Qualifications, Suspension and Revocation Policy

Qualifications for Certification and Recertification Candidacy

To qualify for an IBHRE examination, each candidate must submit a complete application that demonstrates that he or she meets the certification exam eligibility or certified individual recertification requirements (See IBHRE Certification Examination Eligibility Requirements Policy for specific details regarding exam eligibility.) All applications must be received with the appropriate exam fees by the appropriate registration deadline in order to be considered. Applicants must also evidence their agreement to comply with both the IBHRE Code of Ethics and the IBHRE Use of Licensed Marks Guidelines upon submitting their application.

Applicants or certified individuals seeking recertification who do not meet these qualifications or are found to have violated the IBHRE Code of Ethics or Use of License Marks Guidelines will be denied eligibility to take the exam and will be withdrawn from the certification and recertification processes.

Suspension and Revocation of Certification

- Certified individuals who do not recertify and allow their certification to lapse will have their certification suspended.
- Certified individuals violating the IBHRE Code of Ethics or Use of License Marks Guidelines will have their certification revoked. (Refer to IBHRE’s Grievance Policy.)

Individuals who allow their certification to lapse will be notified by the Chief Executive Director that their credential has been suspended. IBHRE’s certification application agreement requires acceptance of IBHRE’s Qualifications, Suspension and Revocation Policy.

Individuals who have been found to be in violation of the IBHRE Code of Ethics or Use of License Marks Guidelines, will have their certification revoked. An official letter will be sent from the IBHRE President, to the certified individual officially informing them that their certification is no longer valid.

If the certification is suspended or revoked, the individual may not use the credential and will no longer be listed in IBHRE’s certification directory or in any other IBHRE communication listing them as being certified. Additional sanctions may also apply – refer to IBHRE’s Sanctions Policies

IBHRE’s Associate Director will update the database to reflect the individual’s change in status for IBHRE to have a permanent record of the action.

5.29.2020