



# Step by Step Guide to Applying for Recertification

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**INSTITUTE FOR  
HUMAN RESOURCE  
PROFESSIONALS**

Contact [community@ihrp.sg](mailto:community@ihrp.sg) for any issues or clarifications

## LOG-IN TO IHRP-PORTAL



Step 1: Log into [IHRP Portal](https://ihrp.microsoftcrmportals.com/) (<https://ihrp.microsoftcrmportals.com/>)

If this is your first time logging in, or see a message that says ‘*An account could not be found for the provided user ID.*’, please click on ‘**Sign up now**’.

If you face any trouble logging into the portal, you can view the step-by-step screenshot guide at the back of this slide pack (pg. 14-18).

A screenshot of the IHRP login portal interface. The page has a blue background. At the top center is the IHRP logo. Below it, the text 'Sign in with your existing account' is displayed. There are two input fields: 'Email Address' and 'Password'. Below these fields is a link that says 'Forgot your password?'. A blue 'Sign in' button is positioned below the password field. Below the button, the text 'Don't have an account?' is followed by a link 'Sign up now' which is circled in red. At the bottom of the form, there is a section titled 'Sign in with your social account' with a button for 'LinkedIn'.

## VIEW OF PERSONALISED LANDING PAGE

Below is a screenshot of the landing page that you will see after logging in.

*Note: If you wish to log-in your CPD hours\*, you can click on 'View/Manage' under your CPD hours. Refer to pg. 12 and 13 for more detailed steps.*



My Applications | My Registrations | Certifications/Badges

Applications - Certification

Application No	Certificate Level	Type	Assessment Session	Payment Status	Status
20210500119	IHRP-CP				

Applications - Badges

Application No	Badge	Tier	Submitted Date	Payment Status	Status
There are no records to display.					

IHRP Products

- CERTIFICATION**  
IHRP Certification  
APPLY NOW
- SKILLS BADGE**  
Skills Badge  
APPLY NOW
- BRIDGING**  
Bridging from WSQ, AHRI, CIPD and SHRM  
APPLY NOW

*\*Based on feedback that many HR professionals were unable to prioritise their learning in view of COVID-19 disruptions, a special concession is available to those recertifying in 2021, who do not meet the minimum CPD requirement. Simply complete and upload a [reflection document](#). If you have fulfilled  $\geq 90$  hours, the reflections document is optional.*

# UPDATING YOUR PROFILE INFORMATION

Step 2:

1. Click on your name in the landing page, which is the first page you see after you log-in
2. On the navigation segment on the left, click on the relevant sections you wish to update



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Home > Profile

Please provide some information about yourself.

**Personal Details**

<b>Full Name *</b>	<b>Preferred Name (Name to appear in IHRP Certificate)</b>
<input type="text"/>	<input type="text" value="SAMPLE Certificate for Testing Only"/>
<b>First Name *</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text"/>
<b>Mobile No. *</b>	<b>E-mail *</b>
<input type="text"/>	<input type="text"/>
<b>Identification Type *</b>	<b>NRIC/FIN/Passport *</b>
<input type="text" value="NRIC/FIN"/>	<input type="text"/>
<b>Gender *</b>	<b>Date of Birth *</b>
<input type="text"/>	<input type="text"/>
<b>Nationality *</b>	<b>Current Status *</b>

1. Click on your name, and click 'Profile' on the dropdown list

2. Click on these sections to update relevant personal information

*\*All details must be filled in before recertification application can be commenced.*

# START YOUR RECERTIFICATION APPLICATION

Step 3: Click on the 'Certification/Badges' tab to start your recertification application process



