

# RECERTIFICATION HANDBOOK

Updated as of 4 Aug 2021



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## 1. The value of maintaining your IHRP Certification

Attaining your IHRP certification was the first step you have taken in committing yourself to the HR profession, and the start of your learning partnership journey with IHRP! To keep your IHRP certification active, you are required to recertify every three years. This can be done by accumulating the required 90 Continuing Professional Development (CPD) hours through participating in CPD activities.

Recertification also ensures that your skills and experience remain current, demonstrating commitment to your professional development. This handbook will guide you through the recertification policies and processes. Below highlights the value of maintaining your IHRP certification.

### a) *Staying Connected*

Continue to enjoy access to exclusive IHRP events and resources, as well as engage in peer-to-peer sharing on IHRP Connect, our mobile-based learning platform. Network with like-minded HR professionals and contribute to building a vibrant HR community. Play an active role in shaping the community and giving back by participating in initiatives such as mentoring junior HR Professionals and volunteering on various HR initiatives.

### b) *Staying Invested*

Commit to your personal growth and boost your professional standing by maintaining your hard-earned IHRP credential, which is endorsed by the industry and tripartite partners. Continue to reflect the credentials on your LinkedIn profile and name card to differentiate yourself and give yourself an edge in the community. Companies can validate your certification via the [IHRP registry](#).

### c) *Staying Relevant*

Demonstrate your dedication to continuous learning and future-proof yourself in the evolving HR profession. Update your HR competencies and knowledge through the competencies identified in the IHRP Body of Competencies ([IHRP Body Of Competencies](#)).

IHRP exists for and because of YOU. We look forward to continuing to partner with you to build *a world-class HR community that will effect purposeful change for the people and organisations we serve.*

## 2. IHRP's Recertification Requirements:

All IHRP certified professionals are required to earn CPD Hours to maintain their IHRP Certification. Recertification ensures that your skills and experience remain current, and demonstrates your commitment to professional development.

IHRP certified professionals who wish to recertify are required to submit a recertification application. To demonstrate currency as a HR professional, you are required to fulfil these following requirements:

**a) *Continuing Professional Development (CPD):***

Earn a minimum of 90 hours within your 3-year recertification cycle. See section **3. Ways to earn CPD Hours**, to find out the different ways you can earn CPD Hours!

**b) *Re-affirm the IHRP's Code of Professional Conduct:***

As a certified professional, you will need to uphold certain core principles and re-affirm the Code of Professional Conduct in your recertification application. You can read more about it here [IHRP's Code of Professional Conduct](#).

This is a checkbox exercise and will be done during the application process itself.

**c) *Currency as a HR professional:***

To demonstrate currency as a HR professional, you will need to submit the following document during the online application process as proof of being engaged in HR-related work.

- Latest up-to-date CV

### 3. Ways to earn CPD Hours

CPD activities that are stated below will promote the spirit of lifelong learning and ensure that you as an IHRP certified professional are invested in your personal development to maintain relevance in HR to effectively support your business.

The learning activities that you are taking part in should be **HR-related** or aligned with our [IHRP Body of Competencies](#). For learning activities that do not seem to be directly related to HR, we will accept it as long as you are able to justify how it can be applied to your HR work and is relevant to the [IHRP Body of Competencies](#).

#### **IHRP Connect**

The IHRP Connect application is a one-stop mobile learning platform to drive social learning and engagement within the IHRP community. This application allows you to access and take charge of your development anytime, anywhere!

You will be able to access more than 650+ bite-sized curated learning materials to help you deepen your knowledge on current HR trends across **7 core future ready HR skills/Community of Practices (CoPs)**:

- *Business & Financial Acumen*
- *COVID-19 resources*
- *HR Tech*
- *People Analytics*
- *Progressive & Inclusive HR practices*
- *Engagement & Communications (coming soon)*
- *Organisation Culture & Change Management (coming soon)*





Each respective CoP has a [Learning Roadmap](#) co-created by experienced HR professionals in our taskforce to guide you in achieving your learning milestones. In addition, you can also post a thought or question to the IHRP Community to seek advice or gather insights on current HR practices across various organisations.

By participating on IHRP Connect, you can **earn IHRP Connect points** that will be converted to CPD hours! You can download IHRP Connect on [Apple store](#), [Playstore](#) or log-on on the website [here](#).

