APPROVING COURSES FOR CRP® AND GMS® RECERTIFICATION CREDIT

This application is to be completed and submitted by organizations seeking to offer CRP® and/or GMS®/GMS-T® continuing education credit for their upcoming class/conference/webinar. The application must be completed by the sponsoring organization (not by an individual CRP® or GMS®/GMS-T® designee attending the training) and submitted at least 20 days prior to the date(s) the class(es) will be offered for credit. Accreditation may be sought for both in-person (synchronous) and recorded (asynchronous) classes.

Please note that, because of credit tracking (Worldwide ERC® tracks CRP® designee credit hours while GMS®/GMS-T® designees self-track their hours), when using outside courses for continuing education credit hours, those holding the CRP® designation may earn up to 20 credits from pre-approved courses, but each course must be pre-approved. Those holding the GMS®/GMS-T® designation may use courses that have/have not sought pre-approval; as long as the course meets the GMS®/GMS-T® Recertification Criteria, GMS®/GMS-T® designees may use any valid course toward their continuing education credit hour recertification requirement.

CRP® Educational Criteria

Recertification credit will be granted for intermediate and advanced level mobility-related courses/sessions only. That is, the course/session must be at a level appropriate for a person with two years or more of experience with employee mobility.

Credit *can* be granted for the following:
- Courses/seminars regarding U.S. mobility issues including, but not limited to, problem properties/disclosure issues, policy development, policy administration, household goods moving and storage issues, hot topics/trends, client/service provider relationships, corporate human resource issues as they relate to transferees, and family issues.
- Courses/seminars regarding international relocation issues including, but not limited to, country-specific information as it relates to transferees, short-term assignments, localization, cultural/language training, tax/legal issues, immigration issues, help/crisis center management, and transferee selection.*

*Please note these credits will often be noted as international in nature. CRP® designees may earn up to 10 continuing education credit hours within each three-year recertification period from classes focused on international mobility issues. No minimum number of international hours is required.

GMS®/GMS-T® Educational Criteria

Recertification credit will be granted for intermediate and advanced level mobility-related courses/sessions only. That is, the course/session must be at a level appropriate for a person with two years or more of experience with global mobility.

Credit *can* be granted for the following:
- Courses/seminars regarding global mobility issues including, but not limited to, immigration issues, "stealth" expatriates, country-specific information, cultural/language training, tax and legal issues specific to cross-border mobility, global talent selection and talent management, key benefits/concerns of each global assignment type, localization, repatriation issues, ROI of global assignments, COLA and benefit issues specific to global assignees, safety issues specific to expatriates, global client/service provider relationships, corporate HR issues, and family issues specific to global assignments.

Credit will **not** be granted for global mobility introductory courses or for U.S.-specific mobility courses.

Educational Criteria for Both Designations

Credit will **not** be granted for the following:
- Company-specific training programs for clients/vendors/employees relating solely to in-house *systems of management* including, but not limited to, proprietary software and/or customer engagement solutions, as well as information pertaining to company or group-specific long-range goals or vision.
- Customer-service methods or business improvement methodologies (i.e., "Six Sigma") that can be applied to a range of industries.
- Motivational, professional/career development, or personal development courses/speakers that can relate to any industry (i.e., "Be Your Best Self," "Take Your Career to the Next Level, " and/or "Dealing with Difficult People").
- Courses designed to assist attendees in marketing services unrelated to employee mobility.

Each session within a synchronous conference offering several sessions/breakouts will be reviewed individually and *must each be at least 45 minutes in length* to receive one recertification credit. All credits will be granted in whole hour increments. For example, if a

session/breakout runs one hour and 30 minutes, it is eligible for one hour of recertification credit. If it runs for one hour and 45 minutes, it is eligible for two hours of credit.

At the completion of the approved course/session, the principal presenter, meeting organizer, and/or manager should provide registrants with the information to request credit through the online credits management portal. A paper will be provided to the meeting organizer with the appropriate information. The paper may be copied and provided to individual registrants, or an email containing the appropriate information may be sent to registrants after the meeting concludes – the dissemination of the accreditation information is left to the discretion of the sponsoring organization.

The sponsoring organization must also provide Worldwide ERC® with a roster of attendees after the course's completion (once per quarter for asynchronous classes). Worldwide ERC® will keep the roster(s) on file and compare it/them with the actual recertification requests that are submitted by individual designees. Rosters are not to be used in place of individual designee credit submissions unless directed to do so by Worldwide ERC®. Class rosters are _never_ used for marketing purposes.

Web/Online Courses

Online classes must follow the same guidelines as noted above under "Educational Criteria." The class organizer must send a class roster to Worldwide ERC® no later than 14 business days after completion of synchronous courses and once per quarter for asynchronous courses. The roster must include participant names and company names along with the time that each person logged into, and out of, the seminar (this report is usually supplied by the company providing the web seminar, such as WebEx or GoToMeeting). If a designee that does not appear on a log-in/log-out report (non-registered secondary participant), she/he must have signed into the class on a separate sheet to be provided to Worldwide ERC®.