The screenshot shows the IHRP dashboard interface. At the top left is the IHRP logo. At the top right, there is a home icon, the IHRP logo, and the text 'Your Name'. Below this is a blue banner with a profile picture placeholder, the text 'Welcome, Your Name' and 'Your IHRP Dashboard is ready for you.', and 'Total CPD Hrs: 87/90' with a 'View/Manage' link. Below the banner are three tabs: 'My Applications', 'My Registrations', and 'Certifications/Badges', with the latter being circled in red. Under 'Applications - Certification', there is a table with one row: Application No. 20210500119, Certificate Level IHRP-CP. Under 'Applications - Badges', there is a table with the message 'There are no records to display.' At the bottom, under 'IHRP Products', there are three cards: 'CERTIFICATION IHRP Certification' with an 'APPLY NOW' button, 'SKILLS BADGE Skills Badge' with an 'APPLY NOW' button, and 'BRIDGING Bridging from WSQ, AHRI, CIPD and SHRM' with an 'APPLY NOW' button.

My Applications | My Registrations | **Certifications/Badges**

Applications - Certification

Application No	Certificate Level	Type	Assessment Session	Payment Status	Status
20210500119	IHRP-CP				

Applications - Badges

Application No	Badge	Tier	Submitted Date	Payment Status	Status
There are no records to display.					

IHRP Products

**CERTIFICATION**  
IHRP Certification

APPLY NOW

**SKILLS BADGE**  
Skills Badge

APPLY NOW

**BRIDGING**  
Bridging from WSQ, AHRI, CIPD and SHRM

APPLY NOW

# START YOUR RECERTIFICATION APPLICATION

Step 4: Click on the 'Recertify' button

*Note: You will only see the 'Upgrade' button if you are an IHRP-CP*



The screenshot shows the IHRP dashboard interface. At the top left is the IHRP logo with the text 'INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS'. At the top right is a navigation bar with a home icon, the IHRP logo, and the text 'Your Name'. Below this is a large blue banner with a background image of three people. On the left of the banner is a placeholder for a profile picture. To the right of the placeholder, it says 'Welcome, f Your Name' and 'Your IHRP Dashboard is ready for you.' On the far right of the banner, it says 'Total CPD Hrs: 87/90' with a 'View/Manage >' link. Below the banner is a navigation menu with three items: 'My Applications', 'My Registrations', and 'Certifications/Badges'. The 'Certifications/Badges' item is selected and highlighted with a blue border. Below the menu is a section titled 'Certifications'. At the bottom right of this section, there are two buttons: 'Recertify' and 'Upgrade'. The 'Recertify' button is circled in red.

## CONTINUE WITH YOUR RECERTIFICATION APPLICATION (GENERAL DETAILS)



Step 5: Enter **Promo code** or **Corporate code** if eligible 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 re-certification 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 more than 10 pax in your organisation that is due for recertification within the quarter.)*
- *\*To find out if your organisation is a CPP, please contact [corporatepartnership@ihrp.sg](mailto:corporatepartnership@ihrp.sg).*

Home > Recertification Application

**General Details**

Do you have a corporate code?\*

Yes  No

Promo Code

Corporate Code

Product \*

IHRP-CP

Next

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

# CONTINUE WITH YOUR RECERTIFICATION APPLICATION (ROLE DETAILS)



Step 6: Check your role details and upload your latest CV.

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 \*

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 the end of this document for guidelines on how to edit your profile)



# CONTINUE WITH YOUR RECERTIFICATION APPLICATION (CPD DETAILS)



Step 7: Check your CPD details and upload reflection document if you have less than 90 hours.

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) [Download Template](#)

Choose file [Browse](#)

[Prev](#) [Next](#)

IHRP Continuing Professional Development (CPD) Reflections

Name:  IHRP Certification level:

*Reflecting helps learners better synthesise new information and aids with knowledge transfer. It provides a structure to better comprehend what has been learnt, so that knowledge can be applied and embedded in practice.*

- Describe at least one learning/CPD activity that you have participated in during the period of your IHRP Certification.
- What did you learn from the activity mentioned above?
- How have/could you apply the learnings from that activity to your work?
- Refer to the [IHRP Body of Competencies](#). Identify and briefly elaborate on 2-3 'Foundational' or 'HR Mindsets & Behaviours' competencies that you've focused on developing in the past 3 years.

