



HRIP APPROVED EDUCATION PROVIDER PROGRAM

Supporting the ongoing educational and professional development of individuals who have attained the HRIP credential

IHRIM APPROVED EDUCATION PROVIDER RENEWAL FORM

Organization Name

Contact Name

Title

Address

City/State/Zip

Phone

Email

Organization Web Site

Please attach sample marketing materials for a minimum of 2 educational programs your organization has held in the past 12 months.

Please note: Approved Education Provider status will be renewed for the two calendar years following your expiration date.

The Approved Education Provider renewal fee is \$415, of which \$95 is a non-refundable processing fee. Fees will not be prorated.

PAYMENT

Check enclosed **Checks should be mailed to: IHRIM, 10060 Grandview Square Duluth, GA 30097**

Please charge my Visa MC American Express

Credit card number

Name as it appears on card (please print)

Security code

Expiration date

Billing zip code

Signature

Date



IHRIM APPROVED EDUCATION PROVIDER TERMS OF AGREEMENT

This agreement is between the International Association for Human Resource Information Management (IHRIM) and (“Provider Name”) regarding the Provider’s participation in IHRIM’s Approved Education Provider Program. This agreement goes into effect when signed by the Provider and the application has been approved by IHRIM. The Provider agrees to the following:

1. Provider agrees to securely retain records documenting who has attended approved programs, and that such records be made available to an attendee if requested. Proof of attendance should be retained for a minimum of five years.
2. IHRIM will issue a non-transferable Approved Education Provider logo to be used only in a manner specified by IHRIM. Providers are prohibited from displaying the logo on materials referring to educational programs that have not yet been entered into the online education program submission form and assigned a program number.
3. IHRIM will issue an Approved Education Provider number to the organization and will also issue a program number for each educational event that is submitted via the online education program submission form. The Approved Provider logo along with the approval number assigned to that specific program must be imprinted on a certificate of completion, programs materials book or other proof of attendance. This number is not to be shared in marketing materials or to anyone not officially registered for the program.
4. Provider agrees to issue IHRIM (1) complimentary course registration upon request to any approved education event for a designated IHRIM representative to ensure compliance with the established criteria and terms of agreement of the Approved Education Provider Program.
5. Provider agrees to furnish IHRIM with program records, including but not limited to marketing and program materials, attendee lists, evaluation reports and facilitator’s credentials, if selected for audit.
6. Provider agrees to notify IHRIM immediately of any significant content or program time change for an existing pre-approved educational event.
7. Provider agrees to conduct their educational events in an ethical manner that respects the rights and worth of the people they serve.
8. No educational event shall be granted Recertification Credit Hours (RCH’s) in excess of the maximum a certificant is allowed to receive for attending the event.
9. IHRIM reserves the right to revoke an Approved Education Provider’s approval status if it is determined that the approved provider is in violation of one or more of the terms of agreement.

If an Approved Education Provider’s status is revoked they are not eligible to submit an Approved Education Provider application for 12 months following notice of revocation of Approved status. A provider may appeal the revocation of an education program or the ability to claim Approved Education Provider status to IHRIM’s Foundation Board.

I have read and agree to the terms of agreement

Signature

Date