

Online Recertification Portal

Purpose: The Recertification Portal allows you to enter points, save points, return to enter/save additional points, submit and pay for your Recertification all online.

Explanation of Recertification:

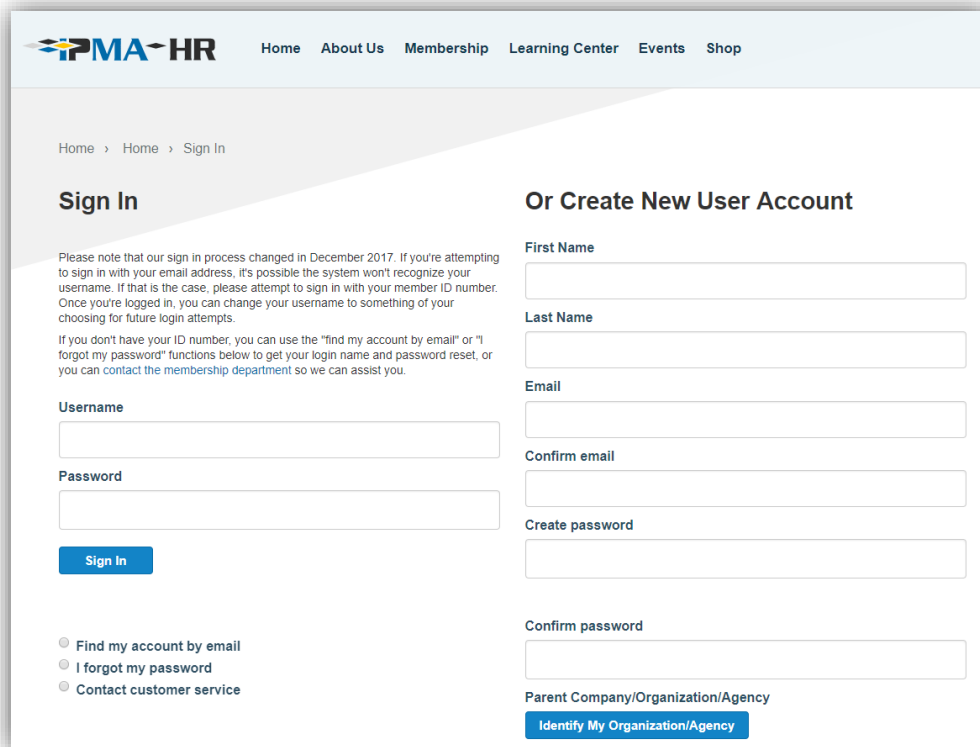
- The International Public Management Association for Human Resources has identified several areas of continuing education and leadership activity through which certification may be maintained.
- Recertifications are due every three years.
- Given the rapidly changing environment of public human resource management, continual professional development activities are essential.
- To retain the International Public Management Association for Human Resources Certified Senior Professional (IPMA-SCP), Certified Professional (IPMA-CP) and the Certified Specialist (IPMA-CS) designations, an individual must accumulate 50 points every three years and submit a completed Recertification Report for each designation.
- You may begin earning points toward recertification immediately upon receiving your initial IPMA-SCP/IPMA-CP/IPMA-CS designation.
- **Browsers: Please use Google Chrome or Mozilla Firefox (Internet Explorer is not compatible).**
- **If you want to learn more or have questions, please contact certification@ipma-hr.org.**
- **Not Currently certified? Please visit our [Get Certified](#) page and try out our Certification Wizard.**

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Instructions for Recertification Online Portal

1. [Access IPMA-HR Profile](#)
 - Press the “Login” button at the top of the [website](#)
 - Login using your IPMA-HR Username and Password
 - If you forgot your password
 - Click on Forgot Password
 - Reset your password on the same screen. You will then return to the homepage
 - Press the “Welcome *Your Name*” button at the top of the website
 - Click “My Profile”



The screenshot shows the IPMA-HR website's sign-in and account creation interface. At the top, there is a navigation menu with links for Home, About Us, Membership, Learning Center, Events, and Shop. Below the navigation, there is a breadcrumb trail: Home > Home > Sign In. The main content area is split into two columns. The left column is titled "Sign In" and contains a notice about a sign-in process change in December 2017, followed by fields for Username and Password, a "Sign In" button, and three radio button options: "Find my account by email", "I forgot my password", and "Contact customer service". The right column is titled "Or Create New User Account" and contains fields for First Name, Last Name, Email, Confirm email, Create password, and Confirm password, along with a "Parent Company/Organization/Agency" field and an "Identify My Organization/Agency" button.

