Akintola Boulevard, Garki II, FCT, Abuja. Tel: 0812 422 5232, 09086712979.**  
Website: [www.tourism.org.ng](http://www.tourism.org.ng) Email: [tourismpro@hotmail.co.uk](mailto:tourismpro@hotmail.co.uk)

Every application will be considered on its merit, with Council exercising absolute discretion as to whether an applicant should be admitted and to what grade.



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