



Seattle SHRM Director of Certifications
Volunteer Role

Position Summary:

The Certifications Director oversees the Chapter's SHRM and HRCI certification programs. This role is responsible for increasing the number of chapter members who obtain and maintain SHRM-CP or SHRM-SCP credentials, as well as other relevant HR certifications. The Director promotes certification and recertification, supports members through the certification process, and ensures compliance with SHRM and HRCI requirements.

Reports To:

- Chapter President
- Chapter Membership
- State Council Certifications Director

Key Responsibilities:

- Process SHRM and HRCI certification credit applications for monthly chapter events and Special Interest Group (SIG) programs.
- Create and distribute certificates for approved SHRM and HRCI events (monthly and SIG sessions).
- Stay current on SHRM and HRCI certification and recertification requirements and share updates with chapter members.
- Respond to member inquiries regarding certification and recertification pathways.
- Administer the Chapter's Certification Assistance Program (CAP), if funding is available.
- Support members in preparing for certification by coordinating study groups or providing alternative study resources.
- Attend monthly board and chapter meetings to represent certification efforts and provide updates.

New Director Transition – HRCI Monitoring Requirement:

When a new Certifications Director is appointed, HRCI places the chapter on “monitor” status for six months. During this period, all credit applications must be submitted at least four weeks before the scheduled training or event. After six months, the chapter may request to be removed from monitoring status.

Steps to Submit Event for Certification Credits:

1. Review the event details on the Seattle SHRM Events page.
2. Submit the event for credit approval via the HRCI website: <https://www.hrci.org/>
3. Submit the event for credit approval via the SHRM website: <https://www.shrm.org/>
4. Create SHRM and HRCI certificates for the event and upload them to the designated Dropbox folder.

Available Resources:

- **HRCI Certification Portal:** <https://www.hrci.org/> — For submitting and managing PHR/SPHR credit applications.
- **SHRM Certification Portal:** <https://www.shrm.org/> — For submitting and managing SHRM-CP/SHRM-SCP credit applications.