**How to accumulate CPD hours:** *150 IHRP Connect points is equivalent to 1 CPD Hour.*

*\*Maximum cap of 9,000 Leaderboard points (60 CPD Hours) over 3 years.*

Below are ways you can accumulate Leaderboard points on IHRP Connect that can be converted into CPD hours:

Share a thought	Read a resource	Post a question	Comment on a post
			
60 points	60 points	60 points	40 points

**Examples:**

By simply following any [CoP Learning Roadmap](#) and reading the resources, you can earn up to 1,620 Leaderboard points (i.e. ~11 CPD hours).

**Documentation for audit:** Not required. CPD Hours will be automatically converted based on points accumulated on your IHRP Connect Leaderboard. These CPD hours will be synced and updated to your CPD tracker on IHRP Portal platform.

**IHRP Events**

IHRP plans many exciting multi-model learning events to support you in your professional growth journey and create opportunities for you to network with your peers in the IHRP Community.

**Examples:**

- **IHRP Conferment Ceremony:** Celebrate your IHRP certification achievement with your HR peers and kick start your journey with the IHRP community.
- **IHRP Learning Journey Series:** Hear various companies across industries share on their HR best practices (e.g. DBS Learning Journey on HR Tech, OCBC Learning Journey on People Analytics, Suntec Learning Journey on Progressive & Inclusive Practices).
- **IHRP Organised Events:** Various webinars on hot topics (IHRP-MP webinars, IHRP HR Tech Talk Series, IHRP Talent Talk Series, etc)
- **Workshops:** Instructor-led workshops (e.g. People Analytics 101 Workshop, Design Thinking Workshop, Robotic Processing Automation Workshop)
- **Dialogue with Thought Leaders:** Exclusive dialogue sessions with subject-matter experts and thought leaders on latest HR trends
- **Webinars:** Gallup, Mercer, Gartner etc.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:**

**For events before 2021:** Not required. CPD Hours will automatically be recorded\*

**For events in 2021 and after:** Thank-you emails/Confirmation emails from organizer  
*\*Hours for IHRP organised events will only be tracked if you register with the same email address used for IHRP Certification initially. Otherwise, you would have to enter them manually on IHRP Portal.*

### **IHRP Skills Badge**

[IHRP Skills Badges](#) are digital badges that allow you to keep, manage, collect and share your competency in specific HR topics on online platforms like LinkedIn. They also allow potential employers to instantly and securely authenticate your skills. Each specialty area is aligned with competencies in IHRP's Body of Competencies (BoC) and SkillsFuture Framework of HR. You may apply for IHRP Skills Badge if you have completed projects relating to the following areas: **People Analytics, Organisational Change, Strategic Workforce Planning, HR Technology** (More Skills Badges to be launched soon).

**How to accumulate CPD hours:** *1 Skill Badge equals 30 CPD hours*

**Documentation for audit:** Award mail from IHRP and link to your LinkedIn profile with Skill Badge displayed.

\*Refer to section 5 for a guide on logging CPD hours.

### **Assessor (External)**

IHRP encourages you to contribute to the community by participating as Assessor such as the SPRING/ESG Business Excellence Assessment.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter of appointment.

\*Refer to section 5 for a guide on logging CPD hours.

### **Authoring books**

IHRP is supportive of your contributions in sharing your knowledge through authoring books on HR topics and recognises the time and efforts spent on the planning and research of materials to be included within the book. These books will serve as an effective resource for the HR community to gain new knowledge on HR topics.

**Word count:** *The published book must be at least 100 pages long*

**How to accumulate CPD hours:** *1 published book equals 30 CPD hours*

**Documentation for audit:** Link of the published book.

\*Refer to section 5 for a guide on logging CPD hours.

### Curriculum Development/Content Curation

IHRP acknowledges your participation in curriculum development and content curation of a formal learning programmes relating to Human Resources. This may involve the efforts spent in developing the modules, learner’s guide and participant’s materials etc.

**How to accumulate CPD hours:** *1 HR-related programme containing several modules equals 30 CPD hours*

**Documentation for audit:**

- a. Letter of Appointment/Validation
- b. Link to the programme outline and details

### Teach HR-related topics

IHRP encourages you to invest in the development of others. By sharing your HR knowledge and experience, you can uplift the capabilities of the HR professionals and nurture the next generation of HR talent.

**Examples:** Teaching HR-related topics at an educational body as an adjunct faculty or conducting an in-house training for your employees.

**How to accumulate CPD hours:** *1 hour of teaching equals 3 CPD hours (Inclusive of teaching preparation time)*

**Documentation for audit:** Letter from the organisation acknowledging the work done and record of course duration

\*Refer to section 5 for a guide on logging CPD hours.

