

# APPROVING COURSES FOR CRP® AND GMS® RECERTIFICATION CREDIT

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This application is to be completed and submitted by organizations seeking to offer CRP® and/or GMS®/GMS-T® continuing education credit for their upcoming class/conference/webinar. The application must be completed by the sponsoring organization (not by an individual CRP® or GMS®/GMS-T® designee attending the training) and submitted at least 20 days prior to the date(s) the class(es) will be offered for credit. Accreditation may be sought for both in-person (synchronous) and recorded on-demand (asynchronous) classes.

Worldwide ERC® now tracks CRP® and GMS® /GMS-T® designee credit hours directly in their database account. When using outside courses for continuing education credit hours, each designee is responsible for submitting that information in the Education Credits section in their account. **For those holding the CRP® designation all outside CE Credits must be from pre-approved courses.**

## CRP®/GMS®/GMS-T® Educational Criteria

Recertification credit will be granted for intermediate and advanced level mobility-related courses/sessions. That is, the course/ session must be at a level appropriate for a person with two years or more of experience with employee mobility.

Credit **can** be granted for the following:

- Courses/seminars regarding mobility issues including, but not limited to, problem properties/disclosure issues, policy development, policy administration, household goods moving and storage issues, hot topics/trends, client/service provider relationships, corporate human resource issues as they relate to transferees, and family issues.
- Courses/seminars regarding international relocation issues including, but not limited to, country-specific information as it relates to transferees, short-term assignments, localization, cultural/language training, tax/legal issues, immigration issues, help/crisis center management, and transferee selection.
- Courses/seminars regarding global mobility issues including, but not limited to, immigration issues, “stealth” expatriates, country-specific information, cultural/language training, tax and legal issues specific to cross-border mobility, global talent selection and talent management, key benefits/concerns of each global assignment type, localization, repatriation issues, ROI of global assignments, COLA and benefit issues specific to global assignees, safety issues specific to expatriates, global client/service provider relationships, corporate HR issues, and family issues specific to global assignments.

## Educational Criteria for Both Designations

Credit will **not** be granted for the following:

- Company-specific training programs for clients/vendors/employees relating solely to in-house *systems of management* including, but not limited to, proprietary software and/or customer engagement solutions, as well as information pertaining to company or group-specific long-range goals or vision.
- Customer-service methods or business improvement methodologies (i.e., “Six Sigma”) that can be applied to a range of industries.
- Motivational, professional/career development, or personal development courses/speakers that can relate to any industry (i.e., “Be Your Best Self,” “Take Your Career to the Next Level”, and/or “Dealing with Difficult People”).
- Courses designed to assist attendees in marketing services unrelated to employee mobility.

Each session within a synchronous conference offering several sessions/breakouts will be reviewed individually and *must each be at least 45 minutes in length* to receive one recertification credit. All credits will be granted in whole hour increments. For example, if a session/breakout runs one hour and 30 minutes, it is eligible for one hour of recertification credit. If it runs for one hour and 45 minutes, it is eligible for two hours of credit.

At the completion of the approved course/session/event, the principal presenter, meeting organizer, and/or manager should provide registrants with the information to request credit by providing them with the pre-approved ID number that they can add to their Education Credit area of logging in to their database account. A recert form will be provided to the meeting organizer with the appropriate information. The form may be copied and provided to individual registrants, or an email containing the appropriate information may be sent to registrants after the meeting concludes – the dissemination of the accreditation information is left to the discretion of the sponsoring organization.

The sponsoring organization must also provide Worldwide ERC® with a roster of attendees after the course's completion (once per quarter for asynchronous on-demand classes). Worldwide ERC® will keep the roster(s) on file and compare it/them with the actual recertification requests that are submitted by individual designees. Rosters are not to be used in place of individual designee credit submissions unless directed to do so by Worldwide ERC®. *Class rosters are never used for marketing purposes.*

### **Web/Online Courses**

Online classes must follow the same guidelines as noted above under "Educational Criteria." The class organizer must send a class roster to Worldwide ERC® no later than 30 business days after completion of synchronous courses and once per quarter for asynchronous courses. The roster must include participant names and company names along with the time that each person logged into, and out of, the seminar (this report is usually supplied by the company providing the web seminar, such as WebEx, GoToMeeting, or Zoom). If a designee does not appear on a log-in/log-out report (non-registered secondary participant), she/he must have signed into the class on a separate sheet to be provided to Worldwide ERC®.

For asynchronous classes longer than an hour, sponsoring organization must show that progress through the course is being checked/tracked and/or show that precautions are being taken to ensure that users cannot skip ahead to finish the class more quickly than the stated number of credit hours. Quizzes and/or exams are not required for credit approval and will not count toward the total credit count of the course.

