

# ASHRM Professional Recognition Checklist

<b>FASHRM</b>	<b>DFASHRM</b>
<b>Application Form</b> <input type="checkbox"/>	<b>Application Form</b> <input type="checkbox"/>
<b>Application Fee*</b> <input type="checkbox"/>	<b>Application Fee*</b> <input type="checkbox"/>
<b>Member</b> for at least 5 years <input type="checkbox"/>	<b>Member</b> for at least 10 years <input type="checkbox"/>
<b>Designations</b> – minimum of 2 <input type="checkbox"/> CPHRM <input type="checkbox"/> Additional Designation	<b>Designations</b> – minimum of 3 <input type="checkbox"/> CPHRM <input type="checkbox"/> Additional Designation <input type="checkbox"/> Additional Designation
<b>Continuing Education Credits</b> <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	<b>Continuing Education Credits</b> <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
<b>Employment Experience</b> <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	<b>Employment Experience</b> <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
<b>Contributions to the field</b> 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	<b>Contributions to the field</b> 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"> <li><input type="checkbox"/> Copy of book chapter (as primary or co-author) OR</li> <li><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)</li> <li><input type="checkbox"/> Published w/in 5 years of date of application</li> <li><input type="checkbox"/> Related to the field of risk management</li> <li><input type="checkbox"/> Articles or book chapters must bear the publication's name and date of publication</li> <li><input type="checkbox"/> Publications not work related</li> </ul> <p><u>Lecturing</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 examples as speaker or faculty for risk management programs <ul style="list-style-type: none"> <li>o One must be national/state</li> <li>o One must offer continuing educational credit</li> </ul> </li> <li><input type="checkbox"/> Conducted w/in 5 years of application</li> <li><input type="checkbox"/> Documentation verifying purpose or occasion of the presentation (program brochure or correspondence from program sponsors)</li> <li><input type="checkbox"/> Presentation is not work related</li> </ul>	<p><u>Publishing</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of book chapter (as primary or co-author) OR</li> <li><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)</li> <li><input type="checkbox"/> Published w/in 5 years of date of application</li> <li><input type="checkbox"/> Related to the field of risk management</li> <li><input type="checkbox"/> Articles or book chapters must bear the publication's name and date of publication</li> <li><input type="checkbox"/> Publications not work related</li> </ul> <p><u>Lecturing</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 examples as speaker or faculty for risk management programs <ul style="list-style-type: none"> <li>o One must be national/state</li> <li>o One must offer continuing educational credit</li> </ul> </li> <li><input type="checkbox"/> Conducted w/in 5 years of application</li> <li><input type="checkbox"/> Documentation verifying purpose or occasion of the presentation (program brochure or correspondence from program sponsors)</li> <li><input type="checkbox"/> Presentation is not work related</li> </ul>
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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.