

CERTIFICATION DIRECTOR

Position Summary:

Increase the number of Chapter members who are certified PHR/SPHR by the Human Resource Certification Institute. Encourage members to become certified and re-certified.

Responsible To:

The members of the Board of Directors and Chapter
The Chapter President
State Council Certification

Responsibilities:

- Lead, plan, and arrange for speakers and materials at the certification study group meetings.
- Make announcements about benefits of certification and/or provide newsletter copy or web site text on benefits.
- Provide information about the Chapter's certification study group at membership meetings and in the newsletter.
- If there is no Chapter study group, provide information to members about alternative study methods.
- Make arrangements for the test to be given in the Chapter city. If the test is not offered in the Chapter city, make sure applicants have information about test locations.
- Recognize at meetings those who pass the test.
- Forward a list of HRCI-certified members to the Chapter Membership and Newsletter Directors for publication.
- Plan/facilitate the Chapter's HRCI Item-Writing Workshop, if applicable.
- Provide information about recertification to members.
- Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
- Maintain communication with the State Council Certification and the Human Resource Certification Institute staff as needed.
- Attend all monthly membership meetings.
- Participate in the development and implementation of short-term and long-term strategy planning for the Chapter.
- Assist with HRCI recertification credits for programs when requested.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

Requirements:

Must be an SHRM member in good standing.
Chapter Certification Director must be certified by HRCI.

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Resources Available:

- SHRM supplies the following resources for Chapter Certification Chairs
 - Chapter Best Practices
 - Chapter Position Descriptions
 - SHRM Leaders Guide
 - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>
- Human Resource Certification Institute available online at <http://www.hrci.org/>
 - HRCI offers an online toolkit to Chapter Certification Chairs at <http://www.hrci.org/Chapters/>. This toolkit will help you promote certification to your members, get your Chapter meetings approved for recertification credit, create a study group and more.