



# CORE HUMANITARIAN RECERTIFICATION GUIDE

---

---

## Table of Contents

The Value of Maintaining Your Certification .....	2
Requirements to Maintain Certification .....	2
Qualifying Training to Achieve Professional Development Credits .....	3
Categories of Learning .....	4
Earn and Track Credits.....	4
Certification Status Types .....	8
Recertification Policies: .....	8
Taking Learning Resources More Than Once .....	8
Expiration on Certification Status.....	9
Achieving Maximum Number of Credits Within Each Category .....	9
Frequently Asked Questions.....	10

## THE VALUE OF MAINTAINING YOUR CERTIFICATION

DisasterReady has established a certification process to ensure that humanitarian professionals can demonstrate they possess core competencies to do their job(s) safely and effectively. Because the humanitarian profession is constantly changing and evolving, it is important for certified aid workers to continually update their competencies and knowledge. Becoming certified through the Core Humanitarian Certification program is one important step in the process. Participating in the Core Humanitarian Recertification program demonstrates your commitment to maintaining a standard of practice, enabling organizational program goals, and developing your professional skills through lifelong learning.

By encouraging humanitarian professionals to continually enhance their competencies and expertise, the Core Humanitarian Recertification program increases the value of a humanitarian's credentials within the humanitarian profession and within the NGO, United Nations and humanitarian community at large.

Certified learners maintain certification by earning professional development credits through the Core Humanitarian Recertification program hosted in DisasterReady.

## REQUIREMENTS TO MAINTAIN CERTIFICATION

### **Certified Members Must:**

Earn **48** credits within a 2-year period starting on the date of initial certification. 1 credit equals 15-minutes of learning for a total of 12-hours of learning every two years to retain certification status.

## QUALIFYING TRAINING TO ACHIEVE PROFESSIONAL DEVELOPMENT CREDITS

Certified learners will receive credits when completing pre-approved training in DisasterReady that corresponds to the competencies defined in the Core Humanitarian Competency Framework below.

Competency Area	Competencies
1. Understanding of humanitarian contexts and application of humanitarian principles	1.1 The Humanitarian Context 1.2 Applying Humanitarian Standards/Principles
2. Achieving results effectively	2.1 Programme Quality 2.2 Accountability 2.3 Decision Making 2.4 Impact
3. Developing and maintaining collaborative relationships	3.1 Listening and Dialogue 3.2 Working with Others
4. Operating safely and securely in a humanitarian response	4.1 Security Context and Analysis 4.2 Personal Safety and Security 4.3 Minimizing Risk to Communities and Partners
5. Managing yourself in a pressured and changing environment	5.1 Resilience 5.2 Maintaining Professionalism
6. Leadership in humanitarian response	6.1 Self-Awareness 6.2 Motivating and Influencing Others 6.3 Critical Judgment

## CATEGORIES OF LEARNING

Training eligible for credits is self-paced online learning organized in three categories:

1. Professional Development
2. Principles and Standards
3. Programmatic

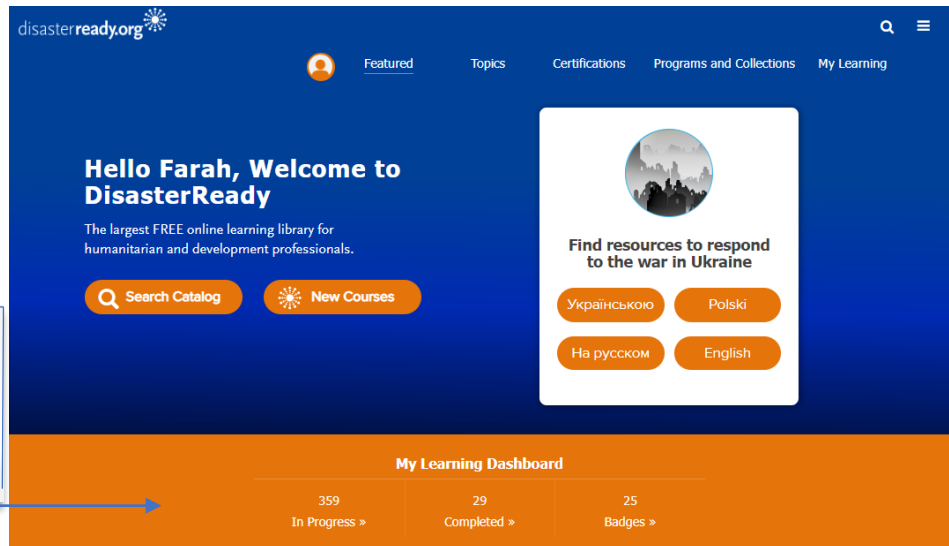
You are required to obtain 16 credits in each category. Once 16 credits are acquired, no more credits will accrue within that category and will not be counted toward the recertification. For more information refer to the Policies section of this guide.

Certified learners will receive periodic emails from DisasterReady communicating their status of earning credits and new learning resources available for credits.

