

Certification Guidelines & Procedures



Public Human Resources Administrators Certification Program

Revised February 17, 2017

GUIDELINES AND PROCEDURES FOR THE PUBLIC PERSONNEL ADMINISTRATORS CERTIFICATION PROGRAM

I. Preamble

To provide an opportunity for public officials who have substantial responsibility for human resources management to develop professional and technical skills, to officially document those skills, and thereby to recognize professionalism, the Kentucky Public Human Resources Association (KPHRA) offers this certification program for public human resources administrators.

Certification is achieved by earning a specified number of points through a combination of experience and training. The training component is designed to provide a broad range of knowledge and skills appropriate for public human resources administration. The guidelines and procedures for achieving certification, as approved by the Board of Directors of the Kentucky Public Human Resources Association (KPHRA), are set forth below. These Guidelines will take effect January 1, 2013, and will replace the guidelines originally adopted July 14, 1988, and revised December, 1996, and October, 2002. Credit earned under the previous guidelines will be carried forward and recognized under the new guidelines in accordance with the policy set forth in Section V, below.

II. Eligibility

All full-time or part-time, permanent or temporary employees of public agencies including not-for-profit services agencies, or other persons with demonstrable professional interest and concern for human resource administration in the public sector, are eligible to participate in the certification program. Participants must maintain active membership in the Kentucky Public Human Resources Association. To ensure that all applicants for certification begin the program on an equal footing, and to ensure that all participants receive full value through their involvement, credit for experience or education prior to enrollment in the certification program will not be given.

III. Application

To be admitted to the certification program, candidates must submit a completed application and pay a registration fee. The fee will cover registration for the entire period of the certification or recertification program. The amount of the fee will be set by KPHRA.

IV. Certification Requirements

Certification is determined by a point system. To achieve certification, a total of one hundred and five (105) points must be earned, including a minimum of forty-five (45) points in approved education and training, and a minimum of twenty-five (25) points in approved work experience. After initial enrollment in the program, a maximum of five years are allowed for completion of certification requirements. To be certified, an individual must maintain active membership in KPHRA and submit experience reports for a minimum of three calendar years, including the calendar year during which they first enroll. Credits for education and experience which are more than five years old will not be accepted toward certification.

Certification must be maintained through a recertification procedure. Recertification is required every three years, and shall require two years to complete. Seventy (70) points must be earned for recertification. At least thirty (30) of these points must be earned in approved training and educational activity, and at least fifteen (15) points must be earned in approved experience credit. To be certified, an individual must maintain active membership in KPHRA and submit experience reports for a minimum of two calendar years. The three years allowed for recertification will begin January 1 of the year following the calendar year in which the point requirements for certification or a previous recertification are completed. The ceremonial award of certification or recertification is a separate process from the completion of requirements and does not affect the time requirements for completion.

If at the end of a three year recertification cycle, a recertification candidate has failed to earn the necessary points for recertification, the candidate's certification will be considered to have lapsed. To regain certification, the candidate must complete a new certification program. If the candidate enrolls to regain certification beginning in the year immediately following the end of the three-year recertification cycle, and pays the registration fee for full certification, the candidate shall have the option of counting the three years of the recertification cycle just concluded and all points earned during that three years toward the certification renewal program. In such a case, the three years of the recertification cycle will be considered part of the five years allowed to attain certification.

V. Transition from Previous Guidelines

Beginning January 1, 2013, all participants in the KPHRA certification program will earn points in accordance with the revised guidelines set forth herein. Points earned by candidates for certification or recertification prior to January 1, 2013 will be carried forward under the new guidelines point for point. Candidates who have completed recertification counting credit earned through December 31, 2012 will be considered to have completed recertification. Candidates who have completed one year toward recertification under the previous guidelines will automatically transfer to the new guidelines, carrying forward all points already earned toward recertification, and will be allowed an additional two years to complete recertification under the new requirements for points and experience reports.

