**CERTIFICATION CHAIR**

Position Summary:

Manage the chapter’s SHRM certification program. 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.

Additionally, manages the chapter’s certification study program. Encourage members to become certified and recertified. Increase the number of chapter members who are certified PHR/SPHR/GPHR by the HR Certification Institute.

Responsible To:

The members of the chapter

The chapter president

State council certification director

Responsibilities:

* Coordinate with the lead instructor and/or lead, plan, and arrange for speakers and materials at the HR certification study group meetings.
* Make announcements about benefits of HR certification and/or provide newsletter copy or web site text on benefits.
* Provide information about the chapter’s HR 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 or HRCI certified through the exam process.
* Forward a list of known HR certified members to the chapter membership chair and newsletter chair for publication and recognition.
* Provide information about recertification Professional Development Credits (PDCs) to members.
* Provide information about any changes in recertification requirements, changes in exam policies, changes in cost of exam, etc.
* 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 resource community.
* Maintain communication with the state council certification director and the HR Certification Institute staff as needed.
* Participate in SHRM/HR Certification Institute Core Leadership Area conference calls and webcasts.
* Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

Requirements:

* Must be PHR/SPHR certified and/or SHRM-CP/SHRM-SCP certified.
* Chapter certification director must be certified as a SHRM-CP or SHRM-SCP by the end of 2015.
* Attend in person a minimum of 80% of scheduled Board of Director meetings
* Regularly attend NCHRA events
* Participate via phone/e-mail monthly team check-ins
* Attend via phone quarterly CO-SHRM program calls
* Come prepared to Board of Director meetings with speaking topics and review previous meetings minutes prior
* If you are unable to maintain and meet the above requirements the Board may review and make recommendations for removal based on the Chapter by-laws.

Resources Available:

* + SHRM supplies the following resources for chapter certification chairs on www.shrm.org/vlrc and/or [www.shrmcertification.org](file:///C%3A%5CUsers%5Cjdotson%5CDownloads%5Cwww.shrmcertification.org)
	+ Recorded SHRM Certification webinars
	+ SHRM Certification Toolkit
	+ Certification Handbook
	+ Recertification Handbook
	+ Resources for Chapter Study Groups
	+ Preferred Provider Resources
	+ Note: (\*Check for new and updated resources that are continually being developed)
* HR Certification Institute available online at <http://www.hrci.org/>
	+ HR Certification Institute offers an online toolkit to chapter certification directors at <http://www.hrci.org/chapters/>. This toolkit will help you promote certification to your members, get your chapter meetings approved for recertification credit, create a study group and more.