

The Certified Relocation Professional (CRP®) Program

Overview

This booklet outlines the steps necessary to earn the CERTIFIED RELOCATION PROFESSIONAL (CRP®) and the SENIOR CERTIFIED RELOCATION PROFESSIONAL (SCRCP®) designations as developed by, and administered through, Worldwide ERC®. The information in this booklet is subject to change and/or revision.

The Worldwide ERC® Certification Review Board develops the program and the examination upon which the designation is based. The Board is comprised of recognized industry professionals, representing an extensive variety of expertise in corporate human relations, corporate relocation policy, appraising, residential real estate, and tax and legal issues.

Castle Worldwide works with Worldwide ERC® and the CRP® Certification Review Board to aid in the development and administration of the CRP® examination. They are test consultants with nearly 30 years of experience with nationally based certification and licensing programs. Their broad client base includes numerous organizations in a variety of fields.

Purpose and Goals of the CRP® Certification Program

The purpose of the Worldwide ERC® certification program is to encourage members working in specific aspects of employee mobility to gain extensive and useful knowledge of all aspects of U.S. employee relocation. A major purpose of this program is the achievement of a common and universal understanding of the field of employee relocation and recognition of those professionals who demonstrate mastery.

The goals of the Certified Relocation Professional® Program include:

1. To raise the professionalism of those involved in relocation.
2. To encourage continuing education for professional development.
3. To encourage self-development by offering guidelines for achievement in the relocation profession.
4. To identify and award special recognition to those persons who have demonstrated a comprehensive knowledge of the principles and practices of relocation, related disciplines, and laws governing and affecting relocation.

Eligibility Requirements

The individual must satisfy either Option #1 or Option #2 as noted here. (It is not necessary to satisfy both options.)

Option #1

The candidate must have held membership* with Worldwide ERC® for at least 12 months during the 18-month period prior to the May exam date (December 2016 through May 2018); and

The candidate currently has a membership** established with Worldwide ERC®.

*Membership is defined as holding an individual membership and therefore receiving Worldwide ERC® member benefits. In order to qualify for the 2017 CRP® exam under Option #1, the candidate's status as an individual member is considered from December 2016 to May 2018. If in at least 12 of those 18 months the individual has been a member, he or she is eligible under Option #1.

**The candidate must currently be an Appraiser, PERC, or Corporate Premier member, or be the member representative for a Real Estate Broker, Relocation Management, or Mobility Service Provider company membership at the time of application. Membership must not expire before the end of May 2018.

Option #2

A CRP®/SCRCP® designee who is a member in good standing with Worldwide ERC® can attest for a CRP® candidate provided that the following requirements are met:

The CRP® candidate must have one full year of corporate relocation-related experience. The experience does not have to be from within the same company. (The CRP®/SCRCP® attesting to the candidate's one year of corporate relocation-related experience does so with the understanding that fraudulent statements in this regard may result in cancellation of the candidate's exam registration. In cases where the CRP®/SCRCP® designation has already been awarded to the candidate, this could result in the revocation of the designation).

Both the attesting CRP®/SCRCP® and the CRP® candidate currently have memberships* established with Worldwide ERC® at the time that the candidate submits the CRP® exam application. The candidate must maintain membership through the exam date.

*Membership is defined as holding an individual membership and therefore receiving Worldwide ERC® member benefits. The candidate and attesting CRP must currently hold Appraiser, PERC, or Corporate Premier membership, or be the member representative for a Real Estate Broker, Relocation Management, or Mobility Service Provider company membership at the time of application. Membership must not expire before the end of May 2018.

Exam Design and Development

Candidates earn the CRP® designation by taking and passing a comprehensive exam consisting of 125 multiple-choice questions. 110 items are scored and 15 items are non-scored/ pre-test items. Three (3) hours are given to complete the exam.

