



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 and/or www.shrmcertification.org
 - Recorded SHRM Certification webinars
 - SHRM Certification Toolkit
 - Certification Handbook
 - Recertification Handbook
 - Resources for Chapter Study Groups
 - Preferred Provider Resources