For asynchronous classes longer than an hour, sponsoring organization must show that progress through the course is being checked/tracked and/or show that precautions are being taken to ensure that users cannot skip ahead to finish the class more quickly than the stated number of hours. Quizzes and/or exams are not required for credit approval and will not count toward the total credit count of the course.

Multiple Sessions within the Calendar Year

Synchronous classes: If you are sponsoring the _same,_ synchronous conference/webinar on multiple occasions in the _same_ calendar year (January through December), and the content and hours of that class **do not** change (speakers _may_ change), it will save your company money to apply for all of your courses at one time (again, this applies _only_ to the same course being offered on several dates).

When applying for more than one date/location _at the same time_, an application for each date/location must be submitted, but payment will only need to cover the administrative cost one time. For example, a 2-credit course that will be given four different times throughout the calendar year will have a processing fee of $170 (2 hours x $85) provided that all four dates and locations are submitted _at the same time the application is returned to Worldwide ERC®._ If future dates/locations are undecided, or added on later, you will need to provide the application fee of $85/credit hour _each_ time you submit the course. In this example, the fee would be $170 each of the four times the course is submitted, for a total of $680.

Asynchronous classes: Approval is provided for courses for the calendar year (January-December) and fees cannot be prorated. In order to maintain approval for the course, a new application must be submitted annually. If, at any time during the year the class undergoes a change in content, a new application must be submitted (with processing fees), indicating where/how the changes affect the content/length of the course.

Synchronous to Asynchronous format: <mark>When a session is offered live, then converted to an asynchronous offering, credit for each format must be sought separately</mark> (can be applied for simultaneously or at different times). C_redit processing fees will apply to each application (even if submitted simultaneously) as the synchronous and asynchronous formats of the class are considered to be distinct/separate._

Assembling the Application

Please include with your application:
- A **detailed, hourly outline/agenda** for each course or conference requesting credits must be submitted. No credit will be awarded for breaks, meals, knowledge checks, quizzes/examinations, or transportation time.
- A clear description of each session/module and the session/module objective.

If your course is longer than one hour, or if there are breakout sessions available within the same time slot, please assemble your application in the following way:
1. One completed application for the overall course(s) or conference (not individual applications for each session).
2. Overall agenda/hourly outline, showing registration and break times (if applicable) for all courses or conferences where more than one hour of credit is requested.
3. First session's general description, objective, and hourly breakdown
4. Second session's general description, objective, and hourly breakdown, and so on.

Processing Fee Guidelines

The sponsoring organization will need to apply for CRP® credit, GMS®/GMS-T® credit, or both. An administrative fee of **$85*** is due at the time of application for *each* hour of CRP® *or* GMS®/GMS-T® credit pre-approved by Worldwide ERC®, or $125* for *each* hour when applying for *both* CRP® and GMS®/GMS-T® credit for the same course. For example, if a conference is approved for five hours of CRP® credit and two of the approved breakout sessions are also approved for GMS®/GMS-T® credit, the cost would be $505 – ($85 x 3 credits and $125 x 2 credits).

If a synchronous webinar is being offered that will then be converted to an asynchronous class offering – two applications need to be submitted (either at one time or separately), each providing the per credit fee; the classes are treated as separate offerings due to the change in format.

*** Fee is reduced to $55 per CRP® or GMS®/GMS-T® credit hour and $80 per CRP®/GMS® approved credit hour for all Regional Relocation Groups recognized in Worldwide ERC®'s Roster of Members and Resource Guide**

Attester Criteria

Application for course/session approval may be submitted by persons meeting the following requirements:
1. **For-profit organizations.** The individual submitting the recertification application must be a full-time managerial staff member and hold the CRP® or GMS®/GMS-T® designation.
2. **Non-profit regional relocation groups.** The individual submitting the recertification application must be an elected officer, director of the organization, or member responsible for education programs -- and hold the CRP® or GMS®/ GMS-T® designation.
3. **Non-profit organizations (NAR, Appraisal Institute, etc.) and colleges/universities (where a designation would not be pertinent to full-time compensated staff).** The individual submitting the recertification application must be a managerial employee responsible for training and development/education.

All individuals submitting an application must themselves have designed and developed the specific course/session for which the application is being made or have thoroughly reviewed the program with the person(s) so responsible and attest that it meets the criteria outlined in this application.

Timetable/Credit Forms

The completed application must be submitted to Worldwide ERC® at least 20 days in advance of the course/session for which approval is being sought. **We strongly advise this 20-day period be noted for planning purposes.**

When the completed application arrives in our office, we will review the content of the course(s). If/When your course is approved, we will provide you with the following via email:
- Information explaining how to ensure CRP®s obtain their continuing education credits.
- Form(s) that can be copied and provided to each CRP® to use when submitting your course through the credits management portal. An informational email may be sent in lieu of using the form.
- For asynchronous classes, your organization can choose to use the Worldwide ERC® form provided, or send an information email to the user after the completion of the course, or provide an automatic, computer-generated certificate. If your organization chooses to provide its own certificate, Worldwide ERC® must approve the certificate before initial usage.