Questions for the CRP® exam are written by the Worldwide ERC® CRP® Certification Review Board (CRB), which is comprised of CRP®-designated Worldwide ERC® members representing the various disciplines within the industry. The CRB is provided direction in techniques for writing test questions by Worldwide ERC®'s testing partner, Castle Worldwide. Castle reviews the questions for clarity and readability and then *assembles* the exam form; however, the relocation professionals on the CRB *develop* the exam content.

Questions contained in the 2018 CRP® exam are derived from specific Worldwide ERC® educational programs and research publications known as source materials. These materials are available for purchase when you register to take the exam.

These source materials are presented to provide an independent study approach. Worldwide ERC® does not sponsor a review course and is not affiliated with any review courses provided by outside organizations.

Please note that for test security, and in accordance with standard testing procedures, exam questions are not, and never have been, released to the public.

Choosing Site Location/Date/Time

The CRP® exam is offered in Internet-based testing (IBT) format where candidates go to a local testing center to take the exam. About four to six weeks prior to the start of the exam time series (16 May 2018 - 1 June 2018), candidates will be provided with emailed instructions from Castle Worldwide explaining how to reserve a testing center location, time, and date within the exam window.

For candidates testing outside of the U.S./Canada – you may sit for the CRP® exam at an international testing site, but please note that in addition to your regular registration fee paid to Worldwide ERC®, Castle Worldwide will collect a separate \$125 fee upon scheduling the specific exam location, date, and time for use of a testing site outside of the U.S./Canada.

Registration Information

The CRP® exam application must be completed online. You can find the application by using the following link on Worldwide ERC®'s web site: <http://www.worldwideerc.org/Education/CRP/Documents/CRP-Exam-Application.pdf>

Registrations will only be processed after receiving all of the following:

- A completed exam application,
- CRP attestation statement (if qualifying for the exam under Eligibility Option #2), and
- Full payment of all necessary fees.

Payments accepted include credit card (VISA/MasterCard/AmEx) or check payments.

Check payments may be mailed to:

Worldwide ERC®
4401 Wilson, Blvd., Suite 510
Arlington, VA 22203

(Please make checks payable to: "Worldwide ERC® Certification Program")

Payment and application received at Worldwide ERC®:

on or before 30 January 2018:

\$275 application fee

(plus membership payment, if applicable)

between 31 January 2018 and 6 March 2018:

\$325 application fee

(plus membership payment, if applicable)

between 7 March 2018 and 10 April 2018:

\$405 application fee

(plus membership payment, if applicable)

between 11 April 2018 and 30 April 2018**:

\$550 application fee

(plus membership payment, if applicable)

****There is no guarantee of space on/after 1 May 2018.**
Please contact Worldwide ERC® to see if any registration opportunities remain before sending your application.

Due to confidentiality issues and exam processing criteria:

-Substitutions are not permitted, and

-All changes/cancellations will be accepted only from the applicant as named on page 1 of the application.

NO exceptions.

Cancellation Procedures and Refunds

Cancellation requests received:

- on or before 15 March 2018 will be refunded \$225.
- between 16 March 2018 and 12 April 2018 will be refunded \$175.
- between 13 April 2018 and 2 May 2018 will be refunded \$100.
- on or after 3 May 2018 cannot be refunded.

All exam cancellations must be submitted in writing, via fax or e-mail.

Due to confidentiality issues and exam processing criteria:

-Substitute applicants are not allowed, and

-All cancellations will be accepted only from the applicant as named on page 1 of the test application. No exceptions.

Change Procedures and Fees

After you have registered for the exam, approximately four to six weeks before the exam series begins, Castle Worldwide will contact you via email with instructions to sign up for a specific testing center, date, and time. After you have submitted your desired location, date, and time, you may log back into the online testing reservation web site and make changes, but please note that ANY change made is subject to a \$50 charge. Changes may only be made up to four (4) days before your selected testing date. A fee is collected *each* time you make a change. Please note that testing centers and times will fill up and if you choose to make changes, you may not be able to test at the testing center closest to you and/or on your most desired date.

