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| **Chapter Name** | Los Angeles |
| **Chapter Number (ex. CH0000)** | CH8028 |
| **Chapter Location (City, State)** | Los Angeles, CA |
| **Chapter Membership Size** | Medium (100 - 299) |
| **Contact Person for this Submission:** | Kavita Gupta |
| **Email Address:** | [kavi10gupta@yahoo.com](mailto:kavi10gupta@yahoo.com) |
| **Phone Number:** | (480) - 225 - 5646 |
| **Chapter Board Position:** | President-Elect, Director Chapter Meetings |
| **Chapter Website URL:** | [http://www.atdla.org](http://enotification.td.org/track/click/30530608/www.atdla.org?p=eyJzIjoiaE05ZG1MWnliXzRRaHY2VVd3R3pKZnpfaXBZIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvd3d3LmF0ZGxhLm9yZ1wiLFwiaWRcIjpcIjY0MmUzMDIzN2Y3NjRhMDZhYWE0MGJiMWQwY2QwNjg0XCIsXCJ1cmxfaWRzXCI6W1wiNzgzZWM0Zjk4NDBiZTU2Yjg2MTViOTE2ODgyMzI2ZDM2ZDllMGMwYVwiXX0ifQ) |
| **Submission Title:** | Navigating SHRM Credit Process and Job Aid |
| **Submission Description:** | SHRM has created three avenues by which SHRM-CP and SHRM-SCP credential-holders can earn recertification credits: Advance Your Education, Advance Your Organization, and Advance Your Profession. ATD members that attend chapter meetings, programs or events can avail of this certification if their chapters offer a system of accreditation. |
| **Need(s) Addressed? Please be specific.** | Every chapter has its own process of developing the SHRM-CP/SHRM-SCP credit process and some chapter administrators do not have guidelines for how to assign credits to members. This SOS addresses this problem and includes a job aid to help other chapter leaders navigate this process (See Attachments #1). |
| **What is your chapter's mission?** | MISSION: Providing local presence with the best practices in workplace learning and performance.  VALUES: Member satisfaction  Local presence  Accountability  Optimal use of resources |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | ATD-LA is committed to serving its members through high quality chapter meetings. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.** | Learning and development professionals and chapter administrators must be knowledgeable about aspects of other fields that play an important role in talent development. One of these critical roles is to offer those needing SHRM certification obtain this accreditation easily through ATD meetings and programs. A SHRM certification can help to strengthen an L&D, HR or OD professional’s toolkit and repertoire of skills and this service directly aligns with ATD’s mission. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Chapter Leaders, Volunteers, Board of Directors and Administrative Staff. |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | In 2018, the fees were $500 for 2 years which includes the $100 nonrefundable application processing fee. |
| **How did you implement: (please give a brief description)** | We applied to SHRM to be a recertification provider and paid the applicable fees. After we were approved we assigned the required point person and email address. The point person adds chapter events to SHRM’s recertification portal.  We add chapter events to SHRM after we finish planning. SHRM asks for standard information about the event – title, date, learning objectives, registration link, location, etc. We also select the “SHRM BoCK Representation/Alignment” objective and “Additional Functional Areas” that align with the event. These are described in the recertification provider guide (Attachment #1).  We then add the SHRM seal to our event pages. We must use SHRM’s language with the seal which is also described in Attachment 1. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | In our first year of being a SHRM recertification provider, we had 17 events and the activity codes were used 2 times. On two occasions, we received attendee interest in the activity code after the event. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | After adding an event, SHRM gives you the the activity ID which is used to claim Professional Development Credits (PDCs). Only the people who attend the event should receive the activity ID. We distribute this code in our event feedback survey email which we send through Wild Apricot after the event to attendees.  Events must be added to SHRM prior to the date of the event. |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | ATD Chapter SOS: <https://www.td.org/chapters/clc/sos>  <https://www.shrm.org/certification/for-organizations/Documents/18-1426%20Recertification%20Provider%20Guide_GENERAL_FNL.pdf> |
| **Please attach any documents that help support this submission: (additional documents and documents over 2MB should be sent to Kylie Malloy,** [kmalloy@td.org](mailto:kmalloy@td.org)**)** | [18-1426 Recertification Provider Guide\_GENERAL\_FNL.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiN25ZX2FoVWNTVE9BNzZsWjlNZmszMUUtWnVZIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHlNakltWld3OVpXeGxiV1Z1ZEY4eE5nPT1cIixcImlkXCI6XCI2NDJlMzAyMzdmNzY0YTA2YWFhNDBiYjFkMGNkMDY4NFwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Found SOS on ATD website |
| **Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at** [**td.org/alc**](http://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoiRHluYmpDQlo2Z3E1TURLcE9jNWxSNllCT01rIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcIjY0MmUzMDIzN2Y3NjRhMDZhYWE0MGJiMWQwY2QwNjg0XCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |