



## CRITERIA FOR RECERTIFICATION

### PART A - APPLICANT INFORMATION UPDATE

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_ Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone \_\_\_\_\_ Work Fax \_\_\_\_\_

Work E-mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Home Fax \_\_\_\_\_

Home E-mail Address \_\_\_\_\_

Which certification are you currently recertifying: IPMA-SCP: \_\_\_\_\_ IPMA-CP: \_\_\_\_\_ IPMA-CS: \_\_\_\_\_  
IPMA-CE: \_\_\_\_\_

### PART B - 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. 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 Criteria for Recertification Report Form for each designation. You may begin earning points toward recertification immediately upon receiving your initial IPMA-SCP/IPMA-CP/IPMA-CS designation. Points cannot be carried over for a future recertification.

### PART C - PROFESSIONAL DEVELOPMENT PROGRAMS

#### **3 POINTS PER PROGRAM DAY (at least one day in length):**

Participation in human resource professional development programs of at least one day in length.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Program Subtotal \_\_\_\_\_ Pts.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

**1 POINT PER PROGRAM (less than one day in length):**

Participation in human resource professional development programs that are less than one day in length.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

**5 POINTS PER COURSE:**

Participation in human resource courses offered by colleges and universities of at least three credit hours.

Sponsor: \_\_\_\_\_

Date of Program: \_\_\_\_\_

\_\_\_\_\_ Pts.

*Additional pages may be added if needed.*

**Part C Subtotal**

\_\_\_\_\_ Pts.

**PART D - MEMBERSHIP**

**2 POINTS/YEAR (Maximum of 6 points):**

Membership in IPMA-HR since your initial certification or most recent recertification:  
Indicate years of membership by year \_\_\_\_\_ = \_\_\_\_\_ Pts.

**1 POINT/YEAR (Maximum of 3 points):**

Membership in an IPMA-HR Chapter since your initial certification or most recent recertification:  
Indicate years of membership by year \_\_\_\_\_ = \_\_\_\_\_ Pts.

**1 POINT/YEAR (Maximum of 3 points per association):**

Membership in another national human resource association such as the Society for Human Resource Management, WorldatWork, Association for Training and Development, National Public Employer Labor Relations Association since your certification or recertification: Indicate name of organization and years of membership:

\_\_\_\_\_ = \_\_\_\_\_ Pts.

**Part D Subtotal** \_\_\_\_\_ Pts.

**PART E - SERVICE IN A LEADERSHIP CAPACITY IN IPMA-HR, AN IPMA-HR REGION, CHAPTER, OR A NATIONAL/STATE HUMAN RESOURCE ASSOCIATION**

**3 POINTS/YEAR:**

For each year served on the IPMA-HR Executive Council, an IPMA-HR Regional Board of Directors, the Board of Directors of an IPMA-HR chapter, the Board of Directors of a national or state human resource association.

Office or position held: \_\_\_\_\_ = \_\_\_\_\_ Pts.  
Organization: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

**2 POINTS/YEAR:**

For each year as chair of an IPMA-HR national committee or as chair of a committee of a national or state human resource association.

Office or position held: \_\_\_\_\_ = \_\_\_\_\_ Pts.  
Organization: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

**1 POINT/YEAR:**

For each year as a member of an IPMA-HR national committee or a committee of a national or state human resource association.

Office or position held: \_\_\_\_\_ = \_\_\_\_\_ Pts.  
Organization: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Office or position held: \_\_\_\_\_ = \_\_\_\_\_ Pts.  
Organization: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Office or position held: \_\_\_\_\_ = \_\_\_\_\_ Pts.  
Organization: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

**1 POINT/PROCTOR AN IPMA HR CERTIFICATION EXAMINATION:**

For each examination proctorship. \_\_\_\_\_ = \_\_\_\_\_ Pts.

**5 POINT/TESTING ALTERNATE IPMA-HR CERTIFICATION EXAMINATION:**

Participation in testing new items and ensuring the equivalency of different forms of the examination. \_\_\_\_\_ = \_\_\_\_\_ Pts.

**1 POINT/YEAR:**

For each year as chair of an IPMA-HR national/chapter /region committee.

Office or position held: \_\_\_\_\_ = \_\_\_\_\_ Pts.

Organization: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Office or position held: \_\_\_\_\_ = \_\_\_\_\_ Pts.

