



**Seneca**

# Employee Relocation Management

Recognition of Achievement

**Online Program**



## Who should take the program?

Whether you are new to the world of relocation or a long-time member of our industry, furthering your education in a growing and exciting field of business will give you that extra edge needed to reach a higher level of success.

### HUMAN RESOURCES PROFESSIONALS

This program will help you to develop relocation policies that ensure your organization is competitive and effectively manage your employee mobility programs.

### RELOCATION PROFESSIONALS

(e.g., Relocation Management, Realtors, Move Management, Corporate Housing Professionals) - Our program provides you with the tools needed to deliver exceptional service to your clients and their transferring employees.

### DESIGNATION BENEFITS

Our program not only provides you with a better understanding of the entire relocation process, but earning your CERC Professional Designation will enable you to:

- Achieve a greater earning potential
- Gain a competitive edge
- Stand out in the industry
- Open doors to greater opportunities
- Join and interact with an elite community of relocation specialists and professionals
- Earn a Professional Accreditation from CERC as well as a certificate from Seneca College

*“ I would highly recommend this course to anyone who works in the relocation industry...whether as a newbie or a veteran...this course provides the detail and substance that is needed for success in the industry! I told one of my colleagues that after the course I felt like I could run any relocation department!”*

— Sara Rocha, CRP, GMS-T, CERP™  
Account Manager Lead  
Runzheimer

## Program Outline

The program is comprised of three courses, each offered online. Instructors are available online to assist students with assignments, case work and any questions they may have. Courses run at the start of each semester (i.e. the second weeks of September, January and May). There is no minimum relocation work experience required for participation in the program. CERC membership is required to maintain your CERP™ and CGMP™ designations. CERC membership is not required to become, maintain and recertify your CERC Relocation Specialist™ designation.

### LEVEL I - INTRODUCTION TO RELOCATION ERM101

This is the first of three courses. It is intended for those wishing to enhance their knowledge, and for those who are deciding upon, or just beginning, a career in the relocation profession.

Introduction to Relocation provides a high level overview of each of the steps, phases and components of relocation, putting everything into perspective. Participants leave with a broad understanding of the full relocation process and where each part fits into that process. Successful completion of Level I is required to continue with the CERP™ and the CGMP™ course.

Upon successful completion of Level I, participants will receive a certificate enabling them to use the title CERC Relocation Specialist™. Recertification is required every three years.

### LEVEL II - ESSENTIALS OF DOMESTIC RELOCATION ERM102

Building on the foundation of Introduction to Relocation, this level provides the relocation professional with a greater depth of knowledge, understanding and ability in domestic relocation. Successful completion of Level I is a prerequisite for Level II. Membership in CERC is required.

Participants will acquire the knowledge, ability and tools to expertly design and deliver a domestic relocation program. Also, participants will gain an appreciation of the transferee’s perspective that is essential to the management of human dynamics in domestic relocation. Participants leave with a solid understanding of relocation practices in Canada. Upon successful completion of Levels I and II, participants will receive their Canadian Employee Relocation Professional (CERP™) designation. Recertification is required every three years.

*“ The program has allowed me to complete my role in a more efficient way. I am more equipped to deal with the movement of employees from one location to the other. I would recommend the program to anyone because the knowledge you receive is very valuable to the industry we work in.”*

— Dedra John-Henry, CGMP™  
Assignment Manager  
People Mobility  
Accenture Inc.



*After completing the CGMP™ program, you walk away not only more knowledgeable about mobility, but also general policy development and administration methodology.”*

— Ann Stafford,  
CERP™, CGMP™  
Regional Vice  
President, Client  
Services  
Weichert  
Workforce  
Mobility Canada

### **LEVEL III - ESSENTIALS OF INTERNATIONAL RELOCATION ERM103**

Participants will learn information on issues related to administering and managing international assignments and relocations. Establishing policy and administering international assignment relocation have become increasingly more complex in recent years due to growth in global trade and international regulations. This level III program has been revised to accommodate the growing trend for new models of international mobility - commuters, business travellers, short term assignments, etc. These new trends create different challenges to mobility professionals particularly in the areas of business, labour, tax and immigration compliance. The Canadian Global Mobility Professional (CGMP™) designation provides the relocation professional with the knowledge, tools and ability to meet these challenges. Recertification is required every three years.

## **How to Register**

### **TO LEARN MORE AND REGISTER:**

**Website:** [www.senecacollege.ca/ce/business/management-human-resources/employee-relocation-management.html](http://www.senecacollege.ca/ce/business/management-human-resources/employee-relocation-management.html)

**Call:** 416-491-5050 ext.24140

**Email:** [online@senecacollege.ca](mailto:online@senecacollege.ca)

### **FOR MORE INFORMATION ABOUT CERC:**

Visit online at [www.cerc.ca](http://www.cerc.ca)