### Conferences

IHRP encourages you to broaden your perspectives by attending conferences to expand your knowledge about the latest trends in HR and to broader your network with the wider HR community.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Confirmation email of event

\*Refer to section 5 for a guide on logging CPD hours.

### Focus Groups

IHRP often conducts focus groups sessions, sometimes in partnership with our tripartite partners. During the sessions, you will be able to share your valuable feedback to shape the national HR agenda or improve IHRP’s existing products. Such sessions also allow you to keep up to date with new developments in HR and hear from your peers from various industries.



**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter of participation/attendance

### **Mentoring/Coaching**

IHRP recognises that mentoring and coaching is an important and useful skill set and it allows you to enhance your skills in areas such as leadership, interpersonal skills, communication skills. By volunteering as a mentor/coach, it allows you to give back to the HR profession and reflect on your own career goals and practices through investing in others' development.

**Examples:** Mentoring/coaching of junior HR professionals in your personal network, participating in formal mentorship programmes e.g. company specific mentoring program, structured mentor training etc.

**How to accumulate CPD hours:** *1 hour of mentoring/coaching equals 1 CPD hour*

**Documentation for audit:** Letter formalising the mentoring or coaching arrangement, log capture dates, time, duration of the engagement sessions, record of activities conducted.

\*Refer to section 5 for a guide on logging CPD hours.

### **Publish articles or case studies for HR/Business publications**

IHRP encourages you to write and publish articles and case studies about HR related trends and topics to share your knowledge and expertise with the wider HR community. These articles or case studies may be used as resources for HR publications or books. \*Articles and case studies cannot be solely opinion based

**Examples:** Publish written articles or case studies on HR trends and topics for IHRP, Human Resources Magazine, HRD magazine etc.

**Word count:** *At least 650 words*

**How to accumulate CPD hours:** *1 article/case study equals 8 CPD hours (Inclusive of research and sourcing of materials used to write article/case study)*

**Documentation for audit:** Link of published articles/case studies

\*Refer to section 5 for a guide on logging CPD hours.

### **Participation in National level Tripartite HR Taskforce/Committee**

IHRP recognises your contribution towards participating as an appointed member in a national level Tripartite HR Committee/Project to discuss current issues surrounding the HR field of work and provide insights and guidance in shaping the way forward.

**Examples:** Participation in Citizen’s Panel on Work-Life Harmony, HR Industry Transformation Advisory Panel (HRTAP) etc.

**How to accumulate CPD hours:** *1 Hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter of invitation and meeting attendance records  
\*Refer to section 5 for a guide on logging CPD hours.

### **Sharing of lessons learned synopsis on IHRP Connect as a post**

IHRP encourages you to share your lessons learned synopsis and reflections from either participating in various non-IHRP HR committees, taskforces, special projects or book/trends report summaries with the rest of our community on IHRP Connect as a thought post or, to carry out research and presentation development work to support delivery of talks, webinars, etc. or sharing your learnings gained through reading books or articles.

**Word count:** *At least 650 words*

**How to accumulate CPD hours:** *1 post equals 8 CPD hours*

**Documentation for audit:** Link to your IHRP Connect post, screenshot of post, letter of invitation to Committee/Taskforce (if applicable)  
\*Refer to section 5 for a guide on logging CPD hours.

### **Speaking Engagement**

IHRP encourages you to share your knowledge with others. By sharing your HR knowledge and experience, you can inspire and uplift the capabilities of the HR professionals. e.g. at Conferences, Panels, Seminars, Workshops, Webinars etc.

**How to accumulate CPD hours:** *1 hour of speaking equals 3 CPD hour (Inclusive of preparation time)*

**Documentation for audit:** Letter of invitation from organiser highlighting duration  
\*Refer to section 5 for a guide on logging CPD hours.

### **Upskilling**

IHRP encourages you to sign up for **formal courses** both in-class or online (e.g. e-learning, degrees, etc), or attend any **workshops or seminars** to help you develop your skills and knowledge in HR. The learning activities that you are taking part in should be **HR-related** or aligned with our [IHRP Body of Competencies](#). You can attend courses, workshops or seminars from any provider. You may consider this list of [IHRP accredited courses](#) or attending our [Skills Framework Workshop](#).