VI. Educational Credits

The governing university for this certification program will be selected by the KPHRA Board of Directors. To ensure quality in educational experiences and collegiality among certification candidates, a minimum number of education credits for certification must be earned through training workshops designed and provided for the certification program by KPHRA and an accredited university partner. Up to 35 hours for certification or 25 hours for recertification may be counted for HR related education not provided by KPHRA, subject to approval by the KPHRA Certification Committee. One point will be awarded for each hour of approved training, which is equivalent to one tenth of a standard Continuing Education Unit. KPHRA expects to normally offer approximately 24 hours of creditable training time each calendar year. Credit for attendance at a certification or recertification class will be given only for unbroken attendance throughout the duration of a class. Candidates who apply for certification or recertification after attending a conference may still receive points for attendance at that conference if they apply during the same calendar year and before the next conference, and if they completed all of the appropriate attendance and registration records during that conference.

Transcripts of continuing education credits obtained through approved educational activities will be maintained by the Registrar of the approved educational institution. Certification candidates may request copies of their personal transcripts.

VII. Experience Credits

Credit for experience will be provided for direct participation in relevant work, in accordance with the following formula:

5 to 24 percent responsibility in human resource administration:	5 points per year
25 to 49 percent responsibility in human resource administration:	10 points per year
50 to 74 percent responsibility in human resource administration:	15 points per year
75 to 100 percent responsibility in human resource administration:	20 points per year

“Relevant work” shall include direct participation in services and activities in the following areas:

- Formulation and adoption of human resources policy
- Recruitment, interviewing, testing, and selection
- Classification and compensation
- Employee benefits administration, including worker’s compensation, insurance administration, and retirement administration
- Employee counseling
- Performance appraisals
- Discipline, documentation, and grievances
- Legal-management relations
- Affirmative action and equal employment opportunity
- Human resources records administration, including development of record keeping instruments and systems, and record keeping process
- Training and employee development
- Applied human resource research and statistical analyses
- Payroll administration
- Employee safety, wellness, and health administration
- Direct supervision or performance of these activities as a human resources manager
- Direct supervision or performance of these activities in management other than human resources management.

This list of experiences shall not be construed to deny the potential relevance of other work experiences, which candidates may ask to have considered for certification credit.

When experience credit is claimed for supervision or management of work other than human resources activities as such, the credit should be claimed only for direct involvement in those parts of the work which constitute direct human resources activity. These include directly performing such human resources functions as completing performance appraisals, recruiting and selecting job applicants, directly administering discipline, or directly formulating human resources policies and procedures. The supervisory functions for which credit is claimed must be separately specified in the experience report.

Varying types of experiences will not be weighted. Credit will be granted on the basis of the overall percentage of work responsibility devoted to human resources functions of all types.

Credit will be given only for experiences involving direct application of knowledge's and skills in personnel and human resources administration. Experience with transactions and processes which are associated with human resources management but do not involve direct application of knowledge and skills will not be accepted for credit. Examples of such non-creditable experiences include participation in record keeping or public relations activities which contribute to the performance of human resource functions but do not require any understanding of the human resource functions themselves.

Credit for experience will be granted on the basis of calendar years. Candidates who have applied for certification will earn credit from January 1 of the first year during which they attend a certification training conference. Candidates for recertification may earn credit from January 1 of the first calendar year following the year in which the point requirements for certification or a previous recertification have been completed. However, an application for recertification must have been submitted to earn credit. Credit will be determined on the basis of annual experience reports to be submitted by the candidates. Forms for the submission of these reports are available from the Kentucky Council of Area Development Districts.

If a candidate carries human resources responsibility for only part of a year, credit will be determined by judging the average percentage of responsibility carried over the number of whole months during which the candidate was engaged in human resources work. This number of months will be divided by twelve and the resulting fraction will be multiplied against the number of points appropriate for one year's experience at the average level of responsibility carried during the months in which the candidate engaged in human resources work (5, 10, 15, or 20 points). The credit for partial experience during a year will be the resulting number of points, rounded to the lowest whole point .

