



MICHIGAN STATE UNIVERSITY

Application for Recertification

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

Fill out this form completely to ensure proper processing of your application. Instructional hours must be noted on form.

APPLICANT INFORMATION:

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

RECERTIFICATION BY EXAMINATION: CWCP ONLY

Written Exam – The written examination will be sent to the email address you provided above.

FEE: CWCP Recertification by Exam

Within certification period:	\$185.00
Up to 6 months after certification expired:	\$235.00
6-12 months after certification expired:	\$285.00

RECERTIFICATION BY CONTINUING EDUCATION: CHRS - CLRL - CWCP - CFMLS

FEE: Recertification by Continuing Education (CE)

Within certification period:	\$ 95.00
Up to 6 months after certification expired:	\$145.00
6-12 months after certification expired:	\$195.00

NOTE:

After 12 months, your certification will lapse and you will need to re-take the CHRS, CLRL, CWCP, or CFMLS class and pass the exam.

YOU NEED 28 CE HOURS FOR CERTIFICATION

DIRECTIONS FOR SUBMITTING APPLICATION:

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). Supporting documentation is not needed for MSU School of Human Resources and Labor Relations programs that you attended.

Submit materials to: Kristi White, MSU, SHRLR, Prof. Development, 368 Farm Lane, Room S422, S. Kedzie Hall, East Lansing, MI 48824 or email scanned documents to: whitekr@msu.edu

HOW TO MAKE PAYMENT:

Register on line for the recertification program (make sure it is for the year you need to recertify for). Payment by credit card is required at point of registration. Alternatively, you can mail application and supporting documentation with check (made payable to Michigan State University) to address listed above. Documents can also be emailed to Kristi White at whitekr@msu.edu

MSU FEDERAL ID# 38-6005984

List the training programs you have attended over the last two years. Must equal 28 hours

Your Name:		Email Address:	
Course Name/Activity:			
Course Date(s):			
Was this course PRE APPROVED by SHRLR? Yes No			
Course Location (City/State)		Instructional Hours Be sure to subtract lunch, breaks & expo hours	
Sponsoring Organization			
Course Name/Activity:			
Course Date(s):			
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