



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.

Worldwide ERC®'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 CE credits within each three (3)-year recertification period by your renewal date.

Ten of the 30 CE credit hours must be obtained from Worldwide ERC®-sponsored educational opportunities. The remaining 20 credits may be obtained from 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.

Twenty of the 30 CE credits must be obtained from classes/conferences discussing general/U.S. mobility topics/issues. The remaining 10 credits may be obtained from classes/conferences discussing global/cross-border mobility topics/issues (these credits will be noted as "CRP-INTL," and you are not required to earn any hours from this course type).

2. Maintain membership in Worldwide ERC® annually.

Membership is defined as receiving Worldwide ERC® member benefits either by holding a PERC®, Appraiser or Corporate Premier individual membership, or being designated as the member representative for a Real Estate Broker, Relocation Management or Mobility Service Provider company membership.

If you allow your membership to lapse for more than three (3) months, your designation will be suspended and you will not be entitled to use the "CRP" or "SCR" 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 three (3)-year recertification period to renew for a new three (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 live conferences/meetings as well as online classes, webinars, and virtual events, 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® Advance, Worldwide ERC® Global Workforce Symposium, Worldwide ERC® Webinars, Worldwide ERC® Townhall meetings, Master Series, and various on-the-road and online training seminars offered by Worldwide ERC®.

In most instances CE credits are automatically recorded when you register and attend or complete a Worldwide ERC® educational opportunity. Please see below for more information about recorded conference audio sessions.

2. Participate in Meetings from External Organizations

You may earn up to 20 CE hours from education sponsored by outside organizations, provided it 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 Certification Lead at Worldwide ERC®. 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 typically do not focus enough on advanced relocation issues to be CRP® CE credit approved.

Sponsoring organizations who have received approval for their course are provided with a credit form noting a seminar ID to give to their CRP®-designated registrants upon conclusion of the event. It is the responsibility of the individual CRP®, and not the sponsoring organization, to add the credit to their own records using the credits management portal.

3. Listen to Worldwide ERC® Recorded Conference Sessions

Worldwide ERC® records various sessions from our 2018 and 2019 Americas Mobility Conferences and Global Workforce Symposium programs and makes them available for CE credit up to two years afterward (one CRP® CE credit is given per conference session recording). To review the most up-to-date list of sessions, please visit the Worldwide ERC® Learning Platform.

Within the Learning Platform, when you purchase an audio session, credit is applied to your CRP® record upon completion of the session. This is different than in years' past when credit was based on purchase of audio session.

Previously purchased/downloaded recorded conference audio sessions from past conferences (not purchased within the Learning Portal, but on our older audio session purchase platform) can be used for credit by other colleagues in the same company as the original session purchaser. Continuing education credit may be requested through the online credits management portal. An \$8 per session processing fee is collected. All 2018 audio sessions will expire 31 December 2020 and all 2019 audio sessions will expire 31 December 2021.

Reporting CE Credits

Manage your CRP® designation using the online credits management portal -

<https://ams.worldwideerc.org/eweb/dynamicpage.aspx?webcode=crpmain> - where you can:

- Check your CRP® recertification date.
- Review the CE credits you have already earned.
- Add new credits to your record.

Suggestions for Earning Worldwide ERC® CE Credits

Whether you need just a few CE credits or all 30, here are some quick and convenient ways to earn them:

1. Worldwide ERC® Webinars

Credits: One per webinar; Up to 30 CRP® credits

You may choose to view the Worldwide ERC® Webinars live or you can watch them afterward within the archives. Each webinar discusses a timely topic in about an hour. The live sessions are free to watch and CRP® attendees receive credit automatically within about a week of the event airing.

For one month after the initial webinar airing, the webinar is available to all to use. For one additional month, the webinar is available for all Worldwide ERC® members to use. Two months after the initial webinar airing, the webinar is available only for those with a Premium subscription to the Worldwide ERC® Learning Platform.

Regardless of when you access the webinar after the initial airing, by logging into the Worldwide ERC® Learning Platform and viewing the webinar, continuing education credit will be automatically added to your record. The webinar must be viewed in full to receive continuing education credit.

2. Conference Recordings

Credits: One per session; Up to 30 CRP® credits

Cost: varies

Audio sessions or digital conference passes are offered for Worldwide ERC® conferences. Details available on the Worldwide ERC® website post-conference.

3. Worldwide ERC® Advance (May) or Global Workforce Symposium (October)

Credits: Typically 15 CRP® credits per conference (can vary)

Cost: Varies

Join your colleagues and friends for a chance to network, enhance your education and have a great time, too! Find more information regarding upcoming conference dates and locations at worldwideerc.org.

CRP® Credit Carryover

The CE program is designed to help CRP® designees demonstrate that they are maintaining a current and up-to-date understanding of the field of employee relocation. 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 approved educational programs offered 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 a 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 fee is invoiced only after completion of the CE credit requirements and is payable at the time of recertification renewal.

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 submit changes in writing 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 examination application/ administration, and any questions a designee may have about his or her certification.

Phone +1 703 842 3430, ext. 1
Fax +1 703 436 9630
Email CRP@WorldwideERC.org

Mail Worldwide ERC®
ATTN: Professional Development Dept.
4401 Wilson Blvd., Suite 510
Arlington, VA 22203

