Key Definitions

Professional Certification – A certification is a third-party attestation of an individual’s level of knowledge or proficiency in a certain industry or profession. It is granted by professional societies and universities or by private certificate-granting agencies.

- Most certifications are time-limited; some expire after a period of time, while others can be renewed indefinitely as long as certain requirements are met.
- Renewal usually requires ongoing education to remain up-to-date on advancements in the field, evidenced by earning the specified number of continuing education credits (CECs), or continuing education units (CEUs), from approved professional development courses.
- Examples include Certified Public Accountant (CPA), Professional Engineer (PE), Society for Human Resources Management – Certified Professional (SHRM-CP), Project Management Professional (PMP), Veterinary Technician National Exam (VTNE), Certified Universal Refrigerant Technician, and Certified Information Systems Security Professional (CISSP), among others.
- Training courses and other certificates of completion, participation, or attendance should not be included in this section.
- Important: Certifications are comprehensive exam-based credentials that are overseen by a governing body. They typically require renewal and a certain amount of continuing education hours to ensure that the certification remains current. Courses taken through HR Development (ElevatED), along with LinkedIn Learning courses, will not be considered for credit.

Licensure – An occupational license is a credential that federal and state governments require of a worker to hold in certain occupations.

- Aspiring workers must meet state-specific educational, training, testing, and other requirements to practice in a licensed profession.
- Examples include physicians, public accountants, lawyers, plumbers, and electricians.

Recognition, Affiliations & Other Credentials – In this section, please include your recent job-related recognitions or awards, professional affiliations (positions of leadership within a professional association or organization) or other credentials not included in the other sections.