IHRP also understands that companies often plan structured in-house HR-related training tailored for you to support your learning and development and help you perform in your role. Such in-house training can be counted towards your CPD hours. **Note:** For learning activities that do not seem to be directly HR related, we will accept it as long as you are able to justify how it can be applied to your HR work and how it is aligned to our [IHRP Body of Competencies](#).

**Examples:**

Course Title	Mapping to IHRP Body of Competencies
Workforce Planning	Functional Competency Plan (HR Strategy and Workforce Planning)
Introduction to Analytics and Basic Statistical Analysis	Foundational Competency - Analytics & Insights
Communicating Effectively & Strategically	Foundational Competency - Relationships and Communication
HR Business Savvy Skills	Mindset and Behaviour - Display Business and Financial Acumen
Finance for Non-Finance Professionals	Mindset and Behaviour - Display Business and Financial Acumen

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter or certificate of participation/attendance

\*Refer to section 5 for a guide on logging CPD hours.

**Volunteering with IHRP**

IHRP recognises the value of volunteering, as it provides the opportunity for you to give back to the community, expand your professional skillset and collaborate with like-minded HR professionals. IHRP partners with the tripartite partners, national agencies and not-for-profit organisations to offer meaningful volunteer opportunities for our certified professionals.

**Examples:**

- **IHRP Assessor Programme:** Join as an IHRP Assessor to contribute your expertise in assessing and developing future members of the IHRP community.
- **Community of Practice (CoP) Taskforce:** Join as a taskforce member to co-create Learning Journey Maps and curate rich programming on HR hot topics.
- **Speaker for IHRP Learning Events:** Volunteer as a speaker to share your knowledge and experiences for any of our events.

- **Subject Matter Advisor (SMA):** Participate in engaging the community as the HR thought leader and/or technical functional expert. Such volunteers shall be call upon in situations where IHRP needs resource expertise in hot and emerging HR themes such as Compensation & Benefits, Employment Law, Talent Analytics, Diversity & Inclusion etc. SMA may perform the roles at IHRP Connect as Community discussion board Moderators, Leads in Community HR Circles and Thematic HR topic areas etc.
- **IHRP Mentoring Programme:** Join as an IHRP Mentor to give back to the HR profession and enhance your own skills in areas such as leadership, interpersonal relationships and communication.

You may submit your interest to us by writing in to [community@ihrp.sg](mailto:community@ihrp.sg). Please note that the volunteer slots require an application and selection process and will be subject to availability.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Letter of appointment and volunteer hours logged by IHRP volunteer programme lead

### Webinars

IHRP also encourages you to attend HR-related webinars and customise learning opportunities according to your schedule. There are many HR-related webinars that are available online that you can learn at your own pace.

**How to accumulate CPD hours:** *1 hour of participation equals 1 CPD hour*

**Documentation for audit:** Confirmation/thank you email from organiser

\*Refer to section 5 for a guide on logging CPD hours.

#### 4. How to update your personal information on IHRP Portal

Before starting your application for recertification, you will need to update your personal information on IHRP Portal. Below is a step-by-step guide on how to do so:

Step 1: Log into [IHRP Portal](#). (For more detailed information on how to log into IHRP Portal, refer to the step-by-step guide on [IHRP Connect](#) – Recertification FAQ folder.)

Step 2: Click on your name at the top right-hand corner and click 'Profile' from the dropdown list.

The screenshot shows the IHRP Portal dashboard for a user named 'Foo'. At the top left is the IHRP logo (Institute for Human Resource Professionals). At the top right is a navigation bar with a home icon, the IHRP Connect logo, and a user profile dropdown menu containing 'Profile' and 'Sign out' options. Below the navigation bar is a blue banner with a placeholder for a profile picture and the text: 'Welcome, Foo. Your IHRP Dashboard is ready for you.' Below the banner are three navigation tabs: 'My Applications' (selected), 'My Registrations', and 'Certifications/Badges'. The main content area is divided into two sections: 'Applications - Certification' and 'Applications - Badges'. Each section contains a table with columns for Application No, Certificate Level, Type, Assessment Session, Payment Status, and Status. Both tables are currently empty, displaying the message 'There are no records to display.'

IHRP Products

Step 3: Click on each section on the left-hand side of the page and update accordingly.