**Worldwide ERC® reserves the right to change any of the above listed procedures if
applications are received less than 20 days prior to the conference/class**

WORLDWIDE ERC®
APPLICATION FOR CRP® AND GMS®/GMS-T® RECERTIFICATION CREDIT

This application must be accompanied by a comprehensive outline of the specific course(s)/session(s), highlighting the scope and specific relocation-related subjects to be covered (see pages 1-3).

Sponsoring Organization:			
Course/Session/Conference Title:			
☐**Synchronous Class (Live ONLY)**			
Type of Credit	☐ **CRP**	☐ **GMS**	☐ **Both**
Date(s) of Course/Session/Conference:			
Session Length per Day (daily hours <u>without</u> breaks):			
Site(s) of the Course/Session (city/state or online):			
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☐**Asynchronous Class (Recorded)**			
Type of Credit	☐ **CRP**	☐ **GMS**	☐ **Both**
Session Length (hours <u>without</u> knowledge checks, quizzes/ tests):			
Host of class (Intranet, WebEx, GoToWebinar, other)			
Credit form to be supplied by	☐Worldwide ERC®	☐Our organization (see page 3 for more information)	

Course/Session General Description: (can describe here or attach program)

Course/Session Objective: (can describe here or attach program)

For Asynchronous classes only – Tracking method(s) for classes requesting more than one credit hour:
(Please include log-in information on accessing the course for review purposes)

Worldwide ERC® Contact/Meeting Organizer - Whom should Worldwide ERC® contact with questions, and where should the credit approval forms be sent? (This contact person does not have to be the attester.)

Name:
Company:
Address:
City: State: Zip:
Telephone: Fax:
Email:

Attendee Contact - Whom should designees contact for information about this program? (*If different from* Worldwide ERC® *contact*)

Name:
Company:
Address:
City: State: Zip:
Telephone: Fax:
Email:

Course/Session Presenters:

Name:
Company:
Address:
City: State: Zip:
Telephone: Fax:
Email:

Name:
Company:
Address:
City: State: Zip:
Telephone: Fax:
Email:

Name:
Company:
Address:
City: State: Zip:
Telephone: Fax:
Email:

(Attach additional sheets if necessary.)

Attestation

I hereby verify that I meet the attester criteria and confirm that the referenced course/session is relocation related and will present intermediate to advanced level education and training. I further authorize any member of Worldwide ERC®'s Certification Review Board, Board of Directors, staff, or other designated representative, to attend/take this session, unannounced and on a complimentary fee basis, for the purposes of auditing the course/session for reconfirmation and validation of continuing education credits for CRP® and/or GMS® recertification.

I understand that as a result of such an audit, recertification credits may be invalidated should the course/session content or quality of instruction fail to meet reasonable standards or if the course/session content is deemed to be at a basic education level.

I further understand that the submission of false or misleading information will result in revocation of my personal (S)CRP®/(S)GMS®/(S)GMS-T® designation and will subject the sponsoring organization to suspension of further recertification credit offerings for a two-year period, which shall commence from the date of the course/session.

		CRP	**GMS**
Name:			
Company:			
Address:			
City:	State	Zip	
Telephone:	Fax:	Email	
Signature:			

Application Checklist

Please include all of the following items with your application for recertification credit. Approval will not be granted until all of the following items are received by Worldwide ERC®:

☐Completed Application for CRP® and/or GMS-T®/GMS® Recertification Credit
☐Comprehensive outline (and hourly agenda if over one hour in length) of the course/session/conference
☐I will send a roster of attendees to Worldwide ERC®
   -within 14 business days of the close of the course/session (synchronous courses)
   -once per quarter (asynchronous courses)

☐Payment of
   -**$85 per hour** of CRP® or GMS® credit you are seeking; **$125 per hour** of CRP®/GMS® credit you are seeking

   -**$55 per hour** of CRP® or GMS® credit you are seeking; **$80 per hour** of CRP®/GMS® credit you are seeking
   (reduced payment amount for Recognized Regional Groups ONLY)

Payment Information:

☐Please charge my credit card in the amount of: _____
  VISA   MasterCard   AmEx

Name on Card: _____
Card Number _____ Exp. Date _____ CVV: _____
Billing Address _____

(**NOTE REGARDING PAYMENT:** If the course/session/conference is awarded fewer credits than your application requests and you paid by check, the difference will be refunded to you via check. If you paid by credit card, the lesser amount will be charged.)

Please return completed application, comprehensive outline, speaker biographies, and
payment at least 20 days prior to your course to:

Robin Arnold, Manager, Certifications and Products
Worldwide ERC®
Payment Remittance Address: P.O. Box 713112, Chicago, IL 60677-0312

PHONE: 703 842 3418   rarnold@WorldwideERC.org   www.WorldwideERC.org