

Chesapeake Human Resources Association

CHRA Certification Committee Position Descriptions

Role (Title): Director, Certification
Committee Name: Certification Committee

POSITION SUMMARY: Provides Human Resources certification preparation opportunities to professionals and students through various learning resources, which include chapter-sponsored Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) courses, self-study, paired and group forums and other learning resources for PHR and SPHR certification preparation, as well as recertification opportunities approved by the Human Resource Certification Institute (HRCI).

CHRA, Certification Director:

- ✓ Leads, plans, and arranges for chapter-sponsored professional and student certification preparation courses
- ✓ Prepares announcements and/or provides newsletter copy or web site text on the benefits of certification
- ✓ Provides information regarding alternative study methods, such as, self-study, paired and group forums at membership meetings and/or in the monthly newsletters
- ✓ Recognizes HRCI-certified members in newsletter articles
- ✓ Maintains communication with the Human Resource Certification Institute staff as needed
- ✓ Represents the chapter in the Human Resources community
- ✓ Submits the monthly Board of Directors Reports
- ✓ Attends CHRA monthly Board meetings and CHRA monthly member meetings
- ✓ Chairs the Certification Committee bi-monthly meetings
- ✓ Spends 3 to 4 hours weekly

Marketing Certification Coordinator:

- ✓ Contacts businesses and HR professionals in the Baltimore Metropolitan area, as well as university faculty and students on the benefits of PHR and SPHR certifications
- ✓ Advertises the professional and student certification study programs through the media
- ✓ Hosts short workshops to present information on certifications
- ✓ Publishes articles regarding PHR and SPHR certifications
- ✓ Attends CHRA monthly member meetings and Certification Committee bi-monthly meetings
- ✓ Spends 2 to 3 hours weekly

Professional Certification Coordinator:

- ✓ Counsels HR practitioners seeking PHR and SPHR certifications
- ✓ Attends CHRA monthly member meetings and Certification Committee bi-monthly meetings
- ✓ Spends 1 to 2 hours weekly

Student Certification Coordinator:

- ✓ Counsels students seeking the PHR certification
- ✓ Attends CHRA monthly member meetings and Certification Committee bi-monthly meetings
- ✓ Spends 1 to 2 hours weekly

Specifications:

- ✓ Director, Certification: 1) Education: SPHR certified through HRCI and a HR-related degree; training and/or college adjunct professor experience preferred; 2) Experience: 6 to 8 years of exempt HR-related experience
- ✓ Committee Members: 1) Education: PHR or SPHR certified through HRCI and a HR-related degree; 2) Experience: 2 to 4 years of exempt HR-related experience