



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 certificate holders 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 Providers web site.
- The approved organization will be included anywhere 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 an 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 calendar years. The Approved Education Provider application fee is \$415, of which \$95 is 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 designation contact will be notified via email and the refundable portion of the fee will be returned.
- Once approval has been granted, an Approved Provider letter will be forwarded, along with the IHRIM Approved Education Provider Logo which will be sent electronically to the designated contact in both .jpg and .gif files.

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 email to: IHRIMHRIP@ihrim.org

Mail: IHRIM, 7931 S Broadway #310, Littleton, CO 80122

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



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HRIP APPROVED EDUCATION PROVIDER'S GUIDELINES

AUDIT

- IHRIM reserves the right to randomly audit Approved Education Providers to ensure compliance with the established criteria and terms of agreement. If audited, IHRIM may request to review an Approved Education Provider's program records, including but not limited to marketing materials, program materials, attendee lists, evaluation reports, and presenter's credentials. IHRIM reserves the right to audit/attend an Approved Education Providers program at no cost to IHRIM.

CONTENT AND PROGRAM MATERIALS

- The content and program materials for each education program must be tied to the HRIP Knowledge Domains. The content outline or agenda of each program must be provided when entering educational offerings into the online form. All programs must be a minimum of 1 hour in length. RCH's are granted for Education time only. Credit is not granted for time spent on non-learning activities such as meal functions, breaks, exhibits, etc.

FACILITATORS

- The provider ensures that all instructors and presenters are qualified to facilitate the education program. Facilitators must be competent in the subject matter and understand the education program's purpose. Participants should be given the opportunity to assess the facilitator's knowledge and instructional skills at the conclusion of each education program.

MARKETING EDUCATION PROGRAMS

- The provider is encouraged to indicate on education program marketing materials the topics covered, targeted audience, program agenda, and applicable approved recertification credit units (if the program meets the guidelines and relates to the HRIP Knowledge Domains).

MEANS FOR AWARDING RECERTIFICATION CREDIT HOURS

- The provider should have defined means to accurately award program participants the applicable recertification credit hours (RCH). Attendees must be provided with the education program approval number issued by IHRIM. The number can appear in education program handouts or a certificate awarded at completion of the program. The number may only be distributed to attendees of the program.

ORGANIZATION

- The provider must have an identifiable continuing education or training unit, individual or group with responsibility for administering education programs.

PROGRAM ENVIRONMENT

- The provider ensures that programs are held in an environment conducive to learning. For Webinars and computer- and Web-based programs, the provider must clearly inform participants, prior to registration, of minimum software and/or hardware requirements.

PROGRAM EVALUATION

- The provider ensures that all education programs are evaluated. Evaluations should be compiled and a report produced summarizing the program, including, but not limited to: the program's title, the date and location conducted, the facilitator, and any comments provided by participants. Approved Education Providers should be prepared to provide copies of program evaluation reports to IHRIM upon request.

RESPONSIBILITY AND CONTROL

- The provider, through its continuing education or training unit, ensures that the criteria established by IHRIM for HRIP recertification credit are met. Changes in contact information should be reported to the IHRIM within 30 days.

REVOCAION OF APPROVED EDUCATION PROVIDER STATUS

- Failure to meet one or more of the program criteria could result in revocation of Approved Education Provider status. If status is revoked, no portion of the application fee shall be refunded.



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Organization Name

Contact Name

Title

Address

City/State/Zip

Phone

Email

Organization Web Site

- Do you have a staff member(s) dedicated to developing and monitoring your organization's educational programs? YES NO
- Has your organization offered educational programs for least 12 months? YES NO
- Does your organization have a system for tracking attendee participation in your educational programs? YES NO
- Are your educational/training programs currently approved for continuing education credit by any other organizations? YES NO
- If yes, which organizations? _____
- Does your organization ensure that all in person education programs are held in handicapped accessible locations? YES NO
- Does your organization ensure that all in person education programs are held in locations conducive to learning? YES NO
- If your organization offers online education programs, do you make all participants aware of the technical (hardware, software, etc.) requirements to participate? YES NO
- For online education programs, do you have a way to confirm that registered attendees participate for the full duration of the event? YES NO
- Does your organization allow an opportunity for participants to complete an evaluation for all education programs held? YES NO
- Do you make potential attendees aware of the educational objectives in your marketing materials? YES NO
- What is your process for your selecting instructors/presenters for your educational programs? Please explain: _____

Please send sample marketing materials for a minimum of 3 educational programs for your organization has held in the past 12 months.

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PAYMENT

Check enclosed **Checks should be mailed to: IHRIM, 7931 S Broadway #310, Littleton, CO 80122**

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

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 in the online education program submission form and assigned a program number.
3. IHRIM will 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 the 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 to 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 certificate holder 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 Board.

I have read and agree to the terms of service

Signature

Date