Admission Letter and Exam Entrance

Once your application is processed, you will receive a confirmation via email, within about 10 business days, indicating that Worldwide ERC® has received and processed your application. If you do not receive this email within two weeks of the anticipated receipt of your application/fees, please contact Worldwide ERC® to confirm your application was received. It is the responsibility of the candidate to follow up.

Candidates will receive an email from Castle Worldwide approximately four to six weeks before the exam series begins instructing them on how to schedule their specific exam testing center site location, date, and time. Candidates will receive an email confirmation notice immediately afterward. The email should be printed and saved by the candidate.

The admission letter must be presented for entrance into the testing center. Registrants will also be required to present a current, government-issued identification with photo and signature (driver's license or passport). No bags/purses, cell phones, beverages, papers, books, calculators, or notes will be allowed in the test room. For a complete list of prohibited items, [please click here](#).

For candidates testing outside of the U.S./Canada – you may sit for the CRP® exam at an international testing site, but please note that in addition to your regular registration fee paid to Worldwide ERC®, Castle Worldwide will collect a separate \$125 fee upon scheduling the specific exam location, date, and time for use of a testing site outside of the U.S./Canada.

The Score Report

The score report indicates whether a candidate passed or failed the exam. Passing or failing the certification exam is reflected in the scaled score (a scaled score is an arithmetic conversion of the raw scores; it is not a “number correct” or “percent correct” score) shown on the score report. Scores can range from 200 to 800, but a TOTAL scaled score of 500 or more is required in order to pass the CRP® exam.

Scores will be made available within three weeks of the final testing date, 1 June 2018. Candidates will be able to check their scores online through Castle Worldwide's scoring portal. Scores also will be mailed approximately two days after they are released online.

Candidates who do not pass the exam are provided with individual section scores listed by content area for their own performance assessment. This information can be used to identify weak areas and/or to focus future exam preparation strategies. Retakes are not available.

Designations Awarded

Two related designations are awarded in this professional certification program: CERTIFIED RELOCATION PROFESSIONAL (CRP®) and SENIOR CERTIFIED RELOCATION PROFESSIONAL (SCR®).

The successful completion of the CRP® examination is required only one time (provided recertification requirements, explained later, are met). The SCR® designation is based on attainment of Worldwide ERC®'s Distinguished Service Award. This service recognition program is based on leadership contributions to Worldwide ERC® based on a number of factors such as serving as a panelist or speaker at a Worldwide ERC® meeting or program, writing Mobility magazine articles that are subsequently published, and service on special or standing committees. Detailed information on this service recognition program is highlighted in the Worldwide ERC® Directory and Worldwide ERC® Roster and on Worldwide ERC®'s web site at www.WorldwideERC.org.

Members who have previously been recognized with a Distinguished Service Award will automatically be granted the SCR® designation at the time the certification examination is successfully passed.

All others who successfully pass the examination will initially be awarded the CRP® designation. Upon receipt of the Distinguished Service Award from Worldwide ERC®, the designation will automatically be elevated to the SCR® level.

This designation recognizes individual achievement. The CRP® or SCR® notations may not be used to imply certification of an entire organization.

Examination Scope

Examination questions are drawn from the areas listed within the “CRP® Exam Content Areas” section, located on pages 4-9, provides a more detailed outline of the subject areas covered on the exam.