Experience reports should be submitted annually, covering the period from January 1 to December 31 of a given year, and must be received at the Institute of Public Governance and Civic Engagement no later than February 15 of the following year, unless extended by the KPHRA Board of Directors. Experience reports must be signed by the applicant. In the event of changes in employment circumstances, such as changes in jobs or supervisors, experience reports covering part of a year may be submitted, to ensure accuracy.

Candidates who are unable to submit an experience report by February 15 may request an extension of the deadline by submitting a letter to the Certification Committee to the attention of the Chair of the Committee. The letter must request the extension, explain the reasons for the delay, and must be accompanied by the required experience report form or must specify the date on which the form will be received by the committee.

VIII. Administration

General oversight for the certification program and evaluation of applicant's credentials shall be the responsibility of a Certification Committee appointed by the President of KPHRA. The Certification committee shall consist of five persons, including two members of the Board of Directors, who shall each

serve a two year term, the past president of KPHRA who shall serve a one year term, one member of the association at large who shall serve a one year term, and a representative of the educational institution governing certification, who will serve a one year term.

The Certification Committee will review experience reports and accumulate credits for certification and recertification as necessary. The Certification Committee will assess experience reports and eligibility for certification or recertification in executive session and recommend candidates for certification and recertification to the Board of Directors of KPHRA. The authority to certify will rest with the Board of Directors.

In assessing candidates for certification, the Certification Committee will judge the degree of responsibility for human resources functions they carry on the basis of their experience reports. The Certification Committee may ask candidates to submit any additional information that may be needed to help resolve ambiguities. Candidates will be asked to judge the percentage of job responsibility they carry for human resources functions in their experience reports. Where the judgment of the Certification Committee differs from that of the certification candidate, the candidate will be notified promptly. Appeal procedures are set forth below.

IX. Appeals

All actions and recommendations of the Certification Committee, and the decision of the Board of Directors, may be appealed directly to the Board of Directors for reconsideration.

X. Accuracy of Submissions

Candidates for certification and recertification must take reasonable steps to ensure the accuracy of all supporting information they submit. Any willful misrepresentation of work or educational experience may result in removal from the certification program and revocation of certification if it has already been granted.

XI. The Certification Document

Upon certification, all candidates will receive a printed certificate attesting to completion of the program requirements and signed by both the President of KPHRA and the appropriate representative of the governing university.

XII. Examples of Tracks to Completion of Certification and Recertification

Participants in the certification program will vary in their ability to attend training activities and the levels of their human resources work experience. In practice, levels of HR responsibility tend to be more or less constant, while opportunities to attend training activities can vary considerably according to both personal and work-related conditions. To assist with planning the certification program, this section provides some examples of paths that might be taken to accumulate the education credits needed for certification.

Figure 1 shows examples of different combinations of education points gained over different periods of time that can lead to the needed total of 105 points for certification, assuming particular levels of experience that are constant over time -- that is, 5 to 24%, 25 to 49%, 50 to 74% and 75% or more.

FIGURE 1

Examples of Tracks to Certification

Required Minimums:

105 Points Total; 45 Points Training/Education Credit; 25 Points HR Experience Credit; at least 3 annual experience reports approved

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Subtotals</u>	<u>Total Points</u>
<u>75-100% HR</u>							
Experience	20	20	20			60	105
Education	24	21				45	105
OR	18	18	9			45	105
OR	12	12	9	6	6	45	105
						<u>Subtotals</u>	
<u>50-74% HR</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>				
Experience	15	15	15			45	105
Education	24	24	12			60	105
OR	18	18	12	12		60	105
OR	12	12	12	12	12	60	105
						<u>Subtotals</u>	
<u>25-49% HR</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>				
Experience	10	10	10			30	105
Education	24	24	24	3		75	105
OR	18	18	18	12	9	75	105
OR	18	18	15	12	12	75	105
						<u>Subtotals</u>	
<u>5-24% HR</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>				
Experience	5	5	5	5	5	25	105
Education	24	24	24	8		80	105
OR	24	18	18	14	6	80	105
OR	18	18	18	14	12	80	105