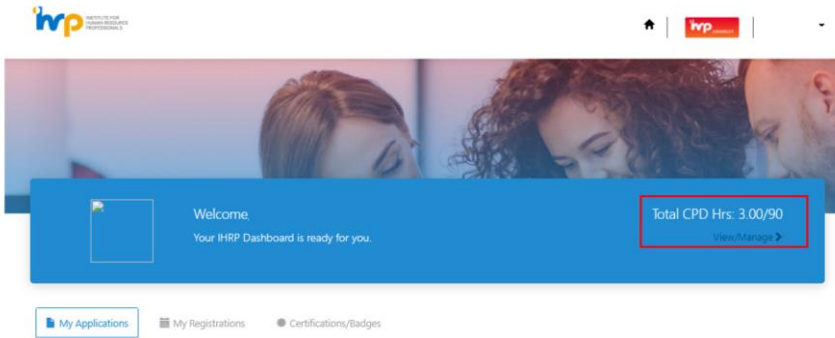
The screenshot shows the IHRP user interface. At the top left is the IHRP logo (Institute for Human Resource Professionals). At the top right are navigation icons for home, the IHRP logo, and a user profile icon labeled 'Foo'. Below the header is a breadcrumb trail: 'Home > Profile'. A large banner image of a woman looking at a laptop is positioned below the breadcrumb. On the left side, there is a blue profile card with a user icon and the name 'Foo'. Below this is a vertical navigation menu with the following items: Profile, Education Details, Employment Details, HR Related Education & Training, Volunteer Details, Individual Development Plan, Skills and Interests, CPD Details, and Supporting Documents. The 'Profile' item is highlighted with a red border. The main content area is titled 'Please provide some information about yourself.' and contains a 'Personal Details' form. The form fields are arranged in two columns:

- Full Name \***: Text input field.
- Preferred Name (Name to appear in IHRP Certificate)**: Text input field with the value 'SAMPLE Certificate for Testing Only'.
- First Name \***: Text input field.
- Last Name \***: Text input field.
- Mobile No. \***: Text input field.
- E-mail \***: Text input field.
- Identification Type \***: Dropdown menu with 'NRIC/FIN' selected.
- NRIC/FIN/Passport \***: Text input field.
- Gender \***: Dropdown menu.
- Date of Birth \***: Text input field with a calendar icon.
- Nationality \***: Text input field.
- Current Status \***: Text input field.

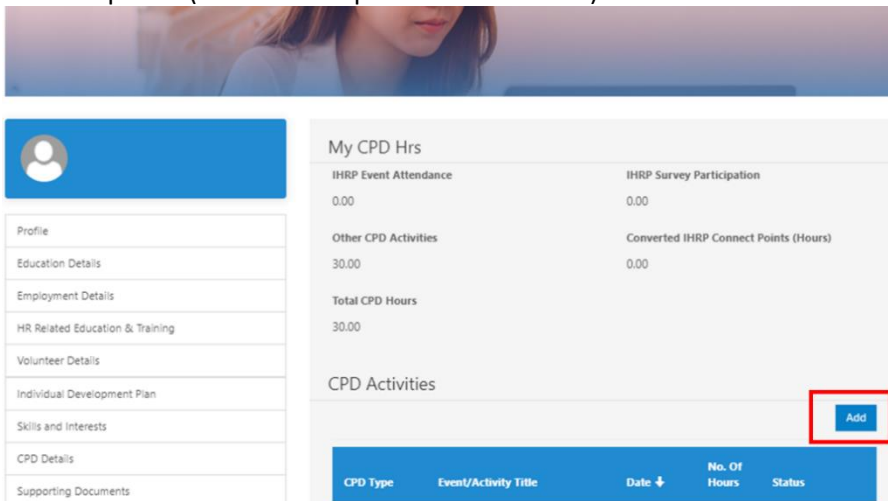
## 5. How to submit and track your CPD Hours

Step 1: Log into [IHRP Portal](#). (For more detailed information on how to log into IHRP Portal, refer to the step-by-step guide on [IHRP Connect](#) – Recertification FAQ folder.)

Step 2: Click on 'View/Manage'.



Step 3: Click on 'Add'. Here you will see your total CPD hours, including those that have been converted from IHRP Connect points (150 Connect points = 1 CPD hour)



Step 4: Fill in the details of your CPD activity.

- CPD Type –select the most suitable one from the dropdown list
- Event/Activity Title -
  - For IHRP organised events, you may find the title of the event by clicking on the search icon. To do a partial search, add a \* before typing.
  - For non-IHRP organised events, select 'Details entered under event/activity reflection' and enter name of event and other relevant details in the 'Event/Activity Reflections'
- Date – date of event.
- No. of hours – do note that some CPD activities have a cap on number of hours. E.g.: Max 30 hours for Authoring Book. Please refer to section 3 for more details on the caps.