The percentage of questions from each domain is as follows:

Domain	Final Domain Weights
1. Program & Policy	36%
2. Real Estate	34%
3. Counseling & Other Services	30%
Total	100%

CRP® Exam Content Areas

Class	Type	Description
1	Domain	Program and Policy
1	Task	Design and maintain a mobility program, aligned with the client culture and strategy, that provides the framework for policies and program administration.
	Knowledge	Budgeting (e.g., cost projection, cost control/containment)
	Knowledge	Economics of relocation/revenue stream (e.g., pricing and servicing models, risk management)
	Knowledge	The identities and roles of the decision makers (e.g., procurement, HR, IT, outsourcing, HRO)
	Knowledge	Mobility alternatives/options (e.g., telecommuters, temporary assignment, college intern assignment, business travel)
	Knowledge	Tax treatment of home-purchase programs
	Knowledge	Worldwide ERC®'s 11 key elements and procedures of the amended value offer
	Knowledge	Revenue Ruling 82-204 (e.g., Amdahl/capital assets)
	Knowledge	Capital gains taxes
	Knowledge	Sarbanes Oxley Act
	Knowledge	Real Estate Settlement Procedures Act (RESPA)
	Knowledge	Revenue Ruling 2005-74
	Knowledge	Retention (e.g., managed move programs for entire employee population, offering alternatives to relocating)
2	Task	Develop and maintain mobility policies (e.g., permanent transfers, short-term assignments, group move) that align with the business strategy and are cost effective, compliant, and competitive.
	Knowledge	Tiered and flexible policies
	Knowledge	Mobility alternatives/options (e.g., telecommuters, temporary assignment, college intern assignment, business travel)
	Knowledge	Policy development and analysis (e.g., group moves, international moves, benchmarking, company culture and objectives, cost management)
	Knowledge	Recruitment (e.g., tiered new hires, pre-employment offer counseling, area orientation, competitive policy adjustments/enhancement)
	Knowledge	Tax assistance policies (e.g., gross-ups, tax equalization - international)
	Knowledge	Moving household goods
	Knowledge	Temporary living (e.g., housing, meals)
	Knowledge	Real estate assistance (e.g., home marketing, home-buyout, BVO, lump sum)
	Knowledge	Assistance for employee's loss on home sale (e.g., loss-on-sale, capital improvements)
	Knowledge	Home finding assistance (e.g., destination services, number and duration of trips)

	Knowledge	Purchasing closing costs (e.g., closing statement, broker's commission and selling costs)
	Knowledge	High cost-of-living/housing assistance
	Knowledge	Employer mortgage programs (e.g., direct bill, mortgage subsidy programs, second mortgage)
	Knowledge	Renters' assistance (e.g., lease terminations, area tours)
	Knowledge	Group moves (e.g., implementation, execution)
	Knowledge	New hire policies (e.g., components, levels)
	Knowledge	International moves (e.g., components of inbound US and outbound US, repatriation)
	Knowledge	Lump sum
	Knowledge	Pre-decision services
	Knowledge	Sarbanes Oxley Act
3	Task	Provide real estate market consultation to clients, industry partners, and transferees using real estate data, trending data, and industry statistics to help them make informed decisions.
	Knowledge	The purpose of the Worldwide ERC® Broker's Market Analysis and Strategy Report, how it is prepared, and how to review and interpret it
	Knowledge	Real estate terminology
	Knowledge	Home sale program costs
	Knowledge	Statistical tools for real estate (e.g., home sale prices, trending data)
	Knowledge	Cost-of-living differentials
	Knowledge	Home finding assistance/Area counseling
	Knowledge	Property management
	Knowledge	Mortgage financing
	Knowledge	Home inspection and disclosures
	Knowledge	Home marketing assistance
	Knowledge	Principles of relocation appraising
	Knowledge	Relocation appraisal terminology
	Knowledge	Legal issues: toxic substances
	Knowledge	Legal issues: disclosure
	Knowledge	Real Estate Settlement Procedures Act (RESPA)
4	Task	Prepare relocation cost estimates indicative of current policy for clients and/or transferees to inform and set expectations regarding anticipated costs for budgeting and/or decision making
	Knowledge	Tax assistance policies (e.g., gross-ups, tax equalization - international)
	Knowledge	Federal tax treatment of company-reimbursed moving expenses
	Knowledge	Federal tax treatment of moving expenses not company-reimbursed

