



HRIP APPROVED EDUCATION PROVIDER PROGRAM

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



IHRIM's Human Resource Information Professional (HRIP) Recertification Program supports the ongoing educational and professional development of individuals who have attained the HRIP credential. To retain the HRIP credential, IHRIM requires all certificants to recertify every three years either by accumulating 60 Recertification Credit Hours (RCH) through continuing education, instruction, research and publishing, membership in IHRIM, or by retaking the examination ("recertification by examination"). Those individuals recertifying through continuing education must participate in educational events offered by an Approved Education Provider.

IHRIM's Approved Education Provider Program allows third-party education providers the opportunity to award RCH's for their HR information systems related educational offerings. These RCH's can be used by individuals with the HRIP designation to meet the recertification credit requirements for maintaining their designation.

APPROVED EDUCATION PROVIDER BENEFITS

- All Approved Education Providers will be permitted to utilize the Approved Education Provider logo in their marketing materials, as well as, on attendee certificates, throughout the term during which the approval is effective.
- All Approved Education Providers will be listed on the Approved Education Provider page of IHRIM's web site. These listings will include a link to the Approved Education Provider's web site.
- The approved organization will be included anyplace that Approved Education Providers are listed.
- Once a provider has been granted Approved Education Provider status, all programs that meet the guidelines and fit within the HRIP Knowledge Domains are automatically approved. However, each program must still be entered into the system and given a program number. Although approval of each individual program is automatically granted, these programs are subject to audit as outlined below.

APPLICATION AND APPROVAL PROCESS

- Read and understand the entire Approved Education Provider Application and determine if your educational events meet the guidelines and responsibilities of IHRIM's Approved Education Provider Program.
- Submit the completed and signed Approved Education Provider Application along with payment.
- Following notification of Approved Education Provider status, enter any courses into our online course submission form so that an approval number can be assigned. Programs must be entered into the system prior to the event date. IHRIM reserves the right to revoke approval of a specific event, if it's deemed not to meet the guidelines and HRIP Body of Knowledge.
- Approved Education Provider status will be granted for the remainder of the calendar year and the next full calendar year. For applications received after October 1, Approved status will be granted for the remainder of the calendar year and the next two full calendar years. The Approved Education Provider application fee is \$415, of which \$95 is a non-refundable processing fee. Fees will not be prorated.
- Applications are processed within 30 days of receipt. IHRIM's Certification staff will review the application and approve or deny status.
- If an application is denied, the designated contact will be notified via email and the refundable portion of the fee will be returned.
- Once approval has been granted, an Approved Provider number will be forwarded, along with the Approved Education Provider Logo which will be sent electronically to the designated contact in both a .jpg and .gif file.

APPROVED EDUCATION PROVIDER FEE: \$415

(\$95 is a non-refundable application fee)

This fee applies to all for-profit and non-profit organizations and government agencies.

Approved Providers will be notified 30 days prior to the expiration of their Approved Education Provider status and must submit a completed renewal form.

Submit Approved Education Provider Applications via US mail to the following addresses:

Mail: IHRIM, 10060 Grandview Square Duluth, GA 30097

Send any inquiries or questions about certification to: IHRIMHRIP@ihrim.org.

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