Organization: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Office or position held: \_\_\_\_\_ = \_\_\_\_\_ Pts.

Organization: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

*Additional pages may be added if needed.*

**Part E Subtotal** \_\_\_\_\_ Pts.

**PART F - PRESENTATIONS AND INSTRUCTION**

**2 POINTS FOR EACH SPEECH:**

Speeches on human resource management

Name of Program: \_\_\_\_\_ Sponsor: \_\_\_\_\_ = \_\_\_\_\_ Pts.

Presentation Topic: \_\_\_\_\_ =

Name of Program: \_\_\_\_\_ Sponsor: \_\_\_\_\_ = \_\_\_\_\_ Pts.

Presentation Topic: \_\_\_\_\_ =

Name of Program: \_\_\_\_\_ Sponsor: \_\_\_\_\_ = \_\_\_\_\_ Pts.

Presentation Topic: \_\_\_\_\_ =

**5 POINTS FOR EACH DAY OF INSTRUCTION:**

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

Name of Program: \_\_\_\_\_ Sponsor: \_\_\_\_\_ = \_\_\_\_\_ Pts.

Presentation Topic: \_\_\_\_\_ =

Name of Program: \_\_\_\_\_ Sponsor: \_\_\_\_\_ = \_\_\_\_\_ Pts.

Presentation Topic: \_\_\_\_\_ =

*Additional pages may be added if needed.*

**Part F Subtotal** \_\_\_\_\_ Pts.

**PART G - PUBLICATIONS**

**5 POINTS PER ARTICLE:**

Having a research article published on human resource management in a professional journal.

Article Title: \_\_\_\_\_ Publication: \_\_\_\_\_ Date \_\_\_\_\_

Article Title: \_\_\_\_\_ Publication: \_\_\_\_\_ Date \_\_\_\_\_

Article Title: \_\_\_\_\_ Publication: \_\_\_\_\_ Date \_\_\_\_\_

**2 POINTS FOR EACH ARTICLE:**

Having an article published on human resource management in a newsletter.

Article Title: \_\_\_\_\_ Publication: \_\_\_\_\_ Date \_\_\_\_\_

Article Title: \_\_\_\_\_ Publication: \_\_\_\_\_ Date \_\_\_\_\_

Additional pages may be added if needed.

**Part G Subtotal** \_\_\_\_\_ Pts.

**PART H – EXPERIENTIAL LEARNING**

One point per year up to a maximum of three points for continuous employment in a direct human resource capacity since you were certified or recertified.

Indicate HR employment by year \_\_\_\_\_ = \_\_\_\_\_ Pts.

**Part H Subtotal** \_\_\_\_\_ Pts.

**PART I - HUMAN RESOURCE INNOVATIONS**

**5 POINTS:**

Implementing an innovative human resource management program.

Please describe the innovation in a maximum of one page that should be attached to your application \_\_\_\_\_

**PART J – POLICY/PROGRAM/RFP/SUCCESSFUL PRACTICE WEBSITE SUBMISSION**

**1 POINT:**

One point per submission of a policy, program, RFP or successful practice to the IPMA-HR website \_\_\_\_\_

**Part C Subtotal** \_\_\_\_\_  
**Part D - J Subtotal** \_\_\_\_\_  
**Grand Total (must equal 50 points)** \_\_\_\_\_

**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 referenced by 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT INFORMATION**

IPMA-HR Member (also chapter member) Fee: \$200.00

Join IPMA-HR Now: \$314.00\*

IPMA-HR Non-member Fee: \$250.00

**\*Join IPMA-HR Now:** This option includes an one year online membership with IPMA-HR and your recertification at the member rate.

**Due to COVID-19, the most efficient way to submit your paper Recertification Report is via e-mail along with online payment. Please let us know if you have any questions at certification@ipma-hr.org.**

**Credit Card Payment Instructions:**

Please use this link to pay for your recertification - <https://members.ipma-hr.org/My-IPMAHR/My-Profile/My-Transactions>. You will be asked to login to your profile. If you do not know your login and password, you can also reset it on this page. Once logged in, there will be an open invoice ready for you to pay for your recertification. If you are paying early or if you do not see an open invoice, please contact us at certification@ipma-hr.org or call 703/549-7100.

**PLEASE EMAIL TO: Certification@ipma-hr.org**