	Knowledge	Budgeting (e.g., cost projection, cost control/containment)
5	Task	Plan and execute a group move, including policy development and departure and destination services coordination to fulfill the client's objectives for the move.
	Knowledge	Group moves (e.g., implementation, execution)
	Knowledge	Policy development and analysis (e.g., group moves, international moves, benchmarking, company culture and objectives, cost management)
	Knowledge	Mobility alternatives/options (e.g., telecommuters, temporary assignment, college intern assignment, business travel)
	Knowledge	Retention (e.g., affinity program, offering alternatives to relocating)
	Knowledge	The identities and roles of the decision makers (e.g., procurement, HR, IT, outsourcing, HRO)
6	Task	Select and manage supply chain vendors using performance metrics (e.g., claims rate, appraisal/BMA variance, customer satisfaction) to facilitate employee mobility.
	Knowledge	Industry performance metrics and service level agreements (SLAs)
	Knowledge	Economics of relocation/revenue stream (e.g., pricing and servicing models, risk management)
	Knowledge	The identities and roles of the decision makers (e.g., procurement, HR, IT, outsourcing, HRO)
	Knowledge	Vendor selection and management (e.g., RFP development)
2	Domain	Real Estate
1	Task	Develop and maintain home sale marketing strategy, including the potential for a guaranteed buyout, to facilitate the sale of the property.
	Knowledge	The purpose of the Worldwide ERC® Broker's Market Analysis and Strategy Report, how it is prepared, and how to review and interpret it
	Knowledge	The purpose of the Worldwide ERC® Summary Appraisal Report, how it is prepared, and how to review and interpret it
	Knowledge	Home inspection and disclosures
	Knowledge	Home marketing assistance
	Knowledge	Real estate terminology
	Knowledge	The use of appraisals in home-purchase programs
	Knowledge	How to determine appraised value offer price
	Knowledge	Legal issues: toxic substances
	Knowledge	Legal issues: disclosure
2	Task	Explain the elements of the relocation appraisal, including forecasting, market change, and differences between the Worldwide ERC® appraisal and other types of real estate appraisals to help the transferee and/or client understand the anticipated sales price.
	Knowledge	Principles of relocation appraising, including statistical tools (e.g., matched pairs analysis, market change adjustment, forecasting)
	Knowledge	The purpose of the Worldwide ERC® Summary Appraisal Report, how it is prepared, and how to review and interpret it

	Knowledge	The types of appraisals
	Knowledge	The use of appraisals in home-purchase programs
	Knowledge	How to determine appraised value offer price
	Knowledge	Relocation appraisal terminology
3	Task	Educate the transferee and/or the client about the agency and representation relationships between buyers, sellers, and real estate professionals to help them make an informed representation decision.
	Knowledge	Buyer brokerage/agency relationships
	Knowledge	Home inspection and disclosures
	Knowledge	Legal issues: toxic substances
	Knowledge	Legal issues: disclosure
4	Task	Evaluate the impact of the relocation property assessment and disclosures, including how it relates to the guaranteed buyout, to help the transferee and/or client make an informed decision regarding costs and risks.
	Knowledge	The purpose of the Worldwide ERC® Relocation Property Assessment, how it is prepared, and how to review and interpret it
	Knowledge	Home inspection and disclosures
	Knowledge	Legal issues: toxic substances
	Knowledge	Legal issues: disclosure
	Knowledge	Real estate terminology
	Knowledge	How to determine appraised value offer price
5	Task	Administer a home sale program that complies with real estate laws and conforms to the 11 key elements recommended for an amended value transaction for favorable tax treatment.
	Knowledge	Tax treatment of home-purchase programs
	Knowledge	Revenue Ruling 2005-74
	Knowledge	Worldwide ERC®'s 11 key elements and procedures of the amended value offer
	Knowledge	Revenue Ruling 82-204 (e.g., Amdahl/capital assets)
	Knowledge	Capital gains taxes
	Knowledge	Sarbanes Oxley Act
6	Task	Orient the transferee to a destination community to find a long term solution to their housing needs.
	Knowledge	Home finding assistance (e.g., destination services, number and duration of trips)
	Knowledge	Purchasing closing costs (e.g., closing statement, broker's commission and selling costs)
	Knowledge	Renters' assistance (e.g., lease terminations, area tours)
	Knowledge	Home finding assistance/Area counseling
	Knowledge	Mortgage financing