1

For 2021 re-certification cohort, you may download the template for reflections [here](#) if needed. The reflection is a simple 4 question document and will not take too much of your time.

# CONTINUE WITH YOUR RECERTIFICATION APPLICATION (APPLICATION SUMMARY)



Step 8: Review your application details 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.

## CONTINUE WITH YOUR RECERTIFICATION APPLICATION (PAYMENT DETAILS)

Step 9: Check payment details and click 'Proceed to Payment'. All credit card types are accepted.



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

Cancel

Proceed to Payment

	Full payment	Instalments
<b>Cost in year 1</b>	\$450 + \$31.50 GST	(\$150 + \$25 admin fee) + \$12.25 GST
<b>Cost in year 2</b>	NA	(\$150 + \$25 admin fee) + \$12.25 GST
<b>Cost in year 3</b>	NA	(\$150 + \$25 admin fee) + \$12.25 GST
<b>Total cost</b>	\$481.50	\$561.75

# UPDATING YOUR CPD HOURS

1. Click on 'View/Manage' under your CPD hours
2. Click the 'Add' button to add more CPD activities



The screenshot shows the IHRP dashboard. At the top left is the IHRP logo. In the top right, there is a home icon, the IHRP logo, and the text 'Your Name'. Below this is a blue banner with a profile picture placeholder, the text 'Welcome, Your Name' and 'Your IHRP Dashboard is ready for you.', and a box containing 'Total CPD Hrs:30/90' with a 'View/Manage >' link. Below the banner are three menu items: 'My Applications', 'My Registrations', and 'Certifications/Badges'. On the left side, there is a profile section with a profile picture and a list of links: Profile, Education Details, Employment Details, HR Related Education & Training, Volunteer Details, Individual Development Plan, and Skills and Interests.

Here you will see your total CPD hours, including those that have been converted from IHRP Connect points (150 Connect points = 1 CPD hour)

The screenshot shows the 'My CPD Hrs' section. It features a table with the following data:

My CPD Hrs	
<b>IHRP Event Attendance</b>	<b>IHRP Survey Participation</b>
0.00	0.00
<b>Other CPD Activities</b>	<b>Converted IHRP Connect Points (Hours)</b>
30.00	0.00
<b>Total CPD Hours</b>	
30.00	

Below the table is a section titled 'CPD Activities' with an 'Add' button highlighted in a red box.

## UPDATING YOUR CPD HOURS

### 3. Fill in the details of your CPD activity



Create ×

CPD Type \*  
Webinar (IHRP) × 🔍

Event/Activity Title \*  
[1.25 CPD Hours, 1 April] IHRP-Aartha - ROI Methodology Case Study (Measuring th × 🔍

Date \*  
01/04/2021 📅

No Of Hours \*  
1.25

Event/Activity Reflections

Attach Supporting Documents  
Choose files No file chosen

Submit

**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**. For a partial search, insert \* before your search term e.g. “\*HR Tech Talk” will give you a list of events with the word “HR Tech Talk” in it.
- **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 [recertification handbook](#) for more details on the caps.

**Supporting documents**: Upload supporting documents. E.g. letter/email from organiser, post event “Thank you” email

**Click Submit.**

## SIGN-UP NOW TO THE IHRP-PORTAL



Step 1: Log into [IHRP Portal](https://ihrp.microsoftcrmportals.com/) (<https://ihrp.microsoftcrmportals.com/>)

If this is your first time logging in, or see a message that says ‘*An account could not be found for the provided user ID.*’, please click on ‘**Sign up now**’.

