



**HELP**  
HUMAN RESOURCES IN EDUCATION  
LEADERSHIP PROGRAM

# **HELP Graduate Certification Maintenance Requirements**



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LEADERSHIP PROGRAM

## Certification Maintenance Requirements

After completing the first full three years of the program, and every three years thereafter, HELP graduates are required to complete the following activities in order to maintain an active School Human Resource Program (SHRP) certification.

- A minimum of 50 hours of professional development within the three-year period.
- All course work must be professional. Time will count for actual sessions attended during conferences, but not for an overall conference (e.g., four and one-half hours for sessions vs. an eight-hour day for a conference).
- Professional development may include, but is not limited to, WSPA conferences, WSPA regional meetings, leadership seminars or trainings. Conferences, webinars, and other professional development focusing on human resources, employee or employment law issues. Reading materials such as books, articles or internet research is acceptable if the student submits a short synopsis of the content and its relationship to human resources, employees, leadership, or legal human resources issues. The synopsis must be attached to the log.

To qualify for certification maintenance, HELP graduates shall complete the attached HELP Certification Maintenance Form and forward it to the HELP coordinator on or before June 30<sup>th</sup> of the year that is three years following graduation (e.g., June 30, 2006 for the first class of graduates, June 30, 2003). Documentation such as registration forms, certificates of attendance, etc., should be maintained by the graduate UNTIL the renewed certificate is received. The HELP coordinator may ask for this information if clarification is needed.

*Hint: Do not submit your Maintenance Report and documentation until the third full year after your graduation and/or renewal as the requirements are for every three years.*



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**HELP GRADUATE (LEVEL IV)  
CERTIFICATION MAINTENANCE  
APPLICATION FORM**

**HELP PARTICIPANT** \_\_\_\_\_  
Last Name First Name

Mailing/Street Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Contacts: \_\_\_\_\_  
(Area Code)/Telephone E-Mail

Year of HELP Graduation: \_\_\_\_\_

Instructions: Attach to this form a log of activities to support the required 50 hours of professional development. **Submit this report after completion of ALL required hours and at or near the end of the three-year period following graduation and/or your last renewal.**

- Total your hours at the bottom of your log to ensure the minimum 50 hours are logged.
- Sign your log.
- Your signature will certify your 50 hours of professional development are accurate.

**SUBMIT THIS COMPLETED FORM, LOG AND OTHER MATERIALS TO:**

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