2. Update Demographics

Please review the following information under [“Profile”](#)

- Name Spelling
- Address
- Phone Number
- Email Address

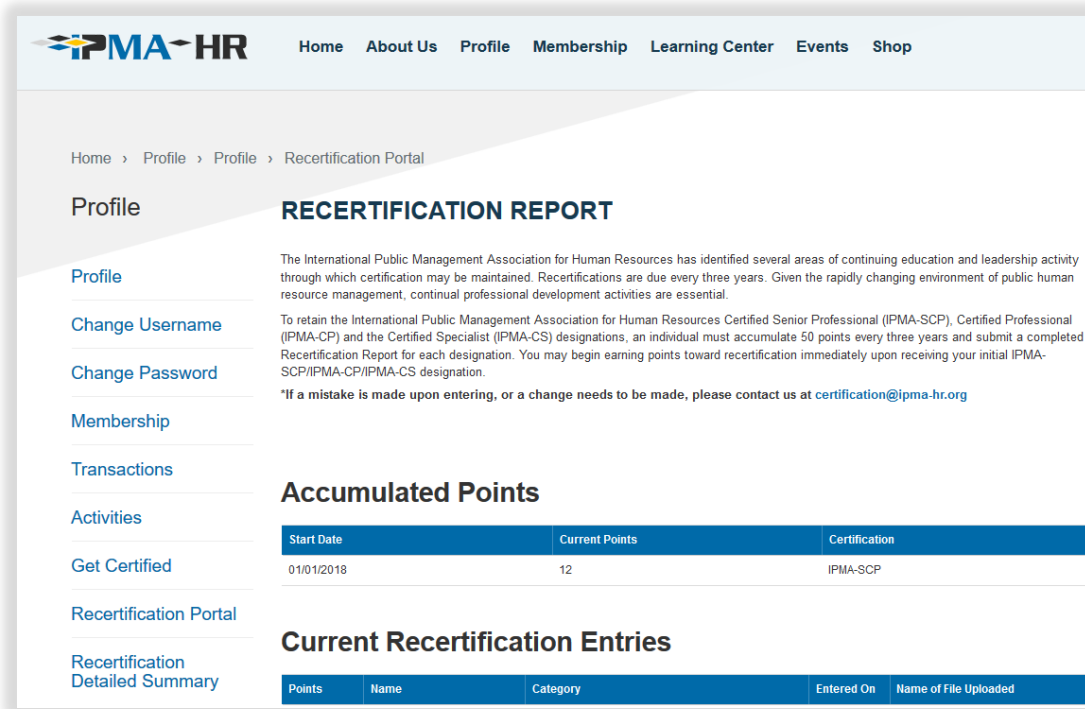
3. Review Certification Status

Double check your recertification year and to make sure you have recorded all your IPMA-HR related points

- Verify under [“Activities”](#)
 - Your certification designation
 - Certified Since (Original Date)
 - Expires on (Date)
 - Status (New/Renew/Terminated)
 - Committee memberships
- Review under [“Transactions”](#)
 - Professional Development Programs, you have purchased
 - Remember make sure the [“Show only unpaid Invoices”](#) check box is not checked

4. Recertification Portal Overview

Click on [Recertification Portal](#) to familiarize yourself with the portal.



The screenshot shows the IPMA-HR website's Recertification Portal. The navigation menu includes Home, About Us, Profile, Membership, Learning Center, Events, and Shop. The breadcrumb trail is Home > Profile > Profile > Recertification Portal. The main content area is titled "RECERTIFICATION REPORT" and contains the following text:

The International Public Management Association for Human Resources has identified several areas of continuing education and leadership activity through which certification may be maintained. Recertifications are due every three years. Given the rapidly changing environment of public human resource management, continual professional development activities are essential.

To retain the International Public Management Association for Human Resources Certified Senior Professional (IPMA-SCP), Certified Professional (IPMA-CP) and the Certified Specialist (IPMA-CS) designations, an individual must accumulate 50 points every three years and submit a completed Recertification Report for each designation. You may begin earning points toward recertification immediately upon receiving your initial IPMA-SCP/IPMA-CP/IPMA-CS designation.

