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June 9, 2005

Lauren Safranek
President, Texas Municipal Human Resources Association
Texas Chapter of IPMA-HR
1821 Rutherford Lane, Suite 400
Austin, TX 78754-5128

Dear Ms. Safranek:

Thank you for your recent letter concerning the IPMA-HR Certification Recertification Criteria Report. To guide certified individuals through the process of recertification, we have just developed two sample reports and a list of commonly asked questions. A copy of the sample reports and common questions have been enclosed for your use.

Sincerely,



Neil Reichenberg
Executive Director

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RECERTIFICATION REPORT EXAMPLES

Example No. 1:

Mary Jones is completing her Recertification Report. During the Recertification period, she:

Professional Development

- Participated in the IPMA-HR International Training Conference in 2003 and 2004 - 5 points per conference for a total of **10 points**.
- Participated in an IPMA-HR regional conference in 2004 - **5 points**.
- Participated in 5 IPMA-HR chapter meetings that are less than one day in length - 1 point per meeting x 5 meetings for a total of **5 points**.
- Participated in 5 briefings given by law firms and consultants on human resource issues that were less than one day in length – 1 point per briefing x 5 meetings for a total of **5 points**.
- Participated in 2 webinars on human resource issues that were less than one day in length – 1 point per webinar x 2 webinars for a total of **2 points**.

Membership

- Maintained IPMA-HR membership in 2002, 2003, 2004, and 2005 - 2 points per year for a total **8 points**.
- Maintained Section membership in 2002, 2003, 2004, and 2005 - 1 point per year for a total of **4 points**.
- Maintained Chapter membership in 2002, 2003, 2004, and 2005 - 1 point per year for a total of **4 points**.

Service in a Leadership Capacity

- Serviced as a member of an IPMA-HR national committee in 2003 and 2004 - 1 point per year for a total of **2 points**.
- Chaired the committee of an IPMA-HR section in 2005 - **1 point**.

Presentations and Instructions

- Gave a presentation at an IPMA-HR regional conference in 2003 - **2 points**.

Publications

- Wrote an article that was published in IPMA-HR News in 2004 - **2 points**.

Experiential Learning

- Mary maintained employment in a human resource department during the three years since she was certified/recertified – 1 point per years for a total of **3 points**.

Mary would receive **27 points** towards recertification in the area of professional development. She would qualify for **16 points** towards recertification based on the membership that she has maintained in IPMA-HR, an IPMA-HR Section, and an IPMA-HR Chapter. Mary would receive **3 points** for her service in a leadership capacity. She would get **2 points** for her presentation at an IPMA-HR regional conference and **2 points** for the *IPMA-HR News* article that she authored. She also would receive **3 points** for experiential learning. Mary would qualify for Recertification based on the **27 points** she received for Professional Development and the **23 points** she received for Membership, Leadership, Presentations, Publications, and Experiential Learning. **Remember you only need 20 professional develop points.**

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RECERTIFICATION REPORT EXAMPLES

Example No. 2:

Joe Smith is completing his Recertification Report. During the Recertification period, he:

Professional Development

- Participated in the IPMA-HR International Training Conference in 2003 - **5 points**.
- Participated in an IPMA-HR regional conference in 2004 - **5 points**.
- Completed the IPMA-HR Developing Competencies for HR Success training program in 2004 - **5 points**.
- Completed an IPMA-HR/WorldatWork compensation seminar in 2005 - **5 points**.
- Participated in an all day chapter meeting in 2005 - **3 points**.
- Attended the annual conference of the American Society for Training and Development (ASTD) in 2003 - **5 points**.
- Attended the annual conference of the National Public Employer Labor Relations Association (NPELRA) in 2004 - **5 points**.
- Completed a three credit course in human resource management offered by a university in 2003 - **5 points**.

Membership

- Maintained IPMA-HR membership in 2003, 2004, and 2005 - 2 points per year for a total of **6 points**.
- Maintained membership in an IPMA-HR Section in 2003, 2004, and 2005 - 1 point per year for a total of **3 points**.
- Maintained membership in NPELRA in 2003 and 2004 - 1 point per year for a total of **2 points**.

Service in a Leadership Capacity

- Served on the Board of Directors of an IPMA-HR Region in 2005 - **3 points**.
- Chaired a regional committee in 2005 - **1 point**.

Human Resource Innovations

- Implemented an innovative compensation program in 2004 - **5 points**.

Joe would receive **32 points** towards Recertification for his professional development activities. He would qualify for **11 points** based on the membership he maintained in IPMA-HR, an IPMA-HR Section and NPELRA. He would get **4 points** for his leadership activities in serving on the Board of Directors of an IPMA-HR Region and for chairing a regional committee. He also would receive **5 points** for human resource innovations. Joe would meet the Recertification requirements based on the **32 points** he received for Professional Development and the **20 points** he obtained in the areas of Membership, Leadership, and HR Innovations. *Remember you only need 20 professional develop points.*

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RECERTIFICATION REPORT – COMMON QUESTIONS

Question: Do board meetings, as well as the 2 annual business meetings of the chapter count toward recertification?

Response: Your membership as a board member is worth 3 points but only professional development at meetings counts.

Question: If I taught the same class more than once, can I count it multiple times:

Response: Yes, points can be earned for each time a course is taught.

Question: Is it a requirement that training, activities, etc. that are included in the recertification application occur between the date of obtaining the certification and three years to the day after receipt of certification?

Response: The training or activities can take place any time in the year of certification through anytime during the year of recertification no matter the exact certification date.

Question: What is the due date of the recertification application?

Response: The recertification application is due by **December 31st** of the year of recertification no matter the exact certification date.

Question: I have more points than spaces in a particular section?

Response: You may indicate your additional points on a separate sheet of paper.

Question: My agency has not been financially able to send its staff to many professional development programs and I am worried that I will not have enough points to qualify for recertification?

Response: If you feel that you have not had an opportunity to fulfill all of the recertification requirements due to budgetary constraints, please give us a call at 703/549-7100 to see if we can help you. Remember that points can be earned for any human resource professional development activity.

Question: I am fully retired and want to keep my certification without completing the recertification criteria?

Response: You may obtain lifetime certification if you are fully retired. Just send us a letter advising that you are fully retired and we will take care of the rest.

Question: Can I obtain an electronic copy of the recertification form in Word?

Response: You may obtain an electronic copy of the recertification form in Word by contacting our office at 703/549-7100 or send an e-mail to Debbie Tankersely-Snook, tankersely@ipma-hr.org.