

ASHRM Professional Recognition Checklist

FASHRM	DFASHRM
Application Form <input type="checkbox"/>	Application Form <input type="checkbox"/>
Application Fee* <input type="checkbox"/>	Application Fee* <input type="checkbox"/>
Member for at least 5 years <input type="checkbox"/>	Member for at least 10 years <input type="checkbox"/>
Designations – minimum of 2 <input type="checkbox"/> CPHRM <input type="checkbox"/> Additional Designation	Designations – minimum of 3 <input type="checkbox"/> CPHRM <input type="checkbox"/> Additional Designation <input type="checkbox"/> Additional Designation
Continuing Education Credits <input type="checkbox"/> Continuing education form complete <input type="checkbox"/> 75 hours <input type="checkbox"/> Within past 5 years <input type="checkbox"/> Copies w/ <input type="checkbox"/> Name of program <input type="checkbox"/> Date of program <input type="checkbox"/> # of contact hours <input type="checkbox"/> Content code (1-6) Contact hour = 60 minutes of educational experience	Continuing Education Credits <input type="checkbox"/> Continuing education form complete <input type="checkbox"/> 150 hours <input type="checkbox"/> Within past 10 years <input type="checkbox"/> Copies w/ <input type="checkbox"/> Name of program <input type="checkbox"/> Date of program <input type="checkbox"/> # of contact hours <input type="checkbox"/> Content code (1-6) Contact hour = 60 minutes of educational experience
Employment Experience <input type="checkbox"/> 5 years minimum experience <input type="checkbox"/> Current job description <input type="checkbox"/> 2 letters of reference <input type="checkbox"/> Typed summary of RM experience (ie: resume or CV) indicating growth of responsibility/authority	Employment Experience <input type="checkbox"/> 10 years minimum experience <input type="checkbox"/> Current job description <input type="checkbox"/> 2 letters of reference <input type="checkbox"/> Typed summary of RM experience (ie: resume or CV) indicating growth of responsibility/authority
Contributions to the field ALL REQUIREMENTS in 2 categories <u>Leadership</u> <input type="checkbox"/> 2 examples totaling 4 years (each at least 1 year in duration) <input type="checkbox"/> W/in past 10 years <input type="checkbox"/> Dates of service <input type="checkbox"/> Activities performed <input type="checkbox"/> Written verification of title/leadership position held provided by the organization <input type="checkbox"/> Examples not work related	Contributions to the field ALL REQUIREMENTS in ALL 3 categories <u>Leadership</u> <input type="checkbox"/> 2 examples totaling 4 years (each at least 1 year in duration) <input type="checkbox"/> W/in past 10 years <input type="checkbox"/> Dates of service <input type="checkbox"/> Activities performed <input type="checkbox"/> Written verification of title/leadership position held provided by the organization <input type="checkbox"/> Examples not work related

<p><u>Publishing</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of book chapter (as primary or co-author) OR <input type="checkbox"/> 2 articles published in journals/periodicals with circulation of 1000 readers or more (as primary author of at least one of the submissions) <input type="checkbox"/> Published w/in 5 years of date of application <input type="checkbox"/> Related to the field of risk management <input type="checkbox"/> Articles or book chapters must bear the publication's name and date of publication <input type="checkbox"/> Publications not work related <p><u>Lecturing</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 examples as speaker or faculty for risk management programs <ul style="list-style-type: none"> o One must be national/state o One must offer continuing educational credit <input type="checkbox"/> Conducted w/in 5 years of application <input type="checkbox"/> Documentation verifying purpose or occasion of the presentation (program brochure or correspondence from program sponsors) <input type="checkbox"/> Presentation is not work related 	<p><u>Publishing</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of book chapter (as primary or co-author) OR <input type="checkbox"/> 2 articles published in journals/periodicals with circulation of 1000 readers or more (as primary author of at least one of the submissions) <input type="checkbox"/> Published w/in 5 years of date of application <input type="checkbox"/> Related to the field of risk management <input type="checkbox"/> Articles or book chapters must bear the publication's name and date of publication <input type="checkbox"/> Publications not work related <p><u>Lecturing</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 examples as speaker or faculty for risk management programs <ul style="list-style-type: none"> o One must be national/state o One must offer continuing educational credit <input type="checkbox"/> Conducted w/in 5 years of application <input type="checkbox"/> Documentation verifying purpose or occasion of the presentation (program brochure or correspondence from program sponsors) <input type="checkbox"/> Presentation is not work related
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*Application Fee

(One-time, nonrefundable):

Distinguished Fellow (DFASHRM)

- \$125—First time applicants to designation process
- \$50—Applicants with current FASHRM status

Fellow (FASHRM)

- \$100

Reapplication After One Year

- \$50*
- *Unsuccessful applicants who reapply for either designation within 12 months of the decision are exempt from the application fee.