*If a mistake is made upon entering, or a change needs to be made, please contact us at certification@ipma-hr.org

The "Accumulated Points" section displays a table with the following data:

Start Date	Current Points	Certification
01/01/2018	12	IPMA-SCP

The "Current Recertification Entries" section displays a table with the following headers:

Points	Name	Category	Entered On	Name of File Uploaded
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Accumulated Points

These are your current accumulated points. **Do not** enter points before your Start Date begins. Points entered before this date will not accumulate correctly – zero points will display. Contact us at certification@ipma-hr.org if you have questions.

Current Recertification Entries

Here you will find a list of current recertification entries.

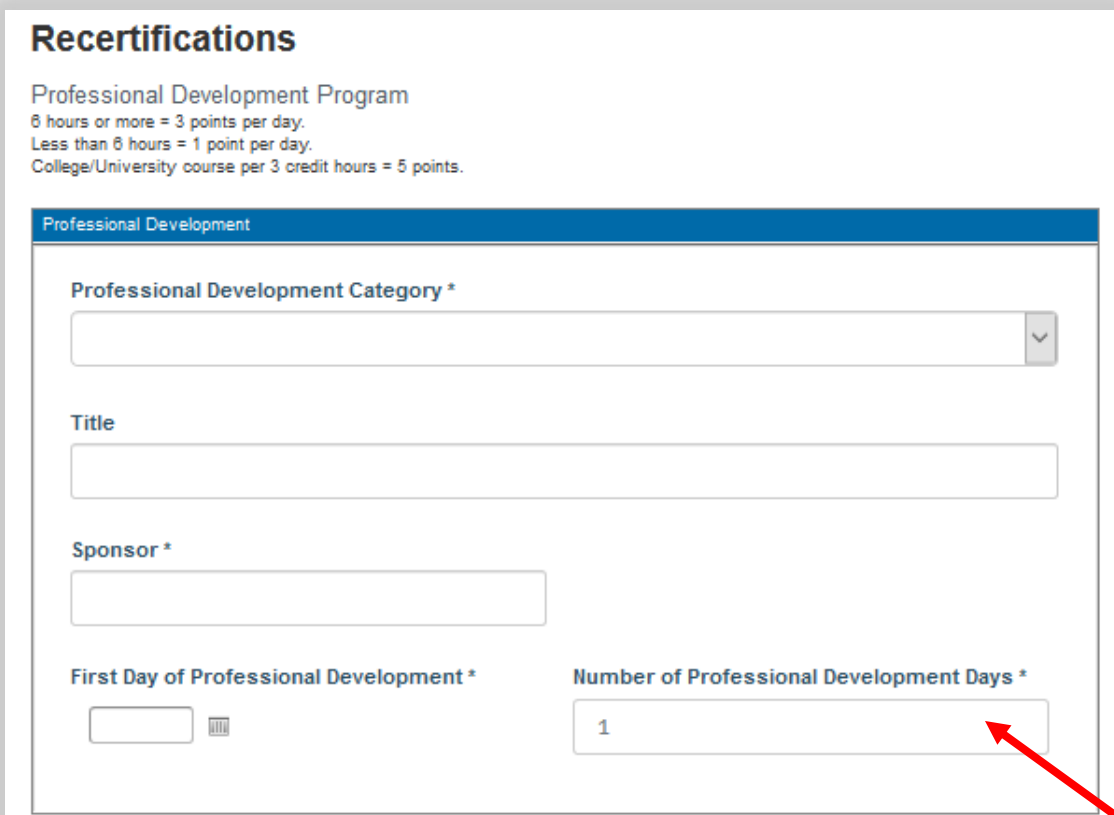
List of available Recertification Points Categories

- Professional Development
- Membership
- Service in a Leadership
- Human Resource Innovation
- Policy/Program/RFP/Successful Practices
- Presentation and Instructions
- Publications
- Experiential Learning

5. Entering Recertification Points

Follow these instructions to enter your recertification points on the portal. If you have questions or make a mistake, please contact certification@ipma-hr.org. The “cancel button” only works for unsaved entries. Please take your time when entering points.

- Please complete all fields for each entry and then click either the *save* or the *cancel* button
- **Multiply day professional development courses** can now be added in one entry. Just enter your “Number of Professional Development Days” and the system will calculate your points.



