



WORLDWIDE ERC® (S)GMS® RECERTIFICATION RENEWAL APPLICATION

INSTRUCTIONS – *It is not necessary to return the instructions page with your completed application.*

This is the form you will submit to Worldwide ERC® with your renewal fee upon completion of all fifteen (15) continuing education (CE) credits. **Please do not submit this application until you have completed all 15 CE credits, and not prior to four (4) months before your renewal date. We cannot accept Renewal Applications any earlier than 4 months before your expiration date.**

Use the following sections to list global mobility-related continuing education (CE) events attended during your recertification cycle that satisfies the recertification criteria. CE events earn one (1) CE credit for every hour of learning (not counting registration time, breaks, lunches, exam, etc.). All credits are granted in whole hour increments, If you are attending a large conference that includes concurrent/breakout sessions, each breakout session(s) must run at least 50 minutes in order to be counted for CE credit, and must have clearly stated objectives.

Please note you may not need to fill out all sections. Please see the “How to Retain the GMS® Designation” document located on the website for additional information.

Submission Dates

Renewal applications may be submitted up to four (4) months in advance of your recertification expiration date. For example, if your recertification expiration date is 31 July, you may submit your completed application as early as 1 April. Please note that applications submitted prior to that date will be returned and you will be asked to re-submit the application at the appropriate time.

Please note application cannot be processed and will be returned if:

- there is no payment attached, or payment amount is incorrect;
- it is outside the four (4) month window to submit your application (see Submission Dates above); or
- the total number of credits do not equal at least 15.

Please return **completed application** (indicating you have finished ALL 15 CE credits) and your **renewal payment** to:

<p style="text-align: center;">Professional Development Department Worldwide ERC® 4401 Wilson Blvd., Suite 510 Arlington, VA 22203 GMS@WorldwideERC.org www.WorldwideERC.org</p>
PHONE: +1 703 842 3430 ext.2

Payment Information

- \$100 USD for Worldwide ERC® members*
- \$125 USD for non-Worldwide ERC® members*

*A Worldwide ERC® Membership is *separate* from your GMS® designation. The GMS® certification does not constitute a Worldwide ERC® membership. The membership discount applies to those who hold a personal, paid membership. If you have questions about whether this discount applies to you, please email GMS@WorldwideERC.org or call +1 703 842 3430 ext. 2

Fees are subject to change without notice and are nonrefundable. To avoid multiple charges to your credit card, please do not submit your application more than one time.

Confirmation

Please be advised that due to the high volume of applications, we cannot confirm receipt of individual forms. You can expect to receive a confirmation email from the GMS® email box within four (4) weeks of your submission.

(S)GMS® Recertification Renewal Application

APPLICANT INFORMATION			
First Name:		Surname/Last Name:	
Title/Position:			
Company:			
Address:			
City:	State/Province:	Postal Code:	
Country:			
Telephone:			
E-mail:			

Please check here if the above contains updated contact information for ALL future Worldwide ERC® notices. Your database record will be updated to reflect the changes.

PAYMENT INFORMATION			For Office Use Only
<input type="checkbox"/> Check made payable to Worldwide ERC® is enclosed for: <input type="checkbox"/> \$100 USD (Worldwide ERC® members) * <input type="checkbox"/> \$125 USD (non-Worldwide ERC® members) *			NF ID# _____ Web _____ OC _____ GMS-T _____ MS _____ CONF _____ YR _____ OutERC _____ <input type="checkbox"/> Accepted <input type="checkbox"/> On Hold <input type="checkbox"/> Stats Recorded Effective Date: _____ New Expire Date: _____ Notes:
<input type="checkbox"/> Charge my credit card (select one): <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> \$100 USD (Worldwide ERC® personal members) * <input type="checkbox"/> \$125 USD (non-Worldwide ERC® members) *			
Card Number		Exp. Date	
Name on Card			
Billing Address (if different from above)			
<input type="checkbox"/> Please send me the secure online payment link to make my GMS Renewal payment.			

* For information on whether you qualify as a member, please see the above note under Payment Information.

My GMS® expiration date is _____ and I acknowledge that I am eligible to renew.

*Please see the "Submission Dates" section of the application for more information. If you are unsure of your expiration date, please contact the GMS® department at GMS@WorldwideERC.org.

Attestation

I hereby verify that I understand the GMS® recertification requirements and that all facts presented on this application are correct and complete. My signature (or typed name) confirms that I have completed 15 CE credits in accordance with Worldwide ERC®'s CE Criteria and I understand that my application will be returned to me if incomplete. I grant permission to Worldwide ERC® to make inquiries deemed necessary to verify my submitted activities for recertification. I will maintain all back-up documentation (including confirmation letters, certificates of completion and/or payment verification) for a minimum of six (6) months from the date of this application, and I agree to provide any supporting documentation requested by Worldwide ERC® within two weeks of said request. I understand that if I do not respond with additional information, my designation may be revoked. I further agree that manipulating any forms or falsifying any information on my application is grounds for revoking my certification.

Signature

Date

(Typing your name in the signature line and dating this form will act as a signature.)

