

## **Position Title: Director of Certification**

### 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.

### Responsible to:

- The members of the Chapter
- VP of Programming
- The Chapter President
- State Council Certification Director

### Requirements:

- Must be a SHRM national and Chapter member in good standing.
- Chapter Certification Director must be certified as a SHRM-CP or SHRM-SCP.

### Responsibilities:

- In partnership with the Chapter Board, the State Council, and SHRM staff [Certification Relations Specialist-Chapters & State Councils and Field Services Director (FSD)], establish Chapter certification and recertification goals and work toward achieving successful outcomes.
- Serve as SHRM Recertification Provider point of contact for the Chapter account.
- 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 and disseminate information to Chapter Board and membership.
- 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 Director's meetings.