Recertifications

Professional Development Program
8 hours or more = 3 points per day.
Less than 8 hours = 1 point per day.
College/University course per 3 credit hours = 5 points.

Professional Development

Professional Development Category *

Title

Sponsor *

First Day of Professional Development * Number of Professional Development Days *

1

A red arrow points to the input field for "Number of Professional Development Days" which contains the value "1".

- Some “Categories” have drop down menus you must use (see [diagram](#))
- Some “Categories” have a character limit of 150.

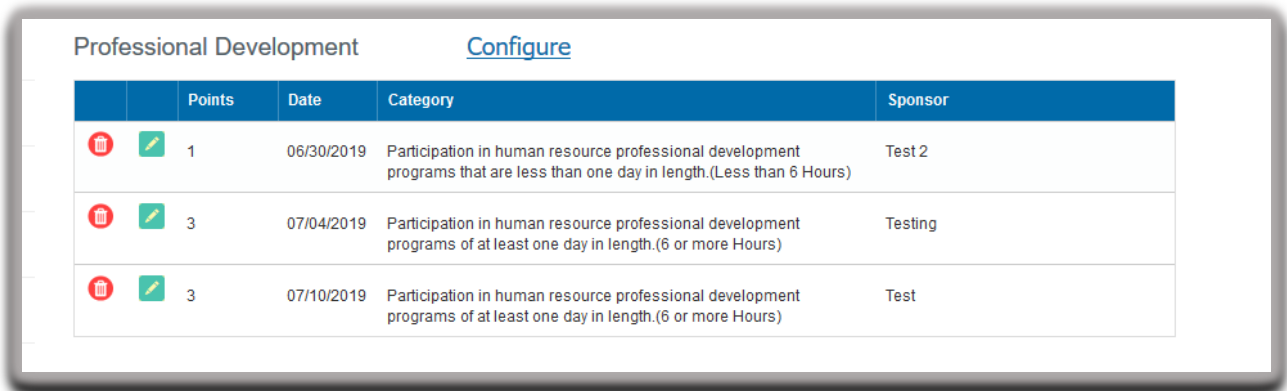
Uploading Documents







To upload HR Innovations, Policies, Programs, RFPs, and Successful Practices you must follow the prompt under the category.

- Click on the blue “here” to be taken to the [Recertification Portal Uploads](#).
- Once you have completed your uploads, you will then be returned to the Recertification Portal

Allow the program a minute or two to process your entries - **Refresh often**. To view your current entries click on “[Recertification Detailed Summary](#).”

Making Corrections



Professional Development		Configure		
	Points	Date	Category	Sponsor
 	1	06/30/2019	Participation in human resource professional development programs that are less than one day in length.(Less than 6 Hours)	Test 2
 	3	07/04/2019	Participation in human resource professional development programs of at least one day in length.(6 or more Hours)	Testing
 	3	07/10/2019	Participation in human resource professional development programs of at least one day in length.(6 or more Hours)	Test

To make a correction or change, go to your [Recertification Detailed Summary](#).

- **Red garbage can icon** – Allows you to delete or remove an entry.
- **Green pencil icon** – Allows you to make changes to an entry.

6. Submitting Recertification Points

Once you have achieved **50 POINTS** you can submit your recertification entries for review.

- See the **Agreement** table – click the drop-down arrow and click “Agreed”
- Choose the certification you are recertifying
- Enter today’s date and click on “Submit”

7. How to Pay for your Recertification

Once you have submitted your points, you will be directed to the “Transactions” page for payment. Invoices are produced during your **Recertification Year** and made available mid-February

- If you are not automatically directed, go to [your profile](#) and then click on "Transactions"
- Remember to verify your contact information under your “Profile” so we can send your credentials to you.
- If you do not have a Recertification Invoice available, please contact us at certification@ipma-hr.org

8. Has your Certification Lapsed?

Individuals with lapsed certifications will not be able to recertify through the portal. You will have to submit [a paper Recertification Report](#) along with your payment. Once your report has been approved and your certification has been reinstated, you will gain access to the online portal.

9. Have Questions or Need Help?

Learn more about IPMA-HR Recertification - Visit the [Recertification](#) webpage

Need Recertification Points Ideas? - Visit the [Looking for Recertification Points](#)

Have questions or just need help. - Contact certification@ipma-hr.org

List of Possible Recertification Points

Professional Development Program

3 points per day = Programs that are 6 hours or more per day.

