



CLA Keys to Success - How WA State SHRM Can Assist Certification

You Said Yes... So, Now What?
Important FAQ's For Volunteer Leaders



WASHINGTON STATE SHRM

Goals

- Increase the number of chapter members who are certified as SHRM-CP or SHRM-SCP by the SHRM Certification Commission.
- Encourage chapter members to become certified, and to recertify when the time comes.
- Help chapter members find a certification prep class (chapter-sponsored, SHRM virtual or in-person)
- Manage your chapter's certification program / start program for chapter

Essential Practices

- Ask EVERY speaker which competencies and behaviors apply to their presentation.
- Decide who will prepare and save the documentation for chapter programs (for both HRCI and SHRM), and DOCUMENT EVERYTHING!
- Make sure you, the President, and the Programs Director know where the documentation is stored.
- Make sure at least three people know the login for the HRCI and SHRM recertification provider websites.
- Develop a process to pass on this information every year.

Ideas to Promote Certification

- Raffle a SHRM Learning System at an event.
- Set up a certification table at chapter meetings and membership events to answer questions about certification / recertification.
- Give away 10 testing fees per year.
- Use recently-certified members to facilitate study groups.
- Sponsor a Board member from your chapter to study and take the exam.
- Offer scholarships to members - can be used toward application fees or cost of SHRM Learning System.

Resources

- SHRM Certification (For all things certification)
www.shrm.org/certification/pages/default.aspx
- SHRM VLRC
<https://community.shrm.org/vlrc/home>
- SHRM VLRC Certification CLA
<http://community.shrm.org/vlrc/administration/core-leadership-areas/hr-certification>
- Washington State Human Resources Council
<http://wastatecouncil.shrm.org/council-and-chapter-resources>
- Washington State Human Resources Council – Certification
<http://wastatecouncil.shrm.org/certification-director-resources>

Have Questions or Need Additional Information?

If ever you have additional questions or are not sure who to contact, please email us at wastateshrm@gmail.com, and we will connect you with the appropriate person.

Thank you again for all you do as Volunteer Leaders!