

CERTIFICATION CHAIR

Position Summary

Manage the chapter's certification program. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission and/or PHR, SPHR, GPHR by HRCI. Encourage members to become certified and recertified.

Responsible to

The members of the chapter
The chapter president
State council certification director

Responsibilities

- Submit chapter program information to SHRM and/or HRCI for PDC and HRCI continuing education credits.
- Make announcements about benefits of SHRM certification and/or provide newsletter copy or website text on benefits.
- Provide information about the chapter's SHRM and/or HRCI certification study group at membership meetings, on chapter website, chapter social media sites, and in the chapter newsletter (if applicable).
- Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM certification study group meetings.
- If there is no chapter study group, provide information to members about alternative study methods.
- Recognize at meetings and/or through the newsletter/website those who became SHRM and/or HRCI certified through the pathway process or pass the test.
- Provide information about recertification Professional Development Credits (PDCs) to members including online tracking program.
- Provide information about any changes in recertification requirements.
- Work with the chapter program chair to secure and maintain the SHRM Certification Preferred Provider status for applicable chapter programs.
- Maintain communication with the state council certification director and SHRM staff as needed.
- Participate in SHRM Certification Core Leadership Area teleconferences/webcasts.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.
- Attend all monthly membership and board of directors meetings.

Preferred Requirements

Certification Chair has one or both of the SHRM and HRCI.

Resources Available

- SHRM supplies the following resources for chapter certification chairs on www.shrm.org/vlrc and/or www.shrmercification.org
 - Recorded SHRM Certification webinars
 - SHRM Certification Toolkit
 - Certification Handbook
 - Recertification Handbook
 - Resources for Chapter Study Groups
 - Preferred Provider Resources

Note: (*Check for new and updated resources that are continually being developed)