### Step-by-step guide for “Sign-Up Now”

1. Input your email address
2. Click ‘Send verification code’
3. Check your email for the verification code and input into appropriate field in the web log-in portal
4. Click ‘Continue’
5. Key in your ‘Country Code’ and ‘Phone Number’ for 2<sup>nd</sup> verification code to be sent to your mobile (note: The IHRP portal has 2-factor verification applied)
6. Check your mobile message and input the verification code into the appropriate field in the web log-in portal
7. Type in your password and confirm new password
8. Click ‘Continue’
9. You will be brought back to log-in page so you can start using your email address and new password.
10. Click ‘Sign In’

# STEP-BY-STEP GUIDE FOR SIGNING-ON TO THE IHRP PORTAL



1. Input your email address

2. Click 'Send verification code'

A screenshot of the IHRP portal sign-up screen. At the top left is a back arrow and the word 'Cancel'. Below this is the IHRP logo and the text 'INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS'. A message reads 'Verification is necessary. Please click Send button.' Below the message is a text input field containing the placeholder text 'EnterYourEmailAddressHere|'. This input field is highlighted with a red rectangular border. Below the input field are two buttons: a blue button labeled 'Send verification code' and a light blue button labeled 'Continue'.A screenshot of the IHRP portal sign-up screen, identical to the previous one. In this version, the 'Send verification code' button is highlighted with a red rectangular border, indicating the next step in the process.

# STEP-BY-STEP GUIDE FOR SIGNING-ON TO THE IHRP PORTAL



3. Check your email for the verification code and input into appropriate field in the web log-in portal

The image shows two parts of the verification process. On the left is an email from Microsoft on behalf of IHRP. The subject is 'IHRP account email verification code'. The body contains a blue header 'Verify your email address' and a red-bordered box with the text 'Your code is: 100922'. On the right is a web login portal. It features the IHRP logo and the text 'INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS'. Below the logo, it says 'Verification code has been sent to your inbox. Please copy it to the input box below.' There is a text input field containing '100922', a red-bordered box around it, and two buttons: 'Verify code' (red-bordered) and 'Send new code'. At the bottom is a light blue 'Continue' button.

4. Click 'Continue'

The image shows the IHRP portal confirmation screen. It features the IHRP logo and the text 'INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS'. Below the logo, it says 'E-mail address verified. You can now continue.' There is a red-bordered box around a blue 'Continue' button. An orange arrow points to the 'Continue' button.



# STEP-BY-STEP GUIDE FOR SIGNING-ON TO THE IHRP PORTAL



5. Key in your 'Country Code' and 'Phone Number' for 2<sup>nd</sup> verification code to be sent to your mobile (note: The IHRP portal has 2-factor verification applied)

< Cancel

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Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

United States (+1)

Phone Number

Please enter a valid phone number

Phone number

Send Code

6. Check your mobile message and input the verification code into the appropriate field in the web log-in portal

< Cancel

**hrp** INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS

Enter a number below that we can send a code via SMS or phone to authenticate you.

+65

Enter your verification code below, or send a new code

Enter your verification code here

## STEP-BY-STEP GUIDE FOR SIGNING-ON TO THE IHRP PORTAL



7. Type in your password and confirm new password
8. Click 'Continue'

A screenshot of the IHRP password confirmation screen. At the top left, there is a back arrow and the text 'Cancel'. The IHRP logo and the text 'INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS' are centered at the top. Below the logo, there are two input fields: 'New Password' and 'Confirm New Password'. At the bottom center, there is a large blue button labeled 'Continue'.

9. You will be brought back to log-in page so you can start using your email address and new password.
10. Click 'Sign In'

A screenshot of the IHRP sign-in page. At the top, the IHRP logo and the text 'INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS' are displayed. Below the logo, the text 'Sign in with your existing account' is centered. There are two input fields: 'Email Address' and 'Password'. An orange arrow points to the 'Email Address' field. Below the 'Password' field, there is a link that says 'Forgot your password?'. A blue button labeled 'Sign in' is positioned below the links. At the bottom, there is a link that says 'Don't have an account? Sign up now'. Below this, the text 'Sign in with your social account' is centered. There is a button for 'LinkedIn' with the LinkedIn logo.