**CERTIFICATION VIA EXPERIENCE**

**Certification via Experience** **(CVE)** is an alternate route to becoming a Chartered Human Resource Management Practitioner through the assessment of relevant HR Work Experience.

**Benefits:**

* It recognises and credits relevant HR experience.
* It provides a route to certification for **Full Members** who do not have the time to go through tuition via the normal Professional Certification Programme (PCP) and subsequently write the Certification Exam because of pressing work responsibilities.

**Eligibility:**

1. **A Full Member-in-good-standing** for two consecutive years (including the current year)
2. A first degree or its equivalent in any discipline.
3. Four (4) years’ work experience in HR at the Executive Management Level.
4. Should have provided evidence of having participated in at least six formal Continuing Professional Education (CPE) workshops /training within the last three years (two of which should have been CIHRM CPEs).
5. Should have evidence of a minimum of 5 years relevant work experience in at least 3 of the following subject areas in HR:

* Strategic Human Resource Management
* Employee Resourcing
* Rewards and Compensation Management
* Business Communication
* Industrial Relations
* Talent Management
* Learning and Development
* Organisational Development

\*(In the case of a specialist, he/she must demonstrate at least 7 years continuous experience in that single area)

**Assessment Tools:**

* Detailed review of record of professional experience
* [[1]](#footnote-1)An interview with CIHRM assessor(s)
* Detailed reference from 3 nominated referees

**Duration:** After submission of application and relevant documentation, assessment would be done within six (6) months. Subsequently, communication will be sent to applicants notifying them of the outcome of their applications.

The decisions made are final. Unsuccessful applicants may reapply at the next round of applications.

**Application Process**

1. Download the application form from the Website.
2. Fill Form with relevant details.
3. Include two passport-sized photographs (white background).
4. Include certified true copies of certificates.
5. Attach resume or curriculum vitae detailing work experience for the **Past Five Years.**

CV should cover:

* Names of previous organisations.
* Job positions.
* Dates of employment.
* Key responsibilities and achievements for current and previous positions held with emphasis on the past Five years.

1. Pay a non-refundable processing fee **of GHS 500.00 payable** by Bank draft (in the name of Chartered Institute of Human Resource Management, Ghana)

or via Momo **0546112127** and send proof of the transaction to 0269220210 for an official receipt to be issued.

1. Scan and submit your application and all relevant documents, including the official receipt for the processing fee to [certificationofficer@cihrmghana.org](mailto:certificationofficer@cihrmghana.org)

**Filling the Application Form**

**Please read form carefully before filling.**

1. Fill personal details and affix passport picture.
2. Type out how you have developed or implemented HR strategy in line with business goals touching on at least three HR areas. Note that you are required to provide evidence backed by HR Analytics.

In the case of a specialist S/he must demonstrate at least 7 years continuous experience in that single area.

1. Referee form**:** Nominate threeReferees who can attest to your work experience or performance on the job.

**DEFINITIONS**

**Executive Management**

* Applicant reports directly to the CEO.
* Responsible for developing HR Strategy for the organisation.
* Heads the HR department.
* Final Authority in HR Issues in the organisation.

**HR Areas**

* **Strategic Human Resource Management:** Meeting long-term organisational goals by using HR Strategy in managing human resources.
* **Employee Resourcing:** Meeting an organisation’s staffing requirements with interrelated HR activities.
* **Rewards and Compensation Management:**  All interrelated HR activities connected to rewards and payment in relation to employees’ value and performance.
* **Business Communication:** Internal Business and Human Resource communications including guidelines, policies, notices and procedures that help manage the workforce.
* **Industrial Relations:** Managing relations between Employees, Unions, and the Organisation’s Management
* **Talent Management:** Using integrated organisational HR Processes to meet strategic and operational goals and objectives via attraction, development, motivation, and retention of engaged employees.
* **Learning and Development**: Using HR **Tools** and Learning Activities to cause employees to acquire new skills and competencies to improve on current performance capacity.
* **Organisational Development:** Designing, implementing, diagnosing, and maintaining organisation Systems.

