



## **IBHRE CLAUSES AND EXEMPTIONS**

**Note: These policies do not apply to Specialists who earned certification October 2021 or after.**

### **Incomplete Verification of Continuing Education Applications**

Filing forms that do not meet the required number of contact hours will be considered incomplete until the certified individual addresses the deficiency by completing or providing additional contact hours. Candidates will be duly notified of deficiencies on their applications, and must address the deficiency by the application due date. Applications that remain incomplete by the application due date will be considered 'Not Approved' until corrective action is taken by the applicant.

### **Extensions**

Recertification candidates who notify IBHRE of any reasonable circumstances, which may prevent them from meeting their recertification filing deadline, may request one (1) one-year extension of their recertification. Candidates seeking an extension must make this request in writing (e-mail to [info@ibhre.org](mailto:info@ibhre.org)) at least 30 days prior to the certification expiration deadline. Candidates with extensions may continue to use their IBHRE credential until their certification expires. If a candidate has not re-taken the exam when the extension expires, the candidate will lose their credential.

### **Consequences for Not Recertifying**

Candidates who choose not to recertify or do not pass the examination will no longer be permitted to use the IBHRE credential or designation. Their names will be removed from the on-line directory IBHRE website.

Any candidate who has not met the requirements and submitted their recertification form will be notified in writing that they may no longer use their IBHRE designation. Any former certified individual found to be inappropriately utilizing the IBHRE credential may be prevented from reinstating their credential in the future at the discretion of the Board.



## **Audit**

Eligibility requirements for initial certification and recertification are reviewed by IBHRE staff. Applicants must submit the required eligibility documentation – refer to IBHRE’s *Certification Handbook*.

When reviewing applications, IBHRE does not, under any circumstances, determine an individual’s eligibility based on affiliation or membership with any particular organization(s).

IBHRE staff randomly audits VCE applications for review. An individual selected for review will be required to submit verifiable documentation for each activity listed in the application. If credit for any program, CE activity, or other professional activity is denied as a result of the review, the applicant will be given 60 days to report additional information to cure the deficiency. The individual will remain authorized to use the designation during this 60-day period. If the deficiency is not cured within the 60-day period, a deficiency notice will be sent by the IBHRE office. If the necessary information remains unreported, the individual will no longer be certified and will not be authorized to use the designation. Final notification will be sent to the individual by the IBHRE office.

Acceptable documentation includes but is not limited to the following:

- Original certificates of completion with the organization’s logo
- Official transcripts
- Official rosters of participation
- Correspondence (must be printed on official letterhead; electronic communication must include the origin’s email address)
- Diplomas