

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.