

GUIDELINES AND PROCEDURES

for the



**Kentucky Public
Human Resources Association**

**Public Human Resources
Administrators Certification Program**

Revised October 22, 2002

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, 2003, and will replace the guidelines originally adopted July 14, 1988, and revised December 1996. 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. 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 older than five years will not be accepted toward certification.

Certification must be maintained through a recertification procedure. Recertification is required every two years, and shall require two years to complete. Forty-six (46) points must be earned for recertification. At least twenty (20) of these points must be earned in approved training and educational activity, and at least ten (10) points must be earned in approved experience credit. The two 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 two 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 two-year recertification cycle, and pays the registration fee for full certification, the candidate shall have the option of counting the two years of the recertification cycle just concluded and all points earned during that two years toward the certification renewal program. In such a case, the two 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, 2003, 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 December 31, 2003 will be carried forward under the new guidelines point for point.

VI. Educational Credits

The governing university for this certification program will be Eastern Kentucky University. To ensure quality in educational experiences and collegiality among certification candidates, education credits for certification credit may be earned only through training workshops designed and provided for the certification program by KPHRA and the Institute of Government at Eastern Kentucky University. One point will be awarded for each hour of approved training, which is equivalent to one tenth of a standard Continuing Education Unit. Two training conferences will normally be organized each year. Together, these two conferences will normally offer between 24 and 30 hours of creditable training time. Credit for attendance at a certification or recertification after attending a conference, they 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 the conference for which they seek credit.

Transcripts of continuing education credits obtained through approved educational activities will be maintained by the Registrar at Eastern Kentucky University. 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 on the experience report form.

Varying types of experiences will not be weighed. 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, Experiences with transactions and processes which are associated with human resources management but do not involve direct application of knowledge's and skills will not be accepted for credit. Examples of such 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 Institute of Government at Eastern Kentucky University.

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 by the Certification Committee no later than February 15 of the following year. 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 which 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. Illustrative Tracks to Completion of Certification

The two figures which follow, Figure 1 and Figure 2, each illustrate four basic tracks for accumulating the 105 points required for completion of certification based on the degree of human resource responsibility carried, and average hours of training credit completed annually. Figure 1 assumes that an individual completes 26 hours of training credit per year. This is equivalent to approximately two training conferences per year. Figure 2 assumes that an individual completes 13 hours of training offered at a conference will vary according to the constraints of program planning and logistics. A Training conference will normally offer between 12 and 15 creditable hours of training.

As Figure 1 illustrates, individuals able to attend two conferences a year who carry 50% or more responsibility in the area of human resources administration should be able to complete certification in three years and will generally be able to do so even if they are unable to attend all of the training activities. Individuals who carry 25 to 49 percent of their load in human resources administration can also complete the requirements in three years, but will need to attend all or nearly all of the training activities.

Individuals who carry less than 25 percent of their load in human resources administration will need five years to accumulate the required experience credits, and will need to attend the equivalent of approximately six or seven training conferences during the five-year period allowed for completion of certification.

As Figure 2 illustrates, individuals able to attend only one training conference per year will normally take longer to complete the certification requirements. Individuals with less than 25 percent responsibility for human resources administration will require eighty hours per year. They will not be able to complete the certification requirements attending only one training conference per year. They will still need to attend the equivalent of approximately six or seven training conferences in the five year period to meet the requirements for certification.

Figure 1:

Tracks to Completion of Certification assuming Candidates earn all available Education Credit at a rate of thirteen points per conference.

	<u>Level of Responsibility</u>	<u>Years in Program</u>				
		1	2	3	4	5
1.	75% +					
	Education points	26	26	26	-	-
	<u>Experience points</u>	20	20	20	-	-
	Cumulative points	46	92	138	-	-
2.	50 – 74%					
	Education Points	26	26	26	-	-
	<u>Experience points</u>	15	15	15	-	-
	Cumulative points	41	82	123	-	-
3.	25 – 49%					
	Education points	26	26	26	-	-
	<u>Experience points</u>	10	10	10	-	-
	Cumulative points	36	72	108	-	-
4.	5 – 24%					
	Education points	26	26	26	26	-
	<u>Experience points</u>	5	5	5	5	5
	Cumulative points	31	62	93	124	129

(Continued)

Figure 2:

Tracks to Completion of Certification assuming Candidates earns thirteen points of Education Credit at one conference per year.

	<u>Level of Responsibility</u>	<u>Years in Program</u>				
		1	2	3	4	5
1.	75% + Education points	13	13	13	13	-
	<u>Experience points</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>-</u>
	Cumulative points	46	92	99	132	-
2.	50 – 74% Education points	13	13	13	13	-
	<u>Experience points</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>-</u>
	Cumulative points	28	56	84	112	-
3.	25 – 49% Education points	13	13	13	13	13
	<u>Experience points</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
	Cumulative points	23	46	69	92	115
4.	5 – 24% Education points	13	13	13	13	13
	<u>Experience points</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
	Cumulative points	18	36	54	72	90*

*(Certification not achieved: more education or experience points required)