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- Attach supporting documents of proof. E.g. letter/email from organiser. \*You would not be able to see the document once it's submitted, but rest assured that it's been received.

Click Submit.

 Create

**CPD Type \***  
Webinar (IHRP)

**Event/Activity Title \***  
[2 CPD hours, 31 May] IHRP-Tripartite Webinar: Supporting Employees' Work-Life Ha

**Date \***  
31/05/2021

**No Of Hours \***  
2

**Event/Activity Reflections**

**Attach Supporting Documents**  
 No files selected.



## 6. IHRP's Recertification Process:

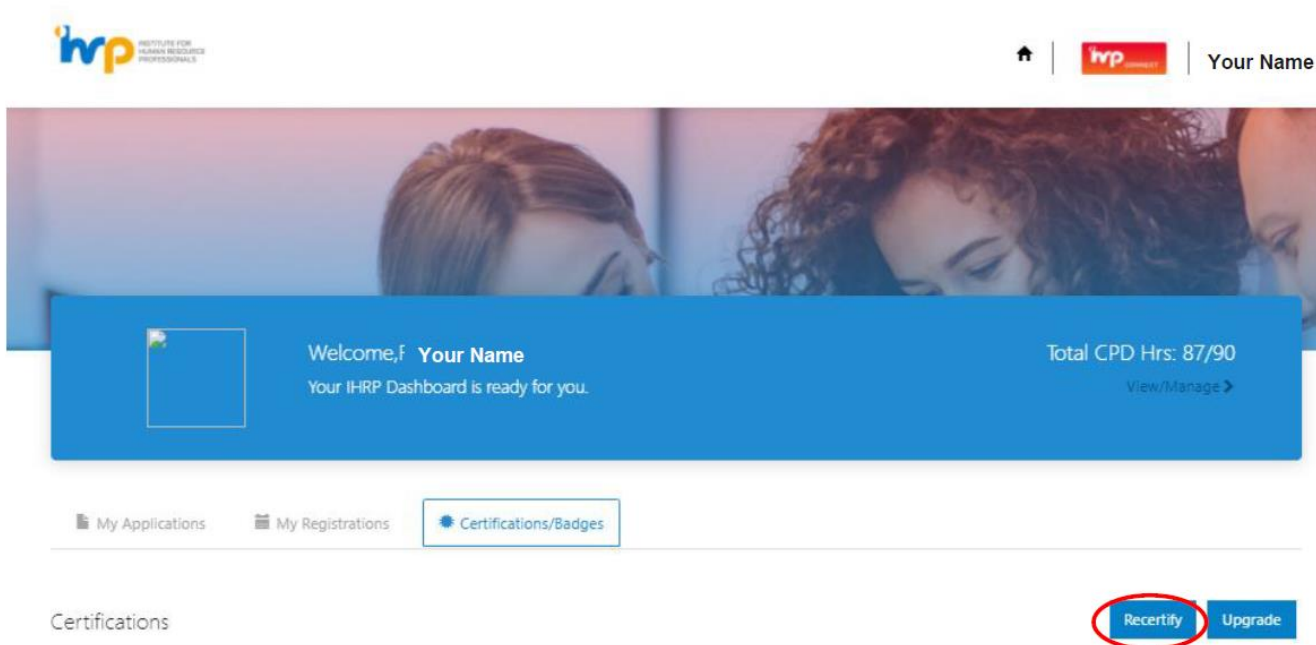
### 6.1 How to apply for recertification through the IHRP portal

Step 1: Log into Step 1: Log into [IHRP Portal](#) (For more detailed information on how to log into IHRP Portal, refer to the step-by-step guide on [IHRP Connect](#) – Recertification FAQ folder.)

Step 2: Click on the 'Certification/Badges' tab to start your recertification application process.

The screenshot shows the IHRP portal dashboard. At the top left is the IHRP logo (Institute for Human Resource Professionals). At the top right is a home icon, the IHRP logo, and the user's name 'Your Name'. Below the header is a blue banner with a profile picture placeholder, the text 'Welcome, Your Name. Your IHRP Dashboard is ready for you.', and 'Total CPD Hrs: 87/90' with a 'View/Manage' link. Below the banner are three navigation tabs: 'My Applications', 'My Registrations', and 'Certifications/Badges', with the latter being circled in red. Below the tabs are two tables. The first table is titled 'Applications - Certification' and has columns: Application No, Certificate Level, Type, Assessment Session, Payment Status, and Status. It contains one row with Application No 20210500119 and Certificate Level IHRP-CP. The second table is titled 'Applications - Badges' and has columns: Application No, Badge, Tier, Submitted Date, Payment Status, and Status. It contains the text 'There are no records to display.'

