



Application for Recertification

Applying for Recertification for (check all that apply): CHRS CWCP

Fill out this form completely to ensure proper processing of your application. Instructional hours must be noted on form. **PLEASE NOTE: If you are more than a year past due to recertify, you must re-take CHRS or CWCP seminar and pass exam to be certified once again.**

APPLICANT INFORMATION Check here if your information has changed

Name:		Year of Certification or last recertification:
Title:	Email:	
Organization:		
Mailing Address:		Suite/Mail Code/ Apt. #:
City:	State:	Zip Code:
Phone:	Ext.:	

RECERTIFICATION VIA EXAMINATION: CWCP ONLY

- Online Exam – You will receive an automated email from Desire2Learn to confirm your account and then a separate email to create a password. Add D2L.msu.edu to your safe addresses list to ensure receipt of this important email. Direct your browser to www.D2L.msu.edu to access the examination.
- Written Exam – The written examination will be sent as a PDF to the email address you provided above.

Exam Fee, within certification period: \$185

If you need to pay a late recertification fee, please call, Carrie Mejorado at (517) 355-9592.

Up to 6 months after certification expired:	\$235
6-12 months after certification expires:	\$285

The deadline for recertifying for 2015 is now passed. If you would like to recertify for 2015, please email Carrie Mejorado, comclm@msu.edu, for more information.

RECERTIFICATION VIA CONTINUING EDUCATION (CE) – CHRS or CWCP

Complete Page(s) 2/3, listing 28 hours of CE activities during the 2 years after your certification or most recent recertification.

Attach supporting documentation, showing dates/times attended (i.e. agenda or brochure) and proof of completion of listed activity (i.e. certificate, or letter from organization stating you completed). If you submitted an activity for pre-approval, you only need to send a copy of the notification email you received indicating the number of hours of pre-approved credits and proof of attendance such as a sign in sheet, or an attendee list showing your name. **Please note:** supporting documentation is not needed for HR Executive Education programs. Additional activities and supporting documentation can be found by clicking on [Recertification Information](#) on our website.

Submit materials to: Carrie Mejorado, HR Executive Education, Michigan State University, 368 Farm Lane Rm. S422, S. Kedzie Hall, East Lansing, MI 48824

CE Fee, within certification period: \$95 per recertification

If you need to pay a late recertification fee, please call, Carrie Mejorado at (517) 355-9592.

Up to 6 months after certification expired:	\$145
6-12 months after certification expires:	\$195

The deadline for recertifying for 2015 is now passed. If you would like to recertify for 2015, please email Carrie Mejorado, comclm@msu.edu, for more information.

**IF PAYING VIA CHECK, MAKE CHECKS PAYABLE TO MICHIGAN STATE UNIVERSITY
MSU FEDERAL ID # 38-6005984**

Be sure to list all courses taken, including those taken at MSU.

Name:		Email Address:	
EVIDENCE OF CONTINUING EDUCATION (Document 28 hours)			
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes		<input type="checkbox"/> No	
Course Location (City & State)		Instructional Hours Be sure to subtract lunch and breaks	
Sponsoring Organization			
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes		<input type="checkbox"/> No	
Course Location (City & State)		Instructional Hours Be sure to subtract lunch and breaks	
Sponsoring Organization			
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes		<input type="checkbox"/> No	
Course Location (City & State)		Instructional Hours Be sure to subtract lunch, breaks & expo hours	
Sponsoring Organization			
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes		<input type="checkbox"/> No	
Course Location (City & State)		Instructional Hours Be sure to subtract lunch, breaks & expo hours	
Sponsoring Organization			

Name:		Email Address:	
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Course Location (City & State)		Instructional Hours Be sure to subtract lunch, breaks & expo hours	
Sponsoring Organization			
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Course Location (City & State)		Instructional Hours Be sure to subtract lunch, breaks & expo hours	
Sponsoring Organization			
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Course Location (City & State)		Instructional Hours Be sure to subtract lunch, breaks & expo hours	
Sponsoring Organization			
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Course Location (City & State)		Instructional Hours Be sure to subtract lunch, breaks & expo hours	
Sponsoring Organization			
Course Name/Activity:			
Course Date(s):			
Pre-Approved (optional) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Course Location (City & State)		Instructional Hours Be sure to subtract lunch, breaks & expo hours	
Sponsoring Organization			