### **Multiple Sessions within the Calendar Year**

**Synchronous (Live) classes:** If you are sponsoring the *same*, synchronous conference/webinar on multiple occasions in the *same* calendar year (January through December), and the content and hours of that class **do not** change (speakers *may* change), it will save your company money to apply for all of your courses at one time (again, this applies *only* to the same course being offered on several dates).

When applying for more than one date/location for the same seminar/webinar/course you must submit one application noting each separate date and time and payment will only need to cover the first date of the offering. For example, a 2-credit course that will be given four different times throughout the calendar year will have a processing fee of \$170 (2 hours x \$85) provided that all four dates and locations are submitted *at the same time the application is returned to Worldwide ERC®*. If future dates/locations are undecided, or added on later, you will need to submit the application and fee again and you will be charged separately for the \$85/credit hour *each* time you submit the course. In this example, the fee would be \$170 each of the four times the course is submitted if submitted at different times, for a total of \$680.

**Asynchronous (On-Demand) classes:** Approval is provided for courses for the calendar year (January-December) and fees cannot be prorated. In order to maintain approval for the course, a new application must be submitted annually. If, at any time during the year the class undergoes a change in content, a new application must be submitted (with processing fees), indicating where/how the changes affect the content/length of the course.

**Synchronous to Asynchronous format:** When a session is offered live and recorded, then converted to an asynchronous offering, credit for each format must be sought separately (can be applied for simultaneously by checking a box on the application or at different times). *Credit processing fees will apply to each application (even if submitted simultaneously) as the synchronous and asynchronous formats of the class are considered to be distinct/separate.*

### **Assembling the Application**

Please include with your application:

- **A detailed, hourly outline/agenda** for each course or conference you are requesting credits for must be submitted. No credit will be awarded for breaks, meals, knowledge checks, quizzes/examinations, or transportation time.
- A clear description of each session/module and the session/module objective.

If your course is longer than one hour, or if there are breakout sessions available within the same time slot, please assemble your application in the following way:

1. One completed application for the overall course(s) or conference (not individual applications for each session).
2. Overall agenda/hourly outline, showing registration and break times (if applicable) for all courses or conferences where more than one hour of credit is requested.
3. First session's general description, objective, and hourly breakdown
4. Second session's general description, objective, and hourly breakdown, and so on.

## **Processing Fee Guidelines**

To get CE Credit approval, the sponsoring organization will need to apply for CRP® credit, GMS®/GMS-T® credit, or both. An administrative fee for each hour requested is due at the time of application and the amount will depend on whether the credit is just for the CRP, the GMS/GMS-T or both. The current fee is \$85\* per 1 CRP/GMS/GMS-T CE Credit hour or \$125\* for 1 CRP and GMS/GMS-T Credit hour. For example, if a conference is approved for five hours of CRP® credit and two of the approved breakout sessions are also approved for GMS®/GMS-T® credit, the cost would be \$505 – (\$85 x 3 credits and \$125 x 2 credits).

If a synchronous (Live) webinar is being offered that will then be converted to an asynchronous (On-Demand) class offering – two applications need to be submitted (either at one time or separately), each providing the per credit fee; the classes are treated as separate offerings due to the change in format.

*\*Fee is reduced to \$55 per CRP® or GMS®/GMS-T® credit hour and \$80 per CRP®/GMS®/GMS-T® approved credit hour for all Regional Relocation Groups recognized in Worldwide ERC®'s online list of Regional Groups.*

## **Attester Criteria**

Application for course/session approval may be submitted by persons meeting the following requirements:

1. **For-profit organizations.** The individual submitting the recertification application must be a full-time managerial staff member.
2. **Non-profit regional relocation groups.** The individual submitting the recertification application must be an elected officer, director of the organization, or member responsible for education programs.
3. **Non-profit organizations (NAR, Appraisal Institute, etc.) and colleges/universities.** The individual submitting the recertification application must be a managerial employee responsible for training and development/education.

All individuals submitting an application must themselves have thoroughly reviewed the program with the person(s) who designed and developed the specific course/session and attest that it meets the criteria outlined in this application.

## **Timetable/Credit Forms**

The completed application must be submitted to Worldwide ERC® at least 20 days in advance, when possible, of the course/session for which approval is being sought. **We strongly advise this 20-day period to be noted for planning purposes.**

When the completed application arrives in our office, we will review the content of the course(s). If/When your course is approved, we will provide you with the following via email:

- Information explaining how to ensure designees obtain their continuing education credits.
- Form(s) that can be copied and provided to each designee to use when submitting their credits. An informational email may be sent in lieu of using the form providing them with the information listed on the form.
- For asynchronous (On-Demand) classes, your organization can choose to use the Worldwide ERC® form provided or send an information email to the user after the completion of the course, or provide an automatic, computer-generated certificate. If your organization chooses to provide its own certificate, Worldwide ERC® must approve the certificate before initial usage and the course ID and date must appear on the certificate.