	Knowledge	Buyer brokerage/agency relationships
	Knowledge	High cost-of-living/housing assistance
	Knowledge	Employer mortgage programs (e.g., direct bill, mortgage subsidy programs, second mortgage)
	Knowledge	Home inspection and disclosures
	Knowledge	Real estate terminology
3	Domain	Counseling & Other Services
1	Task	Audit transferee relocation expenses according to client policies and move-related tax regulations and process payments, ensuring proper categorization for reporting and payroll purposes.
	Knowledge	Tax assistance policies (e.g., gross-ups, tax equalization - international)
	Knowledge	Federal tax treatment of company-reimbursed moving expenses
	Knowledge	Federal tax treatment of moving expenses not company-reimbursed
	Knowledge	Federal tax law regarding qualified moving expenses
	Knowledge	Home sale program costs
	Knowledge	Budgeting (e.g., cost projection, cost control/containment)
2	Task	Identify individual transferee and family destination needs (e.g., child care, schools, elder care, spousal assistance) and coordinate services through a network of providers to ease the transition to the new location.
	Knowledge	Family policy implications (e.g., single parents, moving with children, dual-career families, commuter marriages, child care, schools, elder care, demographics of transferee and family, family assistance programs [e.g., school, medical], reluctance to relocate)
	Knowledge	Spousal assistance
	Knowledge	International moves (e.g., components of inbound US and outbound US, repatriation)
	Knowledge	Impact of international mobility on family
3	Task	Educate transferee on mortgage practices and facilitate the application process to expedite the home purchase.
	Knowledge	Employer mortgage programs (e.g., direct bill, mortgage subsidy programs, second mortgage)
	Knowledge	Mortgage financing
	Knowledge	Purchasing closing costs (e.g., closing statement, broker's commission and selling costs)
	Knowledge	Real Estate Settlement Procedures Act (RESPA)
	Knowledge	Dodd Frank Act
4	Task	Administer the household goods move program, including counseling the transferee and coordinating vendor services, to manage transferee expectations and ensure the safe and timely delivery of the transferee's household goods.
	Knowledge	Moving household goods
	Knowledge	Federal tax treatment of company-reimbursed moving expenses

	Knowledge	Federal tax treatment of moving expenses not company-reimbursed
	Knowledge	Federal tax law regarding qualified moving expenses
5	Task	Counsel transferees regarding the relocation program (benefits, providers, timing, markets, environments, processes) according to client and/or company policies and operating procedures to guide, inform, and manage the expectations of the transferee.
	Knowledge	Moving household goods
	Knowledge	Real estate assistance (e.g., home marketing, home-buyout, BVO, lump sum)
	Knowledge	Home finding assistance (e.g., destination services, number and duration of trips)
	Knowledge	Assistance for employee's loss on home sale (e.g., loss-on-sale, capital improvements)
	Knowledge	Temporary living (e.g., housing, meals)
	Knowledge	Purchasing closing costs (e.g., closing statement, broker's commission and selling costs)
	Knowledge	High cost-of-living/housing assistance
	Knowledge	Employer mortgage programs (e.g., direct bill, mortgage subsidy programs, second mortgage)
	Knowledge	Renters' assistance (e.g., lease terminations, area tours)
	Knowledge	Tax assistance policies (e.g., gross-ups, tax equalization - international)
	Knowledge	Property management
	Knowledge	Mortgage financing
6	Task	Facilitate the transition of U.S.-bound employees and repatriates to their destination according to client policies.
	Knowledge	Components of U.S.-bound international moves (e.g., work visas, home finding, driver's license, settling in)
	Knowledge	How cross cultural factors influence service delivery to incoming expatriates
	Knowledge	Impact of international mobility on family