Step 3: Click on the 'Recertify' button. (Note: you will only see the 'Upgrade' button if you are an IHRP-CP)



Step 4: Enter **Promo code** or **Corporate code** if applicable and click 'Next'.

- **Promo Code:** If your company is an IHRP Corporate Partner, you can enter in a promo code to get 10% discount off the recertification fee (which would be reflected in the payment page). Please work with your company's IHRP Corporate Partner liaison to get the appropriate code.
- **Corporate Code:** Corporate billing is only applicable if your organisation is a CPP, and there are 10 or more pax due for recertification within the quarter.)
- \*To find out if your organisation is a CPP or to sign up for CPP, please contact [corporatepartnership@ihrp.sg](mailto:corporatepartnership@ihrp.sg)

Home > Recertification Application

The image shows a screenshot of the 'Recertification Application' form. On the left is a sidebar with a menu: 'General Details' (selected), 'Role Details', 'CPD Details', 'Application Summary', and 'Payment Details'. The main form area is titled 'General Details' and contains the following fields:

- 'Do you have a corporate code?\*' with radio buttons for 'Yes' and 'No' (selected).
- 'Corporate Code' with an empty text input field.
- 'Promo Code' with an empty text input field.
- 'Product \*' with a dropdown menu showing 'IHRP-CP' selected.

A red arrow points to the 'IHRP-CP' dropdown. At the bottom left of the form is a blue 'Next' button.

The product (i.e. certification level) is auto-filled and greyed out

Step 5: Check your role details and upload your latest CV.

Name of organisation, job title and job period are auto-filled from your profile. If they are wrong, please edit in your profile. (Refer to part 4 of this document for guidelines on how to edit your profile)

Home > [Recertification Application](#)

- General Details >
- Role Details >**
- CPD Details >
- Application Summary >
- Payment Details >

### Role Details

Name of Organisation \*

Your Job Title \*

From \*

Upload latest CV \*

Step 6: Check your CPD details.

Home > [Recertification Application](#)

- General Details >
- Role Details >
- CPD Details >**
- Application Summary >
- Payment Details >

### CPD Details [\(Click here to view/edit the CPD hours.\)](#)

IHRP Event Attendance	0.00
IHRP Survey Participation	0.00
Other CPD Activities	0.00
Converted IHRP Connect Points (Hours)	0.00
<b>Total CPD Hours</b>	<b>20.00</b>

Upload Reflection Document (only required if you have less than 90 CPD hours)

**Step 7: Review your application and check off the declarations.**

*(Note: As a certified professional, you will need to affirm the IHRP Code of Professional Conduct. You can read more about it [here](#).)*

Home > Recertification Application

- General Details >
- Role Details >
- CPD Details >
- Application Summary >
- Payment Details >

- General Details

Do you have a corporate code?\*

 Yes  No

Corporate Code

Promo Code

Product \*

- Role Details

Name of Organisation \*

Your Job Title \*

From \*

Latest CV

+ CPD Details

Total CPD Hours: 20.00 hours

Reflection Document

I have read and understood the [IHRP Code of Conduct \(Code\)](#). By signing this declaration, I declare that I am not in breach with the mandates of all applicable laws and regulations where I practice, and have acted in an ethical and professionally responsible manner in my practice, as set out in this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code; act in an ethical and professionally responsible manner as set out in the Code; and continue to comply with the mandates of all applicable laws and regulations where I practice. In the case where there is a complaint raised against me for possible violation or breach of the Code, I will provide my response in a timely manner in accordance to IHRP's request. If I omit to do so, I understand that IHRP may proceed to consider and decide on the complaint in the absence of my response.

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

**Step 8: Check payment details and click 'Proceed to Payment'. All credit card types are accepted.**

**\*Please refer to Section 6.3** if you are interested in our yearly instalment payment plan.

Home > Recertification Application

- General Details >
- Role Details >
- CPD Details >
- Application Summary >
- Payment Details >

### Make Payment

Price	\$450.00
Discount (Promo Code)	\$0
Total Price	\$450.00
7.00% GST	\$31.50
Total Price including GST	\$481.50

### 6.2 Audit review of CPD hours

IHRP would like to highlight that your application may be randomly selected for audit to ensure the integrity of the recertification process. We will reach out to you to request for submission of documentation and notify you of the outcome of your audit after receiving the complete support documentation. If you are selected for audit, only the supporting forms of documentation that is listed above will be accepted for verification.