Complete this Section for Worldwide ERC® Meetings and Conferences

Worldwide ERC® Conferences 15 credits each	Global Workforce Symposium (October)	Year(s) Attended:		
	Other:	Year(s) Attended:		
Worldwide ERC® Summits 8 credits for Live 2 credits for Virtual <i>Indicate Location</i>	Live in-Person Summit: <i>(Indicate location below)</i>	Year Attended: <i>(Indicate below)</i>	Virtual Summit: <i>(Indicate name below)</i>	Year Attended: <i>(Indicate below)</i>
Corporate Benchmarking Session 2 credits for Live 1 credit for Virtual	Live in-Person Session: <i>(Indicate location below)</i>	Year Attended: <i>(Indicate below)</i>	Virtual Session: <i>(Indicate name below)</i>	Year Attended: <i>(Indicate below)</i>
Worldwide ERC® Strategic Master Series 3 credits per event	List MasterSeries Title(s) Below			Year(s) Attended:

Please use the next two sheets to list all Live or Virtual Webinars and/or Interactive Courses that you have viewed or participated in or if you prefer attach a copy of the downloadable PDF list of completions from the Learning Portal Completion tab.

**Complete this Section for all Webinars and/or online trainings
offered by Worldwide ERC®**

Training Credit Description	<ul style="list-style-type: none"> • Live and archived WEBINARS™: 1 CE credit – you can download a list of completions and attach to form • Online Courses from the Learning Portal: 1-2 CE credits 				
<input type="checkbox"/> Online course Webinar <input type="checkbox"/> Live or <input type="checkbox"/> Archived	Title:				
	Date Completed:		Credits:	<input type="checkbox"/> 1	<input type="checkbox"/> 2
<input type="checkbox"/> Online course Webinar <input type="checkbox"/> Live or <input type="checkbox"/> Archived	Title:				
	Date Completed:		Credits:	<input type="checkbox"/> 1	<input type="checkbox"/> 2
<input type="checkbox"/> Online course Webinar <input type="checkbox"/> Live or <input type="checkbox"/> Archived	Title:				
	Date Completed:		Credits:	<input type="checkbox"/> 1	<input type="checkbox"/> 2
<input type="checkbox"/> Online course Webinar <input type="checkbox"/> Live or <input type="checkbox"/> Archived	Title:				
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<input type="checkbox"/> Online course Webinar <input type="checkbox"/> Live or <input type="checkbox"/> Archived	Title:				
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<input type="checkbox"/> Online course Webinar <input type="checkbox"/> Live or <input type="checkbox"/> Archived	Title:				
	Date Completed:		Credits:	<input type="checkbox"/> 1	<input type="checkbox"/> 2
	Continue to next page				

<p>Training Credit Description</p>	<ul style="list-style-type: none"> • Live and archived WEBINARS™: 1 CE credit – you can download a list of completions and attach to form • Online Courses from the Learning Portal: 1-2 CE credits 					
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	Date Completed:		Credits:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> Online course Webinar <input type="checkbox"/> Live or <input type="checkbox"/> Archived	Title:					
	Date Completed:		Credits:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
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	Date Completed:		Credits:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> Online course Webinar <input type="checkbox"/> Live or <input type="checkbox"/> Archived	Title:					
	Date Completed:		Credits:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

This last section is for ALL Conferences and/or Sessions offered by Outside Organizations

(Please see the “[How to Retain the Global Mobility Specialist \(GMS®\) Designation](#)” document for Guidelines.)

Those who attend conferences/sessions that have been **PRE-APPROVED** by Worldwide ERC® for continuing education credits should receive a seminar ID number from the sponsoring organization. Simply indicate the Seminar ID number in the appropriate box. It is the responsibility of the GMS® Designee (NOT the sponsoring organization) to submit the credit hour(s) on this form to receive the recertification credit.

GMS® designees are **NOT** required to use courses that are pre-approved. For those submissions that are not pre-approved please provide all the details requested.

Complete this yellow section for Conferences and/or Sessions Sponsored or Offered by Outside Organizations NOT by Worldwide ERC®. (Please see the “How to Retain the Global Mobility Specialist (GMS®) Designation” for Guidelines).									
1	Pre-approved Seminar ID#:								
2	Sponsoring and/or Host Organization (other than Worldwide ERC®)								
3	Type of conference/seminar: <i>NOTE: You must submit a separate entry for each session you attended within a larger conference</i>	<input type="checkbox"/> The meeting/webinar covered a single topic/theme <input type="checkbox"/> The meeting/conference covered multiple topics and/or included breakout sessions							
		Please provide the name of the full conference:							
4	Title of session:								
5	Date(s) attended:								
6	Format: Conference-style or a Webinar?	<input type="checkbox"/> This session was presented live and I attended in person <input type="checkbox"/> This session was a live webinar and I participated via phone/internet							
7	Location:								
8	Session Length (<i>without</i> breaks):								
9	Credits Requested:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
10	General Description of the session:								
11	Session Objective(s)- including principle benefit(s) to attendees:								

Complete this yellow section for Conferences and/or Sessions Sponsored or Offered by Outside Organizations NOT by Worldwide ERC®. (Please see the “How to Retain the Global Mobility Specialist (GMS®) Designation” for Guidelines).

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