



COLLEGE
TRAINING
CENTRE

Canadian Employee Relocation Professional (CERP™) Designation

CERP Recertification – Continuing Education Criteria *Maintaining your Designation*

Obtaining continuing education credits (CEC's) is a means of ensuring that designated individuals are kept current on relocation procedures and techniques in order to become recertified every three years

Definitions

CERC Relocation Specialist™: The acknowledgement received after the successful completion of Level I – Introduction to Relocation.

CERP™: The designation awarded upon the successful completion of Level II – Essentials of Domestic Relocation and Level III – Essentials of International Relocation.

SCERP™: A Senior Canadian Employee Relocation Professional designation that is awarded by the CERC Board of Directors to CERP accredited individuals who have made extraordinary contributions to the development and betterment of CERC.

Continuing Education Credits (CECs): Qualifying credits earned by attending relocation related training, events, conferences, symposiums and through various contributions to CERC. There are two types:

- INTERNAL CREDITS – Credits earned through internal CERC programs including those sponsored by CERC or offered in partnership with CERC.
- EXTERNAL CREDITS – Credits earned by attending courses, conferences or symposiums at external associations/institutions approved by CERC.

Recertification Renewal Dates

- If you have received the designation of CERC Relocation Specialist™, CERP™ or SCERP™ you must be recertified every 3 years in order to maintain your professional

Canadian Employee Relocation Council
180 Dundas St. W., Suite 1010
Toronto, ON M5G 1Z8
Tel: 416-593-9812 Toll Free: 866-357-CERC (2372)
Fax: 416-593-1139 Email: prodev@cerc.ca





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designation. If you are a CERC Relocation Specialist and plan to continue in the program to Levels II and III, you will only begin accumulating CEC's for the CERP designation once you have completed the full program.

- There are 2 renewal dates per year: June 30th and December 31st.
- You have 3 years from either June 30th or December 31st of the year in which you passed your exam to obtain all CEC's for recertification. For example, if you passed your exam on May 6, 2009, recertification credits must be obtained by June 30, 2012; if you passed your exam on October 21, 2009, recertification credits must be obtained by December 31, 2012.

CERC Relocation Specialist™ Recertification Requirements (After successful completion of Level I)

- You must accumulate 20 continuing education/recertification credits every 3-year period from the date of successful completion of the Level I examination if you do not plan to continue to Levels II and III. FIVE of these credits must be INTERNAL credits.
- If the recertification period expires, you can only retain your designation after successfully completing the Level I course and examination again.

CERP™ and SCERP™ Recertification Requirements (After successful completion of Levels I, II, and III)

- You must accumulate 30 continuing education/recertification credits every 3-year period from the date of successful completion of the Level III examination. TEN of these credits must be INTERNAL credits.
- You must also be a CERC member in good standing.
- If the recertification period expires, you can only retain your designation after rewriting the Level II and III examinations and achieving a passing grade for both levels.

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- A SCERP™ designation, which requires CERC Board approval, may not necessarily be re-awarded.

Credits Earned

| <u>Category</u> | <u>CEC's</u> | <u>Offering</u> |
|-----------------|--------------|---|
| Internal | 10 | Attendance at the CERC Annual Conference & complete survey |
| | 5 | Attendance at a CERC Educational or Regional Meeting of more than 3 hours duration |
| | 5 | Participation as a member of a CERC Committee for one year |
| | 5 | Publication of an article in <i>Perspectives</i> |
| | 5 | Completion of a CERC online educational QUIZ |
| | 5 | Participation as a speaker or moderator of an event sponsored by CERC or offered in partnership with CERC |
| | 2 | Attendance at a CERC Webinar, Educational or Regional Meeting of less than 3 hours duration |
| | 2 | Completion & submission of CERC's bi-annual relocation policy survey questionnaire |
| | 2 | Submission of a relocation policy to the CERC Online Policy Library |
| | External | |
| 5 | | more than 3 hours in duration |
| 2 | | less than 3 hours in duration |

Qualifying Courses, Conferences or Seminars

- Internal refers to any meetings or conferences sponsored by CERC.
- External refers to any courses, conferences or seminars not sponsored by CERC.
- Qualifying external courses for the 5-credit and the 2-credit options should pertain to relocation related issues and may include, but are not limited to, accounting/tax/legal issues, relocation policy development and administration, relocation related

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communication, cultural and immigration issues, shipping/storage/insurance of household effects and family relocation related issues.

- Excluded for credit are such things (but not limited to) motivational or philosophical and psychological self-improvement training courses/speakers, company or in-house specific training, management and best practices type courses or seminars, and professional sales courses and seminars that are unrelated to the relocation industry.
- Audiotapes that are (or may become available) from any course, conference or seminar - including CERC Conference and Educational Regional Meetings are not eligible for CEC's.

Pre-Approval of External Credits

- To ensure external courses, conferences, or seminars are qualified for continuing education/recertification CERC credits, it is recommended these be pre-approved by CERC. (Please see Application for External Recertification Credits)
- A copy of the course outline or conference/seminar agenda, along with the application is required for pre-approval at least 30 days in advance of the date of the course, conference, or seminar for which approval is being sought.
- Proof of attendance at an external course, conference, or seminar and where applicable, proof of successful completion, must be submitted to CERC prior to recertification date. (Please see *Keeping Track of Your Credits*)
- CERC reserves the right to reject continuing education credit if course, conference, or seminar does not comply with qualifying standards and/or insufficient or incomplete documentation is submitted.

Keeping Track of your Credits (CEC's)...

- It is **each individual's responsibility to keep track of all internal and external credits earned** every three-year recertification period (either June 30th or December

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31st) **and submit to CERC**, along with original receipts and supporting documentation on the CERC RECERTIFICATION LOG.

- **Failure to submit a legible and complete recertification log** with the correct amount of credit every three-year period **may cause you to lose your designation.**
- Please see attached CERC RECERTIFICATION LOG with instructions.

Recertification Costs

- The recertification fee is \$125 + GST.
- The month (either by June 30th or December 31st) your recertification period is due to expire, you will receive an invoice.
- Submit your Recertification Log along with well marked supporting documentation and your payment to CERC.
- Once the recertification fee is received by CERC, and provided the required continuing education/recertification credits have been earned within the previous 3 years – you will automatically be granted a new 3-year recertification period and advised accordingly.

If Your Company Would Like to be a Sponsor for External CECs...

- If your company wishes to have its in-house training course(s), conference, or seminar approved for continuing education credits, you must obtain pre-approval from CERC at least 30 days in advance. (Please see *Application for External Recertification Credit*)
- The maximum number of external credits to sponsor may not exceed 5 credits for courses greater than 3 hours in length and 2 credits for courses 3 hours or less in length.
- Your company is responsible for advising CERC of the names of attendees and applicable names of individuals who have successfully completed the course(s).

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CERC Sponsored Information

- Information regarding upcoming Regional Meetings can be found on our website under Events, Regional Events.
- CERC members will also be advised of CERC sponsored programs via mail, email or fax.

**CERC RESERVES THE RIGHT TO AMEND THE CONTINUING
EDUCATION/RE-CERTIFICATION CREDIT
REQUIREMENTS AND FEES AT ITS DISCRETION**

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