As integrity is a core principle of [IHRP Code of Professional Conduct](#), we would like to highlight that if the requested information or documents are found to be falsified, misrepresented or missing, IHRP reserves the right to reject your application and forfeit fees, as applicable.

### 6.3 Fees for recertification

IHRP Professionals due for recertification have two payment options: paying in full (i.e. \$450), or paying in 3 instalments which include a yearly admin fee of \$25. Please refer to the table below for a more detailed breakdown. The fees indicated below are applicable to both CP and SP Recertification.

	Full Payment	Yearly Instalments
Cost in year 1	\$450	\$150 + \$25 Admin Fee
Cost in year 2		\$150 + \$25 Admin Fee
Cost in year 3		\$150 + \$25 Admin Fee

All prices stated are in Singapore Dollars (SGD) and before GST.

Home > [Recertification Application](#)

- General Details >
- Role Details >
- CPD Details >
- Application Summary >
- Payment Details >

#### Make Payment

I would like to pay:

a. 3 years payment now(\$450 excluding GST)

b. Yearly instalment basis(\$175/year excluding GST)

Price	\$175.00
Discount (Promo Code)	\$0
Total Price	\$175.00
7.00% GST	\$12.25
Total Price including GST	\$187.25

Cancel
Proceed to Payment

If your organisation is a Corporate Partner (CPP), you are entitled to a promo code that gives you 10% off recertification fees (admin fee not included). Reach out to [corporatepartnership@ihrp.sg](mailto:corporatepartnership@ihrp.sg) for more details.

## 7. FAQs on Recertification

### Q1: When I apply for recertification with IHRP, do I need to retake the assessment?

A: The recertification process does not require certified HR professionals to retake any of the assessment papers (e.g. i.e. Papers A, B or C). However, if the recertification fees are not paid by the certificate end

date, then the certificate will cease to be valid. Individuals with invalid certificates will need to cease using the IHRP credentials and will be removed from the IHRP Certification registry. They will need to embark on a fresh certification and take the assessment again if they wish to receive their IHRP certification.

**Q2: Can I still recertify if my current certification has lapsed?**

A: Yes. However, you will lose access to your IHRP Connect access during the period of lapse. Do note that if your certificate remains inactive for several months, the system will trigger removal from our IHRP registry, and you will need to retake the full certification assessment papers again. As you have already utilised the one-time government subsidy, the re-take is priced at the full standard fee of \$1,500 for IHRP-CP and \$2,500 for IHRP-SP respectively.

**Q3: What if I take up a course or activity (e.g. counselling, psychology, product strategy, etc.) that does not seem to be directly related to HR, can it be counted towards my CPD hours?**

A: For learning activities that do not seem to be directly related to HR, we will accept it as long as you are able to justify how it can be applied to your HR work and how it is aligned to our [IHRP Body of Competencies](#).

**Q4: Can I log all my 90 CPD hours in over a short period so that I can be in time to qualify for recertification?**

A: Yes. You can fulfil your 90 CPD hours at any time between your certification start and end dates. However, in the spirit of continuing professional development, certified professionals are encouraged to continually acquire knowledge and hone their skills to remain relevant. Logging CPD hours should not be for the sole purpose of recertification.

**Q5: If I am on job transition, taking a career break or working in a role that is not HR related, can I apply for recertification?**

A: Yes. Please share with us your context in the application form and we can review to grant you a exception on a case-by-case basis.

**Q6: Is there a fee for recertification?**

A: IHRP Professionals due for recertification have two payment options: paying in full (i.e. \$450), or paying in 3 instalments which include a yearly admin fee of \$25. Please refer to Section 6.3 and the table below for a more detailed breakdown. The fees indicated below are applicable to both CP and SP Recertification.

	Full Payment	Yearly Instalments
Cost in year 1	\$450	\$150 + \$25 Admin Fee
Cost in year 2		\$150 + \$25 Admin Fee
Cost in year		\$150 + \$25 Admin Fee

All prices stated are in Singapore Dollars (SGD) and before GST.

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**For further enquiries or clarification, please write to us at [community@ihrp.sg](mailto:community@ihrp.sg).**

# IHRP Recertification Handbook

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