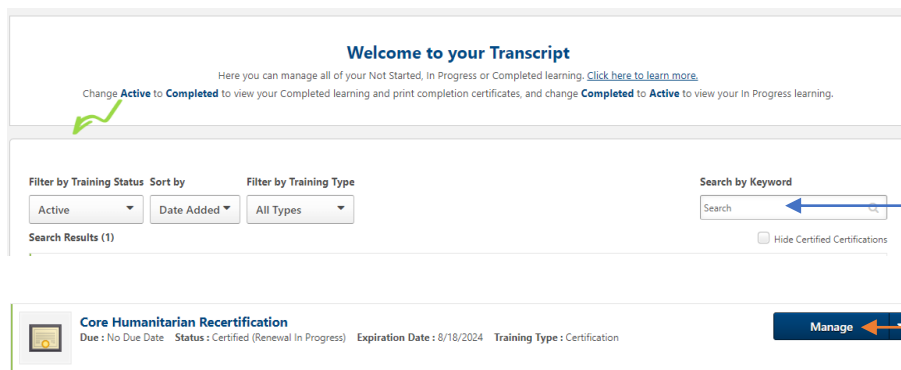
## EARN AND TRACK CREDITS:



Log into DisasterReady by going to [DisasterReady.org](https://DisasterReady.org), clicking the **Log In** button.



From the **Welcome Page**, click on **"In Progress"** under the **My Learning Dashboard** to access your **Transcript**



Use the search bar to locate **"Core Humanitarian Recertification"**

Click **Manage** to go to the **Certification Details** page

Scroll down to view a list of pre-approved training grouped in three categories that are eligible to receive professional development credits.

**Certification Details**

Title: Core Humanitarian Recertification

Your Core Humanitarian Certification status is good for two years from the date you initially become certified. To maintain your certified status, you must complete 48 credits every two years which is equal to 12 hours of learning. From this page you can select eligible training to earn your credits and track completion. You are expected to complete 16 credits in three categories: Professional Development, Principles and Standards, and Professional Skills.

Click on this Recertification link to view your current status and track completion.

Family: Core Humanitarian  
Category: Humanitarianism

Current Status: Certified (Renewal)  
Current Period: Recertify  
Current Version: 6.0  
Required Credits: 48.00  
Earned Credits: 0.00

Due Date: None  
Expiration Date: 8/18/2024

**CERTIFICATION**

TITLE	TYPE	CREDITS	STATUS	OPTIONS
Professional Development (Required Credits: Min = 0.00, Max = 16.00 / Acquired Credits: 0.00)				
Meeting Facilitation	Online Class	4.00	Not Activated	Request No
Delivering Presentations	Online Class	4.00	Not Activated	Request No
Guiding Team and Individual Actions - Part A	Online Class	1.00	Not Activated	Request No
Guiding Team and Individual Actions - Part B	Online Class	1.00	Not Activated	Request No
Part A - Becoming a Coaching Manager	Online Class	1.00	Not Activated	Request No
Part B - Becoming a Coaching Manager	Online Class	1.00	Not Activated	Request No
Effective Decision-Making - Part A	Online Class	1.00	Not Activated	Request No
Effective Decision-Making - Part B	Online Class	1.00	Not Activated	Request No
The Relationship Skills of the Manager - Part A	Online Class	1.00	Not Activated	Request No
The Relationship Skills of the Manager - Part B	Online Class	1.00	Not Activated	Request No

After a training item is completed, the "Earned Credits" field will update to display the total number of credits completed.

Required and Acquired Credits for each section are tracked.

To start earning credits, choose a learning resource from the list and click on the **Request** link under the "Options" column. This action puts the resource in your **Transcript** and opens the **Training Details** page.

**The Importance of Duty of Care**

Online Class | Risk and Strategic Management (RSM) | 0 Hours 20 Minutes

**Details**

Description: This 20-minute video explains the responsibility organizations and Managers have to create safe work environments for staff and representatives, often in challenging and dynamic risk environments.

Topics:

- What "duty of care" means
- Impacts of duty of care to an organization
- Developing effective risk management strategies to minimize risk to individuals and the organizations they serve

RSM Corp provides instructor and unique online animation training for a wide cross section of development, commercial and government clients. They provide off-the-shelf training, and also design courses to meet the specific needs of an organization. Visit <http://www.rsmconsulting.us/> to learn more.

Price: \$0.00

Plays on Tablets: Yes

Plays on Smartphones: No

Available Languages: English (US)

**Launch** **Close**

From the **Training Details** page, click **Launch** to start the training.

**NOTE:** Upon completion of an online course, the system will automatically record your completion status and award credits. For Videos and Material resources (e.g. articles and guides) you must select **Mark Complete** to indicate you have completed the training. By marking the item complete you are certifying you watched or read the entire resource.

