**EDUCATION / CERTIFICATION CHAIR**

**Position Summary:**

Manage the chapter’s SHRM and HRCI certification programs. Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission. Encourage members to become certified and recertified. Submit programming for certification with HRCI (PHR and SPHR) and SHRM (CP and SCP).

**Responsible to:**

The members of the chapter

The chapter president

State council certification director

**Requirements:**

Must be a Chapter member in good standing.

Nominated by the Chapter President and elected by the Chapter membership by a majority vote. Serves a one-year term beginning January 1 and ending December 31 each year.

Chapter certification director must be certified as a SHRM-CP or SHRM-SCP.

**Responsibilities:**

* Helps coordinate the SHRM/HRCI certification study groups.
* Make announcements about benefits of SHRM certification and/or provide newsletter copy or web site text on benefits.
* Provide information about the chapter’s SHRM certification study group at membership meetings, on chapter website, and chapter social media sites.
* If there is no chapter study group, provide information to members about alternative study methods.
* Recognize at meetings those who became SHRM certified through passing the test.
* Forward a list of known SHRM certified members to the chapter membership chair for publication and recognition.
* Provide information about recertification Professional Development Credits (PDCs) to members including online tracking program.
* Provide information about any changes in recertification requirements.
* 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.

**Resources Available:**

* SHRM supplies the following resources for chapter certification chairs on [www.shrm.org/vlrc](http://www.shrm.org/vlrc) and/or [www.shrmcertification.org](http://www.shrmcertification.org)
	+ Recorded SHRM Certification webinars
	+ SHRM Certification Toolkit
	+ Certification Handbook
	+ Recertification Handbook
	+ Resources for Chapter Study Groups
	+ Preferred Provider Resources