

Fields outlined in red are required.

MICHIGAN STATE
UNIVERSITY



HUMAN RESOURCES
EXECUTIVE EDUCATION

Application for Recertification

Applying for Recertification for (check all that apply): CERRP CHRS CWCP

Please fill out this form completely and return with payment to Marian Erickson at the address listed below.

APPLICANT INFORMATION							
Last Name		First Name		M.I		Date	
Title				Email			
Organization							
Mailing Address				Suite/Mail Code/Apt.			
City			State		Zip Code		
Phone			Extension		Fax		
RECERTIFICATION VIA EXAMINATION							
Please indicate which type exam you want to take:							
<input type="checkbox"/> Online Exam - You will receive an automated email from Angel.MSU.EDU with your login name and password. Go to www.Angel.MSU.EDU to access the examination.							
<input type="checkbox"/> Written Exam – The written examination will be sent as a .pdf to the email address you provided above.							
Exam Fee: \$185.00 Enclosed	YES	<input type="checkbox"/>	Exam Fee Paid Online	YES	<input type="checkbox"/>	Order/Receipt Number	
RECERTIFICATION VIA CONTINUING EDUCATION (CE)							
Complete the table on the next page, listing 28 hours of continuing education activities engaged in during the 2 years after your certification or most recent recertification. Attach supporting documentation such as a sign in sheet, an attendee list showing your name, or a receipt for registration payment, and return with payment to address below. Be sure to sign and date the form. Additional information about CE activities and supporting documentation can be found by clicking on <i>Recertification Information</i> on our website.							
Continuing Education Credits earned may be used for multiple recertifications. For example, if you hold both a CWCP and a CHRS, your 28 hours of continuing education credits will fulfill the recertification requirement for both programs if you check both the CWCP and CHRS boxes above.							
Supporting documentation is not needed for HR Executive Education (formerly the HR Education & Training Center the Workers' Compensation Center) programs.							
CE Fee: \$95.00 Payment Enclosed	YES	<input type="checkbox"/>	CE Fee Paid Online	YES	<input type="checkbox"/>	Order/Receipt Number	
PAYMENT (MAKE CHECKS PAYABLE TO: MICHIGAN STATE UNIVERSITY)				MSU FEDERAL ID # 38-6005984			
Mail To: Marian Erickson HR Executive Education Michigan State University 422 South Kedzie Hall East Lansing, MI 48824-1032		Email to: cwcp@lir.msu.edu Fax to: 517-432-0138		Pay Online at: https://ntweb11.ais.msu.edu/lirwc/WCCRegister.asp or Call: 517-432-2209			

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Name	
EVIDENCE OF CONTINUING EDUCATION (Document 28 hours)	
Course Name or Approved Activity	Course Date
Course Location (City & State)	Instructional Hours (subtract lunch and breaks)
Sponsoring Organization	
Course Name or Approved Activity	Course Date
Course Location (City & State)	Instructional Hours (subtract lunch and breaks)
Sponsoring Organization	
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Course Location (City & State)	Instructional Hours (subtract lunch and breaks)
Sponsoring Organization	
Signature	Date