



## Recertification of CERC Professional Development

### Maintaining Your Certification

Continuing Education Credits (CECs) are a means of ensuring that designated individuals maintain current knowledge of relocation procedures and techniques in order to recertify their designation every three years.

#### Designations

CERC Relocation Specialist™ - The certificate received after the successful completion of Level I – Introduction to Relocation.

CERP™ - Canadian Employee Relocation Professional. The designation awarded upon the successful completion of Level II –Essentials of Domestic Relocation.

CGMP™ – Canadian Global Mobility Professional, The designation awarded upon successful completion of Level III, Essentials of International Relocation.

SCERP™ - A Senior Canadian Employee Relocation Professional designation that is awarded by the CERC Board of Directors to CERP accredited individuals who have made extraordinary contributions to the development and betterment of CERC.

SCGMP™ – A Senior Canadian Employee Relocation Professional designation that is awarded by the CERC Board of Directors to CGMP™ accredited individuals who have made extraordinary contributions to the development and betterment of CERC.

#### Required Number of CECs:

CERTIFICATION	NUMBER CECs	MINIMUM NUMBER INTERNAL CREDITS	CERC MEMBERSHIP REQUIRED?
CERC Relocation Specialist™	20	5	NO
CERP™	30	10	YES
CGMP™	30	10	YES
SCERP™	30	10	YES
SCGMP™	30	10	YES

If the re-certification period expires, you can only retain your designation after rewriting the examination and achieving a passing grade.

NOTE: a SCERP™ designation, which requires CERC Board approval, may not necessarily be re-awarded.

**How to Earn CECs:**

Category	CECs	Offering	Automatically Talled Online?
Internal	10	Attendance at a CERC Annual Conference	YES
Internal	5	Attendance at a CERC Educational or Regional Meeting in excess of 3 hours duration	YES
Internal	5	Completion of a CERC online educational QUIZ	YES
Internal	5	Participation as a member of a CERC Committee for one year	NO*
Internal	5	Participation as a speaker or moderator of an event sponsored by CERC or offered in partnership with CERC	NO*
Internal	5	Publication of an article in Perspectives Magazine or Spotlight on Mobility (Enews)	NO*
Internal	2	Attendance at a CERC Educational or Regional Meeting of 3 hours or less in duration	YES
Internal	2	Completion and submission of CERC's online annual survey questionnaire	NO
Internal	2	Submission of a relocation policy to the CERC Policy Library	NO
External	5	Attendance at a qualified course, conference or seminar from an association/institution outside of CERC 3 hours or more in duration	NO
External	2	Attendance at a qualified course, conference or seminar from an association/institution outside of CERC less than 3 hours in duration	NO

\*these items which are internal to CERC will be tracked online for members, but this function is not automated; members are encouraged to keep track of all participation to ensure that each qualifying activity is noted in the journal

### **External Accreditation Process**

- To ensure that external courses, conferences or seminars are qualified for continuing education/re-certification CERC credits; these must be pre-approved by CERC.
- A copy of the course outline or conference/seminar agenda, along with the application is required for pre-approval at least 30 days in advance of the date of the course, conference or seminar for which approval is being sought.
- Proof of attendance at an external course, conference or seminar and where applicable, proof of successful completion, must be submitted to CERC prior to re-certification date.
- If your company wishes to have its in-house training course(s), conference or seminar approved for continuing education credits, you must obtain pre-approval from CERC at least 30 days in advance.
- The maximum number of external credits to sponsor may not exceed 5 credits for courses greater than 3 hours in length and 2 credits for courses 3 hours or less in length.
- CERC reserves the right to reject continuing education credit if course, conference or seminar does not comply with qualifying standards and/or insufficient or incomplete documentation is submitted.

### Tracking CECs:

CERC is pleased that as of the fall of 2018 many activities which count towards recertification will be automatically tracked online.

Any CERC event which is eligible for CECs will automatically tally these points for members on their online profile. Example: you are a CERC member who registers for and attends the annual conference – following the conference, your attendance will be confirmed by CERC staff and the 10 credits will be added to your journal.