Depending upon specific scheduling arrangements, a training conference will normally make available between twelve and eighteen contact hours of training over approximately three days. A one-day workshop will normally provide approximately six contact hours of training. The total contact training hours KPHRA expects to offer during a year will be approximately 24, which might be divided between two events -- for example, a full three-day conference in the spring providing 18 hours of training and an intensive six-hour workshop in the fall.

As the figure demonstrates, candidates who are able to attend most or all of the training activity each year (earning perhaps 18 to 24 points per year) can accumulate the needed education credit more quickly than candidates who can only attend some of the training functions or who must miss a day or more of a training conference (earning perhaps 12 to 18 points in a year). These candidate may find that to complete the necessary training they must obtain a few of their required points, perhaps three up to eight or nine, by attending a few sessions at a conference specifically chosen to provide the needed hours, or by picking up a one-day workshop.

The Figure is based on the assumption that the level of a candidate's HR work load responsibility stays the same throughout the period certification is being completed. If the level of responsibility actually varies across the four point categories from one year to another, then of course the number of points will vary too, and more or less education credit may be needed to complete the program in the same time period.

The different combinations of experience and education credit shown in Figure 1 are only examples,. There are no requirements that candidates accumulate a minimum of either experience or education credit in a given year, except for the provision that the program cannot begin until the candidate attends a training function. As long as a candidate earns the forty-five points required in education, the remainder of the needed points can be experience points. Note, however, that candidates carrying less than half their workload in HR responsibilities cannot accumulate sixty points of experience credit over five years; they will find it necessary to earn more than forty-five points in education to achieve certification. Obviously, all candidates are less likely to exhaust the initial five-year statute of limitations on completing the program if they accumulate their credits promptly upon beginning the program.

Figure 1 also illustrates a particular value embodied in the philosophy of the program. Candidates who carry at least five per cent but less than twenty-five per cent of their workload in HR responsibilities can complete the program despite their relatively low level of involvement in HR work. This allows access to the certification program for people who carry multiple, divided responsibilities, a situation likely to be found in small public jurisdictions and agencies. To compensate for their relatively low level of HR experience, however, these candidates are required to accumulate proportionately more training credit.

Some examples of paths that might be taken to accumulate the seventy (70) points required for recertification are provided in Figure 2. As with Figure 1, Figure 2 provides only some examples of the different combinations of education credit that can be combined with a given level of experience credit to complete recertification. Again, no minimum amount of training is required in any given year during the three-year recertification cycle, but candidates carrying a workload with less than fifty percent HR responsibility will almost certainly have to take at least some training every year during the three years to earn the points necessary for recertification.

FIGURE 2

Examples of Tracks to Recertification

Required Minimums:

70 points total.

30 points training/education credit.

15 points human resources experience credit.

Experience reports submitted and approved for at least two full years.

Sample Paths to Completion:

<u>75-100% HR</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Subtotals</u>	<u>Total Points</u>
Experience	20	20		40	
Education	24	6		30	70
OR	18	12		30	70
OR	12	12	6	30	70
<u>50-74% HR</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Subtotals</u>	
Experience	15	15		30	
Education	24	16		40	70
OR	18	16	6	40	70
OR	16	12	12	40	70
<u>25-49% HR</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Subtotals</u>	
Experience	10	10		20	
Education	24	24	2	50	70
OR	24	18	8	50	70
OR	18	18	14	50	70
<u>5-24% HR</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Subtotals</u>	
Experience	5	5	5	15	
Education	24	24	7	55	70
OR	21	18	16	55	70
OR	24	18	13	55	70

For further information or questions, contact the Certification Committee Chair or KPHRA Board of Directors. Contact information is available on the association web page at www.kphra.org.