



How to Retain the  
Certified Relocation  
Professional (CRP®)  
Designation



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# Certified Relocation Professional (CRP®) Continuing Education and Recertification

The Certified Relocation Professional (CRP®) designation signifies that those who hold it have mastered a body of knowledge and are committed to ongoing education to ensure that they remain informed about new trends, best practices and evolution in the employee mobility industry. For this reason, it is important that designees engage in continuing education (CE) activities and certify that they have done so.

WorldwideERC®'s CRP® CE and Recertification requirements are designed to help designees demonstrate that they have continued to grow their expertise. To retain the CRP® certification, you must engage in 30 hours of CE each 3-year recertification cycle to update your understanding of trends, best practices and standards in global workforce mobility.

## **To maintain the CRP® or SCR® designation, you must:**

### **1. Accumulate a minimum of 30 continuing education (CE) credits within each 3-year recertification period by your renewal date.**

CE credit hours may be obtained from Worldwide ERC®-sponsored educational opportunities and courses sponsored by external organizations that have been pre-approved by Worldwide ERC®. You may earn all 30 hours from Worldwide ERC® programming if you choose.

### **2. Maintain membership in Worldwide ERC® annually.**

Membership is defined as receiving Worldwide ERC® member benefits. Membership is recognized by either being the company designated representative for the following membership types: Relocation Appraiser, Real Estate Broker, Corporate Premier, Mobility Service Company, and Relocation Management Company membership or holding the PERC™ individual membership. Please note that you must be the designated member representative for your company, does not apply to PERC™ membership.

Working for a member company does not qualify you for the exam; the conditions noted above must be met.

If you allow your membership to lapse for more than 6 months, your designation will be suspended, and you will not be entitled to use the "CRP" or "SCRIP" initials after your name in professional correspondence, in your social media profiles or in any public medium.

**3. Remit the recertification renewal fee at the end of your 3-year recertification period to renew for a new 3-year cycle.**

Please note that you are allowed up to four and a half months beyond your expiration date to complete your CE credits, if needed, provided that your membership is current.

However, the CRP® recertification renewal fee increases incrementally as a result.

Therefore, it is to your advantage to complete your CE credits on or before your renewal date.

### **Options for Earning CRP® CE Credits**

**1. Participate in Worldwide ERC® Live Meeting Programs and/or Online Education Opportunities**

You may earn CE credit by participating in Worldwide ERC® sponsored conferences/meetings, online classes and webinars, and recorded conference sessions (session recording credits are described in more detail below). Worldwide ERC® meeting programs can include but are not limited to: Worldwide ERC® Live and Virtual Events, Worldwide ERC® Global Workforce Symposium, Worldwide ERC® Webinars, and various on-line training seminars.

CE credits for all Worldwide ERC activities will be automatically uploaded to your "My Account" record within two-weeks after the event ends, based on your attendance. You do not need to manually add them.

Worldwide ERC® Webinars are recorded and archived and made available to all in the Learning Portal for two-weeks after it airs live and for Worldwide ERC Members are available for one month, to use for CE credit, (unless it was only open to members initially). One month after the initial airing, the webinar is available only to those with a Premium subscription to the Worldwide ERC® Learning Portal. See #3 below for additional details.

**2. Participate in Meetings from External Organizations**

You may earn CE credit hours from education sponsored by outside organizations, provided the course(s)/event(s) has been pre-approved by Worldwide ERC®.

If you know of a course coming up and would like to know if it is available for CRP® credits, please ask the sponsoring organization's meeting coordinator and/or ask the Worldwide ERC® Certification Lead. If the organization is not aware that it can request CRP® credit or does not understand how to apply for it, we ask that individual CRP® designees let the organization(s) know that they can apply for this credit. The application is always available to any organization wishing to seek CRP® approval for their educational program, but please keep in mind that some organizations may choose not to apply for CRP® approval if they simply do not have the staff or financial resources to request CRP® credits for their education, or if their education does not meet the criteria to be able to offer CRP® credits. Approved education must be of an advanced relocation nature. Many courses offered for state appraiser or broker license renewal, for example, provide great topics of study but do not focus enough on advanced relocation issues to be CRP® approved.

Sponsoring organizations who have received approval for their course/event are provided with a credit recert form noting a five-digit seminar ID number to give to the CRP®-designated registrants upon conclusion of their event. It is the responsibility of the individual, and not the sponsoring organization, to add the credit to the Education Credit area within their "My Account" record.

### **3. Learning Portal**

Worldwide ERC® houses its educational sessions and recorded webinars within the Learning Portal. Interactive courses, archived webinars/conference recordings, micro courses, extra purchasable sessions, etc. are all housed within this area and many offer continuing education credit for CRPs®. When you listen to a credited session/webinar, etc. within the Portal, the credit is pushed to your record automatically upon completion of the session within 24 to 48 hours – no seminar ID or processing fees are needed. Premium subscription allows unfettered access to nearly every session within the catalog for 12 months.

#### **Reporting and Managing CE Credits**

Manage your CRP® designation from your "My Account" - <https://portal.worldwideerc.org/my-profile> where you can:

- Review the CE credits you have already earned that have been approved or are pending.
- Add new credits to your record.

For instructions on how to add your CE credits, please visit Worldwide ERC®'s Help Center:  
<https://20762520.hs-sites.com/knowledge/how-to-add-crp/gms-ce-credits-to-my-profile>

### **CRP® Credit Carryover**

Continuing Education Credit is designed to help CRP® designees demonstrate that they are maintaining a current and up-to-date understanding of the field of employee relocation and workforce mobility. For this reason, if you earn more than 30 CE credits within a 3-year recertification period you may not carry the extra credits over to the next recertification period.

### **Recertification Renewal Fee**

Worldwide ERC® maintains records on your recertification credits earned through Worldwide ERC® education as well as educational programs approved for recertification by outside organizations. You can view your recertification transcript online any time throughout the 3-year recertification period.

These transcripts note the programs for which you have obtained credit and indicate which credits came from Worldwide ERC® programs versus meetings sponsored by external organizations. This way you can stay informed of the credits you still need to retain your designation. A recertification fee helps pay for some of the administrative costs of tracking and reporting CE credits for individual members.

The credits are applied, and the fee is invoiced only after completion of the CE credit requirements and is payable at the time of recertification renewal once every 3 years. This is separate from your Worldwide ERC® Membership which is due annually.

A time extension is provided to those who find they need extra time to earn their credit hours, but the CRP must be fully valid on their CRP recertification expiration date, understand that the CRP recertification renewal fee increases incrementally throughout the extension period, and, once completed with the recertification, the next recertification expiration date will remain three years out from the date of the initial recertification expiration date, potentially giving the designee less time to complete the recertification requirements for their next cycle.

## Staying in Touch with Worldwide ERC®

It is your responsibility to inform Worldwide ERC® of changes to your contact information (i.e., address, company, name, e-mail, etc.) as they occur. Please update the changes to your "My Account". For instructions to update your contact information, please visit Worldwide ERC®'s Help Center: <https://20762520.hs-sites.com/knowledge/how-do-i-update-my-contact-information>

Worldwide ERC®'s Professional Development department is available Monday through Friday to assist with any questions candidates may have about the CRP® program and examination application/ administration, and any questions a designee may have about his or her certification.

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