1 point per day = Programs that are less than 6 hours per day.

College/University course of at least 3 credit hours

5 points per 3 credit hours

Note: For College/University courses of at least 2 credit hours or less – Please record as a “Professional Development Program - 3 points”

IPMA-HR National Membership (Maxi 6 points) – Auto Populated for Indiv/Chapter Members Only

2 points per year

IPMA-HR Chapter Membership (Max 3 points) – Auto Populated

1 point per year

Non-IPMA-HR National HR Association Membership (Max 3 points per association)

1 point per association membership

IPMA-HR Leadership

3 points per year

Committee Chair (IPMA-HR National/Chapter/Non-IPMA-HR Association)

2 points per year

Committee Membership (IPMA-HR National/Chapter/Non-IPMA-HR Association)

1 point per year

National IPMA-HR Invitation to Proctor an IPMA-HR Certification Examination

1 point per examination proctorship

National IPMA-HR Invitation to test an alternate IPMA-HR Certification Examination

5 points per examination

Presentations – Speeches on HR Management

2 points per speech

Instruction – Serving as an instructor for a full day or multi-day course on human resource management

5 points per instruction

Publications – Research article published on HR management in a professional journal

5 points per article

Publications – Article published on human resource management in a newsletter

2 points per article

Recertification Portal Diagram:



[Dashboard](#)
[About Us](#)
[Profile](#)
[Membership](#)
[Learning Center](#)
[Events](#)
[Shop](#)

Home › Profile › Profile › Recertification Portal

Profile

[Profile](#)

[Change Username](#)

[Change Password](#)

[Membership](#)

[Transactions](#)

[Activities](#)

[Get Certified](#)

[Recertification Portal](#)

[Recertification Detailed Summary](#)

RECERTIFICATION REPORT

The International Public Management Association for Human Resources has identified several areas of continuing education and leadership activity through which certification may be maintained. Recertifications are due every three years. Given the rapidly changing environment of public human resource management, continual professional development activities are essential.

To retain the International Public Management Association for Human Resources Certified Senior Professional (IPMA-SCP), Certified Professional (IPMA-CP) and the Certified Specialist (IPMA-CS) designations, an individual must accumulate 50 points every three years and submit a completed Recertification Report for each designation. You may begin earning points toward recertification immediately upon receiving your initial IPMA-SCP/IPMA-CP/IPMA-CS designation.

[Recertification Report Instructions](#)

*If a mistake is made upon entering, or a change needs to be made, they can be made on the [Recertification Detailed Summary](#) page.

Accumulated Points

Date Certification Renewed	Start Date of Recertification	End Date of Recertification	Current Points	Certification
No records to display.				

Current Recertification Entries

Points	Name	Category	Entered On	Name of File Uploaded
No records to display.				

Recertifications

Professional Development Program

6 hours or more = 3 points per day.

Less than 6 hours = 1 point per day.

College/University course per 3 credit hours = 5 points.

Professional Development

Professional Development Category *

Title

Sponsor *

First Day of Professional Development *
Number of Professional Development Days *

Save

Cancel

Membership

Individual (National or IPMA-HR Chapters) member points (2 points per year - maximum 6 points) are automatically added and can be seen in the Recertification Point Totals.

IPMA-HR Agency members (2 points per year - maximum 6 points) will have to add their points per year manually.

Non-IPMA-HR National Human Resource Association members (1 point per year - maximum 3) will have to add their points per year manually.

Please make an entry for each relevant year of membership.

Membership

Category *

Organization * **Year of Membership ***

See Red Arrow above for drop-down Handle

Service in Leadership

IPMA-HR Committee Membership and Committee Chair will be automatically generated and seen in the Recertification Point Totals Above.

