



CNY-SHRM PROFESSIONAL CERTIFICATION AWARD APPLICATION

Statement of Purpose:

1. **Award Name:** Central New York Chapter of the Society for Human Resource Management (CNY-SHRM) Professional Certification Award.
2. **Purpose:** This Award is designed to encourage professional Certification by recognizing individuals who exemplify the qualities and values of a Human Resources professional and provide them with a financial award to be used towards obtaining SHRM professional certification.
3. **Award:** Two \$960.00 awards will be available annually by the CNY-SHRM Chapter for the purpose of certification.
4. **Award Qualifications:** The Professional Certification Award will be granted based on the following criteria:
 - A. SHRM National membership.
 - B. Level of activity within the CNY-SHRM Chapter.
 - C. Demonstration of leadership, planning, and knowledge of the Human Resources profession through a description of a significant accomplishment made with an employer or the CNY-SHRM Chapter.
 - D. Demonstration of personal commitment to continuing education.
 - E. Professional Work Experience. Applicants must have worked at an Exempt level position in the Human Resource profession for a minimum of two years.
 - **Entry Guidelines:** Applications will be judged by the CNY-SHRM Professional Certification Award Selection Committee based on the areas of achievement identified in Section 5. (Only complete award applications with required documentation, as outlined below, will be considered.)

5. Areas of Achievement:

- A. **SHRM National membership.**
Required Documentation: A copy of the current national membership card or verification letter from SHRM National stating that the applicant is and has been a member in good standing.
- B. **Participation in CNY-SHRM Chapter.**
Required Documentation: Documentation illustrating applicant's participation in Chapter activities. Applicant may obtain a letter from a Committee Chairperson or Board member outlining his/her participation in Chapter activities. Local Chapter membership will be verified.



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C. Significant professional accomplishment with employer or within the CNY-SHRM Chapter.

Required Documentation: Written documentation describing the accomplishment(s), methods used to gain results, the applicant's role and results attained. The documentation should be signed and dated by the applicant's supervisor or SHRM Committee Chairperson.

D. Participation in continuing education.

Required Documentation: Transcripts, continuing education units or certificates from conferences, seminars and/or workshops earned within the last two years. If no certificate is available, proof of attendance is required.

E. Professional work experience.

Required Documentation: A current resume.

Selection Process:

A. Compile your application materials: Please submit a cover letter clarifying your interest in obtaining professional certification through the LeMoyne College Certification Preparation course. Please include documentation highlighting the areas of Achievement, noted in Section 5 above. Additional supporting material may be included for any of the categories. Applicants who do not have accomplishments in every area are still eligible to submit an application and be considered for the award. The Selection Committee will consider the total achievement of each applicant.

B. Submit your Application materials (**postmarked by September 4, 2015**) to:

Pamela E. Gavenda, SPHR, SHRM-SCP
CNY SHRM Professional Certification and College Relations Chairperson
C/O Syracuse University
Human Resources Department
Skytop Office Building
Syracuse, NY 13244

C. The CNY-SHRM Selection Committee will review the applications, make a selection and notify the recipients.

D. The CNY-SHRM Chapter will provide the award winners with a check made payable to LeMoyne College for the Certification Preparation class fee.



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Please attach this sheet as a summary of all the materials submitted. This sheet must be signed and dated to be accepted.

CATEGORY		WEIGHT
A.	National and local chapter membership	5%
	Copy of membership card or verification letter	
B.	Participation in CNY-SHRM Chapter	15%
	Documentation illustrating applicant participation in Chapter activities.	
C.	Significant professional accomplishment at work or within CNY-SHRM	30%
	Documentation signed and dated by supervisor or SHRM Committee Chair	
D.	Participation in continuing education	20%
	Transcripts, CEU's, Certificates earned in last 2 years	
E.	Professional work experience	30%
	Copy of resume	
TOTAL WEIGHT POSSIBLE		100%
APPLICANT TOTAL		%

Applicant Name (Printed)

Date

Applicant Signature

Date