Certification Chair

Position Summary
Manage the chapter's SHRM certification program.

Responsibilities
- Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP.
- Encourage members to become certified and recertified.
- Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the SHRM certification study group meetings.
- 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, chapter social media sites, and in the chapter newsletter (if applicable).
- If there is no chapter study group, provide information to members about alternative study methods.
- Recognize at meetings those who became SHRM certified through the pathway process or pass the test.
- Forward a list of known SHRM certified members to the chapter membership chair and newsletter 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.
- Work with the chapter program chair to secure and maintain the SHRM Certification Preferred Provider status for applicable chapter programs.
- 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 resources community.
- Attend all monthly membership and board of directors meetings.

Responsible To
- The members of the chapter
- The chapter president
- State council certification director

Resources Available
SHRM supplies the following resources for chapter exhibitor chairs
- Recorded SHRM Certification webinars
- SHRM Certification Toolkit
- Certification Handbook
- Recertification Handbook
- Resources for Chapter Study Groups
- Preferred Provider Resources