**Worldwide ERC® reserves the right to change any of the above-listed procedures.**

**WORLDWIDE ERC®**  
**APPLICATION FOR CRP® AND GMS®/GMS-T® RECERTIFICATION CREDIT**

*This application must be accompanied by a comprehensive outline of the specific course(s)/session(s), highlighting the scope and specific relocation-related subjects to be covered (see pages 1-3).*

Sponsoring Organization:			
Course/Session/Conference Title:			
<input type="checkbox"/> <b>Synchronous Class (Live ONLY)</b>			
Type of Credit	<input type="checkbox"/> CRP	<input type="checkbox"/> GMS/GMS-T	<input type="checkbox"/> Both
Date(s) of Course/Session/Conference:			
Session Length per Day (daily hours <u>without</u> breaks):			
Site(s) of the Course/Session (city/state or online):			
<input type="checkbox"/> <b>Asynchronous Class (Recorded/On-Demand)</b>			
Type of Credit	<input type="checkbox"/> CRP	<input type="checkbox"/> GMS/GMS-T	<input type="checkbox"/> Both
Session Length (hours <u>without</u> knowledge checks, quizzes/ tests):			
Host of class (Intranet, WebEx, GoToWebinar, Zoom, other)			
Credit form to be supplied:	<input type="checkbox"/> Use Worldwide ERC® Recert Form	<input type="checkbox"/> Our organization will provide information via email or certificate upon completion	

Course/Session General Description: (can describe here or attach program)

Course/Session Objective: (can describe here or attach program)

For Asynchronous classes only – Please provide your tracking method(s) for classes requesting more than one credit hour: (Please include log-in information for review purposes only if it is for course not offered live first).

**Worldwide ERC® Contact/Meeting Organizer** - Whom should Worldwide ERC® contact with questions, and where should the credit approval forms be sent? (This contact person does not have to be the attester.)

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Attendee Contact** - Whom should designees contact for information about this program? (*If different from Worldwide ERC® contact*)

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Course/Session Presenters:**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_

(Attach additional sheets if necessary.)

## Attestation

I hereby verify that I meet the attester criteria and confirm that the referenced course/session is relocation related and will present intermediate to advanced level education and training. I further authorize any member of Worldwide ERC's Certification Review Board, Board of Directors, staff, or other designated representative, to attend/take this session, unannounced and on a complimentary fee basis, for the purposes of auditing the course/session for reconfirmation and validation of continuing education credits for CRP® and/or GMS® recertification.

I understand that as a result of such an audit, recertification credits may be invalidated should the course/session content or quality of instruction fail to meet reasonable standards or if the course/session content is deemed to be at a basic education level.

I further understand that the submission of false or misleading information will result in revocation of my personal (S)CRP®/(S)GMS®/(S)GMS-T® designation and/or will subject the sponsoring organization to suspension of further recertification credit offerings for a two-year period, which shall commence from the date of the course/session.

Name: \_\_\_\_\_  CRP  GMS/GMS-T  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_  
Signature: \_\_\_\_\_

## Application Checklist

Please include all of the following items with your application for recertification credit. Approval will not be granted until all of the following items are received by Worldwide ERC®:

- Completed Application for CRP® and/or GMS-T®/GMS® Recertification Credit
- Comprehensive outline (and hourly agenda if over one hour in length) of the course/session/conference
- I will send a roster of attendees to Worldwide ERC®
  - within 30 business days of the close of the course/session (synchronous courses)
  - once per quarter (asynchronous courses)
- Payment of
  - \$85 per hour** of CRP® or GMS®/GMS-T® credit; **\$125 per hour** of CRP®/GMS®/GMS-T® credit, you are seeking
  
  - \$55 per hour** of CRP® or GMS®/GMS-T® credit; **\$80 per hour** of CRP®/GMS®/GMS-T® credit, you are seeking  
*(reduced payment amount for Recognized Regional Groups ONLY)*

### Payment Information:

Total CE Credits Requested: \_\_\_\_\_

Please send secure payment link to: \_\_\_\_\_

Please charge my credit card in the amount of: \_\_\_\_\_  
 VISA  MasterCard  AmEx

Name on Card: \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Address/ZipCode \_\_\_\_\_

**(NOTE REGARDING PAYMENT:** If the course/session/conference is awarded fewer credits than your application requested and you paid by check, the difference will be refunded to you via check. If you are paying by credit card, the lesser amount will be charged.)

Please return completed application and comprehensive outline/agenda/program, and payment at least 20 days prior to your course to:

Robin Arnold, Manager, Certifications and Products  
Worldwide ERC®

Payment Remittance Address: P.O. Box 713112, Chicago, IL 60677-0312

**PHONE:** 703 842 3418 [rarnold@WorldwideERC.org](mailto:rarnold@WorldwideERC.org) [www.WorldwideERC.org](http://www.WorldwideERC.org)