

A photograph of the Manhattan Bridge in New York City, viewed from a low angle between tall brick buildings. The bridge's steel structure and suspension cables are prominent against a clear sky. The Empire State Building is visible in the distance through the bridge's arches.

How to **Retain** the Certified Relocation Professional (CRP®) Designation

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Certified Relocation Professional (CRP®) Continuing Education and Recertification

The Certified Relocation Professional (CRP®) designation signifies that those who hold it have mastered a body of knowledge and are committed to ongoing education to ensure that they remain informed about new trends, best practices and evolution in the employee mobility industry. For this reason, it is important that designees engage in continuing education (CE) activities and certify that they have done so.

Worldwide ERC®'s CRP® CE and Recertification requirements are designed to help designees demonstrate that they have continued to grow their expertise. To retain the CRP® certification, you must engage in 30 hours of CE each 3-year recertification cycle to update your understanding of trends, best practices and standards in global workforce mobility.

To maintain the CRP® or SCR® designation, you must:

1. Accumulate a minimum of 30 CE credits within each 3-year recertification period by your renewal date.

Ten of the 30 CE credits hours must be obtained from Worldwide ERC®-sponsored educational opportunities. The remaining 20 credits may be obtained from educational opportunities sponsored by external organizations that have been pre-approved by Worldwide ERC®. You may earn all 30 hours from Worldwide ERC® programming if you choose.

Twenty of the 30 CE credits must be obtained from educational opportunities discussing U.S.-centric mobility topics or issues. The remaining 10 credits may be obtained from educational opportunities discussing international mobility topics or issues. You may earn all 30 credits from U.S.-centric courses if you choose.

2. Maintain membership in Worldwide ERC® annually.

Membership is defined as receiving Worldwide ERC® member benefits either by holding a PERC®, Appraiser or Corporate Premier individual membership, or being designated as the member representative for a Real Estate Broker, Relocation Management or Mobility Service Provider company membership.

If you allow your membership to lapse for more than 3 months, your designation will be suspended and you will not be entitled to use the "CRP" or "SCR" initials after your name in professional correspondence, in your social media profiles or in any public medium.

3. Remit the recertification renewal fee at the end of your 3-year recertification period to renew for a new 3-year cycle.

Please note that you are allowed up to four and a half months beyond your expiration date to complete your CE credits, if needed, provided that your membership is current. However, the CRP® recertification renewal fee increases incrementally as a result. Therefore, it is to your advantage to complete your CE credits on or before your renewal date.

Options for Earning CRP® CE Credits

1. Participate in Worldwide ERC® Meeting Programs

You may earn CE credit by participating in Worldwide ERC®-sponsored meetings, online classes and webinars, and recorded conference sessions (session recording credits are described in more detail below). Worldwide ERC® meeting programs can include, but are not limited to: Worldwide ERC® Americas Mobility Conference, Worldwide ERC® Global Workforce Symposium, Worldwide ERC® Webinars, and various on-the-road and online training seminars offered by Worldwide ERC®.

In many instances CE credits are automatically recorded when you register and attend or complete a Worldwide ERC® educational opportunity. Worldwide ERC® webinars are an exception and require that you request the credit through the online CRP® credits management portal. For sessions that aired initially on or before January 2018, the seminar ID that you need to request this credit may be found here: <https://www.worldwideerc.org/webinar-id-numbers>. For sessions that aired initially on or after March 2018, the seminar ID may be found within the 'housekeeping' slides at the beginning of each webinar - on the CRP/GMS information slide.

2. Participate in Meetings from External Organizations

You may earn up to 20 CE hours from education sponsored by outside organizations, provided it has been pre-approved by Worldwide ERC®.

If you know of a course coming up and would like to know if it is available for CRP® credits, please ask the sponsoring organization's meeting coordinator and/or ask someone in Worldwide ERC®'s Professional Development Department. If the organization is not aware that it can request CRP® credit or does not understand how to apply for it, we ask that individual CRP® designees let the organization(s) know that they can apply for this credit. The application is always available to any organization wishing to seek CRP® approval for their educational program, but please keep in mind that some organizations may choose not to apply for CRP® approval if they simply do not have the staff or financial resources to request CRP® credits for their education, or if their education does not meet the criteria to be able to offer CRP® credits. Approved education must be of an advanced relocation nature. Many courses offered for state appraiser or broker license renewal, for example, provide great topics of study but do not focus enough on advanced relocation issues to be CRP®-approved.

Sponsoring organizations who have received approval for their course are provided with a credit form noting a seminar ID to give to their CRP®-designated registrants upon conclusion of the event. It is the responsibility of the individual CRP®, and not the sponsoring organization, to add the credit to their own records using the credits management portal.

3. Listen to Worldwide ERC® Recorded Conference Sessions

Worldwide ERC® records various sessions from our annual Americas Mobility Conference and Global Workforce Symposium programs and makes them available for CE credit up to two years afterward (one CRP® CE credit is given per conference session recording). The library of available session recordings is constantly changing and expanding. To review the most up-to-date list of sessions, please visit the Worldwide ERC® website to view past events materials.