- 3 points per year of IPMA-HR Leadership (IPMA-HR Committee membership/Chair are auto populated)
- 3 points per year of National or State Human Resources Association Board of Directors (Non IPMA-HR)
- 2 points per year of National or State Human Resources Committee Chair
- 1 point per year of National or State Human Resources Association Membership in a Committee
- 1 point per National IPMA-HR Invitation to Proctor an IPMA-HR Certification Examination
- 5 points per National IPMA-HR Invitation to test an alternate IPMA-HR Certification Examination

Service in a Leadership Capacity

Service in Leadership Category *

Office or Position Held * **Year of Service (YYYY) ***

Organization **Other**

[Save](#) [Cancel](#)

Presentations and Instructions

2 points per Presentation or Speech on Human Resources Management
5 points per Instruction – Serving as an instructor for a full day or multi-day course on human resource management

Modules ▾ Pages ▾ [Edit Page](#)

Presentations Category *

Program Name * **Sponsor ***

Presentation Topic *

Number of Instructional Days *

Year Presentation Occurred *

[Save](#) [Cancel](#)

Publications


5 points per Research article published on human resource management in a professional journal
2 points per Article published on human resource management in a newsletter

ules ▾ Pages ▾ Edit Page

Publications Category *

Article Title *

Publication *

Publication Link **Date *** 

Save Cancel

Experiential Learning

3 (1 point for each year up to 3 points) points for Continuous Employment since certification or re-certification

Experiential Learning

Category

Indicate Employment by Year *

Save

Cancel

Human Resource Innovation

5 points per Innovation Description

Upload all files (maximum of 5) related to Human Resource Innovations [here](#).

Human Resource Innovations

Innovations Category *

(1) Implementing an innovative human resource management program.

Short Description (email full document to Certifications) *

Save

Cancel

Policy/Program/RFP/Successful Practice

1 point per Policy/Program/RFP/Successful Practice

Upload all files (maximum of 5) related to Policy/Program/RFP/Successful Practice [here](#).

Policy/Program/RFP/Successful Practice

IPMAHR -- Administrative Control | X IPMA-HR Member Portal > Profile | X

https://members.ipma-hr.org/My-IPMAHR/My-Profile/Rec... 80% Search

IPMA-HR - Sitefinity Recertification -- IPM... IPMA-HR Member Por... Informz

dnn Modules Pages Edit Page

Policy/Program/RFP/Successful Practice

Policy Category *

(1) Submission of Policy, Program, RFP or Successful Practice to IPMA-HR Website

Website for Policy, Program or Successful Practice

Name of File emailed

[Save](#) [Cancel](#)

Agreements Signed

Agreement	Certification	Date Signed
Agree	IPMA-SCP	01/03/2019
Agree	IPMA-CP	01/24/2019

Agreement

Applicant's Declaration – I declare that all of the information contained in this form is accurate. I give the International Public Management Association for Human Resources permission to verify the information contained in this application. I authorize organizations reference for me to release participation information. I understand that if any of the information contained in this application is false, IPMA-HR has the right to reject my application.

Submission

Submission

Agreement (must be selected) *

Certification *

Date Agreed *

Submit **Cancel**

Your recertification invoice will be available mid-February of your recertification year. Once at 50 points, please submit your points. You will be taken to the "My Transactions" section and your invoice will be located under "My Invoices". If you hit the submit button before achieving 50 points, you can return and continue adding points (but will need to resubmit when you reach 50 POINTS)

Recertification Detailed Summary Diagram:

oma-hr.org/My-IPMAHR/My-Profile/Recertification-Point-Totals 50% Search

certification -- IPM... IPMA-HR Member Por... Informz

Home > Profile > Profile > Recertification Detailed Summary

Profile

Profile

Change Username

Change Password

Membership

Transactions

Activities

Recertification Portal

Recertification Detailed Summary

Accumulated Points

Start Date	Current Points	Certification
01/01/2018	14	IPMA-SCP

Recertification Detailed Summary of Current Entries

Professional Development

Points	Date	Category	Sponsor
3	01/16/2019	Participation in human resource professional development programs of at least one day in length (6 or more Hours)	National Meeting

Membership

Points	Category	Association Membership	Start Date	Paid Through Date	Years of Membership
No records to display.					

Service in a Leadership Capacity

Points	Category	Office or Position Held	Organization	Other	Year
No records to display.					

Presentations and Instructions

Points	Category	Program Name	Presentation Topic	Sponsor
No records to display.				

Publications

Points	Date	Category	Article Title	Publication	Publication Link
No records to display.					

Experiential Learning

Points	Category	Years
1	Experiential Learning (HR Employment)	2019

Human Resource Innovation

Points	Category	Description	Name of File Uploaded
5	Implementing an innovative human resource management program.	Maria	

Policy/Program/RFP/Successful Practice Website Submission

Points	Category	Website for Policy, Program or Successful Practice	Name of File Uploaded
No records to display.			