



Qualifications and Suspension 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 comply with both the *IBHRE Code of Ethics* and the *IBHRE Use of Licensed Marks Guidelines* upon submitting their application. Applicants who fail to comply will be withdrawn from the certification process.

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 their certification will be revoked.

Suspension 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 that their credential has been inactivated and their certification suspended.

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. Notification will be sent from IBHRE to the certified individual officially informing them that their certification is no longer valid.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.

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