Any CRP® designee who orders conference session recordings is automatically given CRP® recertification credit within a few weeks of fulfillment of the order. Others can share conference sessions recordings within the same company. Please note that whether you purchase or share conference session recordings, you cannot receive CRP® credit for a session more than once. Directions for obtaining credit by sharing session recordings can be found under the Reporting CE Section below.

Reporting CE Credits

Manage your CRP® designation using the online credits management portal - <https://ams.worldwideerc.org/eweb/dynamicpage.aspx?webcode=crpmain> - where you can:

- Check your CRP® recertification date.
- Review the CE credits you have already earned.
- Add new credits to your record.

Suggestions for Earning CE Credits

Whether you need just a few CE credits or all 30, here are some quick and convenient ways to earn them:

1. Worldwide ERC® Webinars

Credits: One per webinar; Up to 30 CRP® credits

Cost: \$8/session processing fee

You may choose to view the Worldwide ERC® Webinars live or you can watch them afterward within the archives. Each webinar discusses a timely topic in about an hour. The sessions are free to watch and cost just \$8/session to report the course to your record.

Please pay attention to sessions that indicate they are eligible for "CRP-INTL" credit. There is a 10-credit international CE credits maximum (no minimum is required). If you are worried about having too many international CE credits, please ask.

Choose a webinar, watch it for free and find the associated seminar ID (For sessions that aired initially on or before January 2018, the seminar ID that you need to request this credit may be found here:

<https://www.worldwideerc.org/webinar-id-numbers>. For sessions that aired initially on or after March 2018, the seminar ID may be found within the 'housekeeping' slides at the beginning of each webinar - on the CRP/GMS information slide.) Then log-into the CRP® credits management portal and add in credits from webinars you have viewed. We cannot accept duplicate requests.

2. Conference Recordings

Credits: One per session; Up to 30 CRP® credits

Cost: \$8/session processing fee; \$16-\$25 per recording

Digital Conference Providers (DCP) professionally records many presentations at Worldwide ERC®'s U.S.-based conferences. You can choose single sessions or access bundled packages for even greater savings.

If anyone in your company owns conference session recordings, you may borrow them! Check to be sure that you have not already used the sessions for credit.

Choose your session(s), and keep track of the associated five-digit ID number. Then log onto the CRP® credits management portal to view the credits that you have already earned and add in new credits from conference session recordings you listened to. We cannot accept duplicate requests.

For more information, or to purchase recordings, visit recordings.worldwideerc.org.

3. Worldwide ERC® Online Courses

Credits: Vary

Costs: Vary

Global Mobility Specialist training, Principles of Global Mobility, Strategic Talent Mobility, and Exploring Data Analytics for Mobility are a few classes available for CRP® credit. Visit the Worldwide ERC® Learning Academy for a catalogue of online course options.

4. Broker Market Analysis Training

Credits: 3 CRP® credits

Cost: \$145-\$295

Learn how to use the Worldwide ERC® Broker Market Analysis form. For your convenience, we have created two delivery options for this program: DVDs (created for those that have multiple people to train within the same company) and online (available 24/7 and created for individuals seeking training).

5. Relocation Appraisal Training Program

Credits: 3 CRP® credits

Cost: \$125

Learn how to use the Worldwide ERC® Summary Appraisal Report. Available for purchase online, the program includes 3, 1-hour training modules via a recorded audio/video format.

6. Worldwide ERC® Americas Mobility Conference (held in May each year) or Global Workforce Symposium (held in October each year)

Credits: 15 CRP® credits per conference

Cost: Varies

Join your colleagues and friends for a chance to network, enhance your education and have a great time, too! Find more information regarding upcoming conference dates and locations at worldwideerc.org.

CRP® Credit Carryover

The CE program is designed to help CRP® designees demonstrate that they are maintaining a current and up-to-date understanding of the field of employee relocation. For this reason, if you earn more than 30 CE credits within a 3-year recertification period you may not carry the extra credits over to the next recertification period.

Recertification Renewal Fee

Worldwide ERC® maintains records on your recertification credits earned through Worldwide ERC® education as well as approved educational programs offered by outside organizations. You can view your recertification transcript online any time throughout the 3-year recertification period.

These transcripts note the programs for which a you have obtained credit and indicate which credits came from Worldwide ERC® programs versus meetings sponsored by external organizations. This way you can stay informed of the credits you still need to retain your designation. A recertification fee helps pay for some of the administrative costs of tracking and reporting CE credits for individual members.

The fee is invoiced only after completion of the CE credit requirements and is payable at the time of recertification renewal.

Staying in Touch with Worldwide ERC®

It is your responsibility to inform Worldwide ERC® of changes to your contact information (i.e., address, company, name, e-mail, etc.) as they occur. Please submit changes in writing to Worldwide ERC®'s Professional Development Department.

Worldwide ERC®'s Professional Development department is available Monday through Friday to assist with any questions candidates may have about the CRP® program and examination application/ administration, and any questions a designee may have about his or her certification.

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