**CERTIFICATION VIA EXPERIENCE**

**APPLICATION FORM**

**CHARTERED HR PRACTITIONER**

1. **PERSONAL DETAILS (Kindly fill in Block Letters)**
2. First Name … …………………..Other Name(s)………… ……………………………
3. Surname …………………………….Title (Mr./Miss/ Mrs/Dr.)……………..Sex… ……
4. Nationality…… …………………. Date of Birth……………………………….……………..
5. Postal Address……… ……………………………………………………………………………..
6. Email Address………………………………Tel:…………………………………….…………….
7. Name of organisation…………….………………………………………………………………
8. Job position………………………………….…………………………….……………………….
9. CIHRM Full Membership Number……..……………………………………………………….
10. Attach organisational structure to enable assessors to understand job position in the organisation.
11. **EXPERIENCE**

In not more than 500 words, write(type) how you havedeveloped or implemented HR Strategy in line with Business Goals touching on at least three HR Areas. What was the situation? What was the result? (measurable with HR analytics).

**(Tick as appropriate. Use one sheet to demonstrate competence in one HR Area. Photocopy and use page as needed)**

**HR** **Areas**

Strategic Human Resource Management Employee Resourcing

Rewards and Compensation Management Business Communication

Industrial Relations Talent Management

Learning and Development Organisational Development

\*(In the case of a specialist, he/she must demonstrate at least 7 years continuous experience in that single area)

**CERTIFICATION VIA EXPERIENCE**

**REFEREE FORM 1**

CIHRM is the Professional Body of Human Resource Management Practitioners in Ghana. The Applicant would like you to support his/her application for a membership upgrade to Chartered Human Resource Management Practitioner.

**Name:**……………………………………………………………………………………………………….

**Organisation:**……………………………………………………………………………………………....

**Position:**……………………………………………………………………………………………………..

**Email Address**:…………………………………………………………………………………………….

**Phone Number**:……………………………………………………………………………………………

**Signature:……………………………………………… Date**……………………………………………

1. How long have you known the applicant?...........................................................................
2. In what Capacity have you known the applicant?..............................................................
3. Are you familiar with the applicant’s job role?......................................................................

To the best of your knowledge, comment on how applicant’s function in the Organisation(work place), including the scope, impact on Organisational goals.

**CERTIFICATION VIA EXPERIENCE**

**REFEREE FORM 2**

CIHRM is the Professional Body of Human Resource Management Practitioners in Ghana, The Applicant would like you to support his/her application for a membership upgrade to Chartered Human Resource Management Practitioner.

**Name:**……………………………………………………………………………………………………..

**Organisation:**…………………………………………………………………………………………….

**Position:**…………………………………………………………………………………………………….

**Email Address**:…………………………………………………………………………………………….

**Phone Number:**……………………………………………………………………………………………

**Signature:……………………………………………… Date**……………………………………………

1. How long have you known the applicant?............................................................
2. In what Capacity have you known the applicant?..............................................................
3. Are you familiar with the applicant’s job role?......................................................................

To the best of your knowledge, comment on how applicant functions in the organisation (work place), including the scope, impact on Organisational Goals.

**CERTIFICATION VIA EXPERIENCE**

**REFEREE FORM 3**

CIHRM is the Professional Body of Human Resource Management Practitioners in Ghana. The Applicant would like you to support his/her application for a membership upgrade to Chartered Human Resource Management Practitioner.

**Name:**……………………………………………………………………………………………………..

**Organisation:**…………………………………………………………………………………………….

**Position:**…………………………………………………………………………………………………….

**Email Address**:…………………………………………………………………………………………….

**Phone Number**:……………………………………………………………………………………………

**Signature:……………………………………………… Date**……………………………………………

1. How long have you known the applicant?............................................................
2. In what Capacity have you known the applicant?..............................................................
3. Are you familiar with the applicant’s job role?......................................................................

To the best of your knowledge, comment on how applicant’s function in the Organisation (workplace), including the scope, impact on organisational goals.

**CERTIFICATION VIA EXPERIENCE CHECK LIST**

* Nonrefundable Application Fee: GHS 500.00 (Payable Bankers draft).
* Full Member-in-good-standing for two consecutive years (including the current year).
* Evidence of participating in six formal Continuous Professional Education training within the last three years (Two of which should have been CIHRM CPEs).
* Curriculum Vitae
* Two Passport-sized photographs (White Background).
* Application Form.
* 3 Referee Forms.

**NB:** The successful applicant would be required to make a payment of GHS5,000.00 through a Bankers draft (please note it is non-refundable).

1. An interview may be requested at the discretion of the CIHRM assessors. [↑](#footnote-ref-1)