Recertification Requirements

To maintain the CRP® or SCRIP® designation, an individual must:

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

*10 of the 30 CE credit hours must be obtained from Worldwide ERC®-sponsored programs/audio sessions. The remaining 20 credits may be obtained from courses sponsored by external organizations (courses must be pre-approved by Worldwide ERC® for CE credit). You may earn all 30 hours from Worldwide ERC® programs/audio sessions if you choose.

*20 of the 30 CE credits must be obtained from classes/conferences discussing U.S.-centric mobility topics/issues. The remaining 10 credits may be obtained from classes/conferences discussing international mobility topics/issues. You may earn all 30 credits from U.S.-centric courses if you choose.

2) Maintain membership in Worldwide ERC® annually.

Membership is defined as holding an individual membership and therefore receiving Worldwide ERC® member benefits**. See

<http://www.worldwideerc.org/Membership/Pages/Membership-Categories.aspx> for more info.

**Allowing membership to lapse for more than three months will result in the suspension of the designation. You may not use the "CRP" or "SCRIP" initials after your name if your designation is on a suspended or expired status.

3) Remit the recertification renewal fee at the end of your 3-year recertification period in order 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, please be advised that 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.

Recertification Renewal Fee

Worldwide ERC® headquarters maintains records on CRPs®/SCRIP® designees, their recertification credits, and programs approved for recertification by outside organizations. In order for CRPs®/SCRIP® designees to be kept apprised of their earned continuing education credits throughout the three-year recertification period transcripts are available online any time.

These transcripts note the programs for which a CRP®/SCRIP® designee has obtained credit and indicate those credits earned for Worldwide ERC® programs versus meetings sponsored by external organizations. In this way, CRP®/SCRIP® designees are informed on an ongoing basis of the credits needed to retain their designation. There is a recertification fee which covers some of the administrative costs of tracking and reporting continuing education credits for individual members.

The fee is invoiced *only* after completion of the CE credit requirements and is payable around the time of recertification renewal once every three years. Please see "Recertification Renewal Requirements" above for additional information on this fee.

The Cycle of the CRP® Program

For those who pass the 2018 exam and obtain the designation, following is a brief overview on what to expect for the first several months of the program:

16 May 2018 – 1 June 2018 = CRP® examination is administered

Mid-June = Exam results are available online and in the mail from Castle Worldwide (passing candidates receive an official certificate with their score report at this time)

Early-to-mid July = Press kit information and passing lists are posted online; lapel pin and recertification information are mailed from Worldwide ERC®.

Your recertification renewal date will be **31 July 2021**. The necessary CE credits must be earned within this time to be eligible to renew the designation for another three-year period (see "Recertification Requirements" earlier on this page). Several reminders will be sent to you in 2021 regarding the number of continuing education credit hours you have earned and your renewal status.

DON'T FORGET....to renew your membership every year. Worldwide ERC® memberships run on a 12-month cycle while your CRP® recertification runs on a 3-year cycle (ending on 31 July). It is easy to get this confused so please contact us with any questions about your status at CRP@WorldwideERC.org or +1 703 842 3430, ext. 1.

Staying in Touch With Worldwide ERC®

It is the responsibility of the individual designee to inform Worldwide ERC® of all changes (e.g., address, company, name, e-mail, etc.) as they occur. Changes must be received in writing and are to be submitted to Worldwide ERC®'s Professional Development Department.

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

Phone: +1 703 842 3430, ext. 1

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