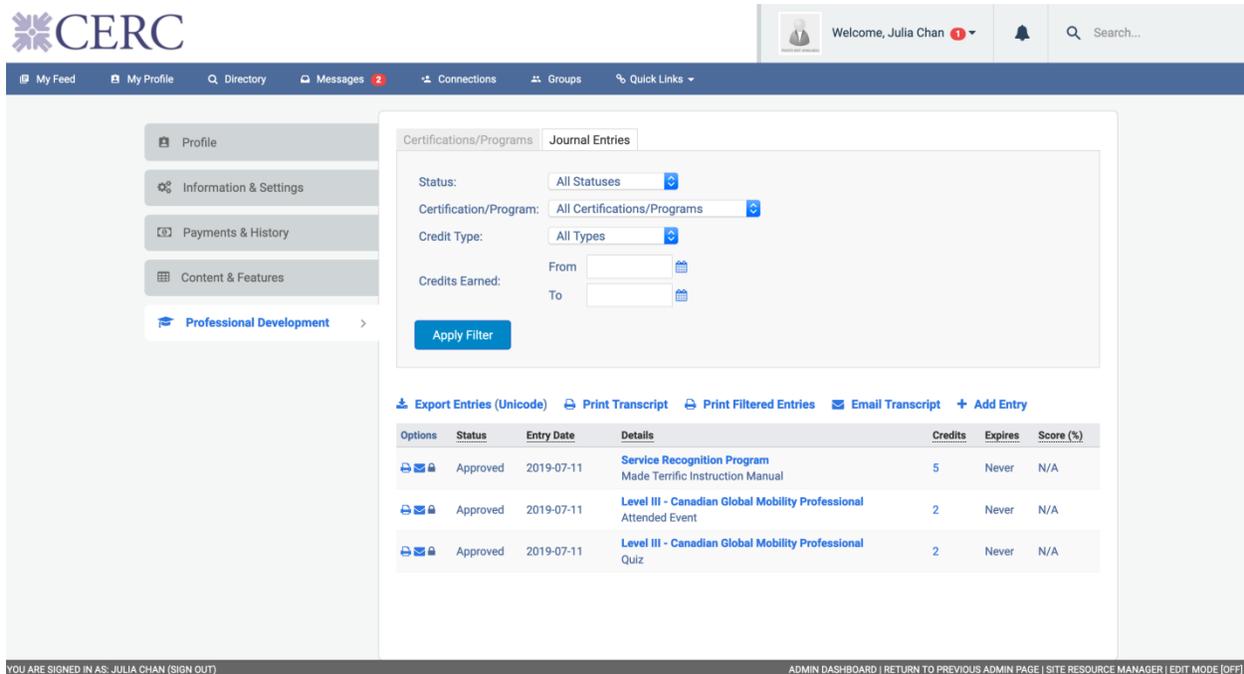
Other CERC activities noted with an asterisk (\*) above will be entered on your behalf by CERC staff. Example: you are the chair of a CERC committee – CERC staff will add this to your journal.

External events must be added by the member wishing to report credit. Please refer to the information above about eligibility of external events for CEC credit.

### How to View/Update Your Journal:

Log in to your CERC member profile.

The Professional Development tab of your Profile page should look like this:



The screenshot shows the CERC member profile interface. The top navigation bar includes the CERC logo, user name 'Welcome, Julia Chan', and search functionality. The main navigation menu on the left includes Profile, Information & Settings, Payments & History, Content & Features, and Professional Development (selected). The Professional Development section is titled 'Certifications/Programs' and 'Journal Entries'. It features filter options for Status (All Statuses), Certification/Program (All Certifications/Programs), Credit Type (All Types), and Credits Earned (From/To date range). Below the filters is an 'Apply Filter' button. The main content area displays a table of journal entries with columns for Options, Status, Entry Date, Details, Credits, Expires, and Score (%).

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
 	Approved	2019-07-11	Service Recognition Program Made Terrific Instruction Manual	5	Never	N/A
 	Approved	2019-07-11	Level III - Canadian Global Mobility Professional Attended Event	2	Never	N/A
 	Approved	2019-07-11	Level III - Canadian Global Mobility Professional Quiz	2	Never	N/A

At the bottom of the page, there is a footer with the text: 'YOU ARE SIGNED IN AS: JULIA CHAN (SIGN OUT)' and 'ADMIN DASHBOARD | RETURN TO PREVIOUS ADMIN PAGE | SITE RESOURCE MANAGER | EDIT MODE [OFF]'.

To report any external activities eligible for CECs, click **+ Add Entry** and fill in the following information:

Add Entry ×

Certification/Program \* ?

Credit Type \* ?

Entry Date \* ?  📅

Description \* ?

Credits \* ?

Credits Expire ?  📅

Score (%) ?  (if applicable)

Activity Code ?

Attachments ?  No file selected.

### Reporting Recertification:

A reminder notice will be sent approximately three months prior to the end of your three year recertification period. This will include an invoice for your recertification fee. At that time, you will need to have entered all of your CECs and double check that all credits have been logged. Once you have met the recertification requirements and paid your invoice, your recertification will be complete.

**FAQs:**

**Question:** I have many years of credits logged, how do I know if I have enough in this recertification cycle?

**Answer:** On the journal page, you can set the dropdown menu for the credit type to CEC and the date range can be selected from the calendars. Once these fields are entered, click on Apply Filter to see only your Continuing Education Credits for the selected period. You can also press Print Transcript to have a clear display of the filtered list.

**Question:** What are the different Credit Types?

**Answer:** For the purpose of tracking credits toward your CERC designation, the only credit type to report is a Continuing Education Credit (CEC). Details of the Service Recognition Program – which uses the credit type SRP – are available on the [CERC website](#).

**Question:** What is the cost of recertification?

**Answer:** The current recertification cost is \$125 + tax.

**Question:** I attended a CERC event, but there is no credit showing up in my journal.

**Answer:** There are a few different possible scenarios which could answer this.

1. Your recertification dates started before CECs were automated. CERC was able to automate this feature beginning with the annual conference in September of 2018. If your reporting period began before that, you will need to add those events yourself in the journal.
2. If someone else registered you for an event, your registration may not be tied to your membership which would result in the credits not having been assigned to your journal. You can enter such events in your journal or reach out to CERC at [prodev@cerc.ca](mailto:prodev@cerc.ca) for assistance.
3. You paid for and attended an event, but were not checked in. This could happen at conference when volunteers are checking in many people or at a regional event if your name badge was not picked up. If you attended but did not get marked as having attended, please let CERC know that you were missed on the list of attendees.
4. The event for which you should have received CECs was very recent. CERC staff need to confirm event attendance at internal events, so this might take a few days (particularly for events outside of Toronto as the information needs to be sent from local committees to the CERC office). Please allow CERC staff the time to complete the confirmation of attendance or email [prodev@cerc.ca](mailto:prodev@cerc.ca) to confirm that you attended an event.



5. The event was not eligible for CECs. Examples of these are social events with no educational component.