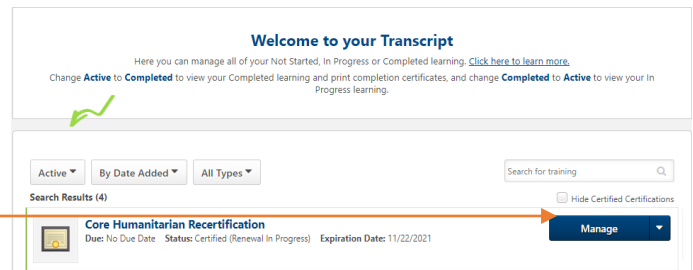
### VIDEO EXAMPLE



✓ Mark Complete

### MATERIAL EXAMPLE

From the **Transcript** page, use the search bar to locate “Core Humanitarian Recertification” and click **Manage** to go to the **Certification Details** page.



### Training Completion

Congratulations, you have completed **WebTalks - Decision Making in Disaster Response**.

What's next?

Rate This Training



You may also like:



Continue to Learner Home

Continue to Transcript

Once a learning resource is completed, from the **Training Completion** page you have the option to rate the training. To return to the **Recertification** page and select another learning resource, click on **Continue to Transcript**.



Current Status:	Certified
Current Period:	Re-Certification (Ongoing Renewal) (Completed on 11/15/2019)
Current Version:	1.0
Current Required Credits:	48.00
Current Earned Credits:	48.00
Next Period:	Re-Certification (Ongoing Renewal) (Starts on 11/15/2021)
Next Version:	2.0
Next Period Due Date:	None
Next Period Expiration Date:	11/15/2023

CERTIFICATION

When you achieve all 48 credits your Current Status will change from "Certified (Renewal in Progress)" to "Certified". The Current Earned Credits will say 48 and your Next Period Expiration Date will reflect the new date by which you need to achieve another 48 credits to continue being certified. See section below for more information on Certification Status Type.

## CERTIFICATION STATUS TYPES:

### Certified (Renewal in Progress)

Certification holders remain in this status until they complete 48 credits.

### Certified

48 credits have been completed. If you complete 48 credits before the end of your two-year cycle, you will remain in a status of "Certified" until the two-year cycle is over. Once the two-year cycle is over, the status moves to Certified (Renewal in Progress) in which you have another two-years to earn 48 credits. For example, your two-year recertification cycle is to end on February 7, 2024. You earn all your 48 credits by November 1, 2023. From November 2, 2023 through February 6, 2024 your status remains "Certified". On February 7, 2026 your status moves to Certified (Renewal in Progress) and your next two-year cycle begins giving you until February 7, 2026 to earn another 48 credits.

### Expired

Certification is no longer valid. Refer to the Recertification Policies section below for how to regain certification.

## RECERTIFICATION POLICIES

### TAKING LEARNING RESOURCES MORE THAN ONCE

We encourage certified learners to maximize professional development by completing new training in each 2-year certification cycle. However, we recognize that previous training may be updated or be valuable as a refresher. Therefore, training can be retaken for credits if it is not in the same 2-year certification period. In the example below, the system will provide a "ReRequest" link for any training previously completed.

Introduction to Sexual Exploitation and Abuse	Online Class	2.00	Completed Equivalent	ReRequest	No	
---	--------------	------	----------------------	-----------	----	--

### EXPIRATION ON CERTIFICATION STATUS

If you do not achieve 48 credits in 2 years your status will change to Expired. However, you can still achieve recertification by completing your remaining credits even if they are past due. If you do so, your new expiration date will be two years from the original expiration date. For example, your original expiration date is November 1, 2024. You achieved your 48 credits one month late on December 1, 2024. Your next expiration date will be November 1, 2026.

### ACHIEVING MAXIMUM NUMBER OF CREDITS WITHIN EACH CATEGORY

You are required to obtain 16 credits in each category. Once 16 credits are achieved, no more credits will accrue within that category and will not be counted toward the recertification. Refer to the example below for how to see the status of credits achieved in each category and when you have obtained the maximum number.

TITLE	TYPE	CREDITS
Professional Development	(Required Credits: Min = 0.00, Max = 16.00 / Acquired Credits: 16.00)	
Meeting Facilitation	Online Class	4.00
Delivering Presentations	Online Class	4.00
Guiding Team and Individual Actions - Part A	Online Class	1.00
Guiding Team and Individual Actions - Part B	Online Class	1.00
Part A - Becoming a Coaching Manager	Online Class	1.00
Part B - Becoming a Coaching Manager	Online Class	1.00
Effective Coaching Skills - Part A	Online Class	1.00

## FREQUENTLY ASKED QUESTIONS

**Question:** How do I access the Core Humanitarian Recertification Program?

**Answer:** To access the recertification program, access your [DisasterReady Transcript](#), click on **Core Humanitarian Recertification**. From here, you will see all available training you can complete for recertification grouped by category.

**Question:** How do I earn professional development credits?

**Answer:** Certified learners will receive credits when completing pre-approved training in DisasterReady that corresponds to the Core Humanitarian Competency Framework.

**Question:** What happens if I do not complete 48 credits in 2 years?

**Answer:** If you do not complete 48 credits in the 2-year certification period, your certification status will expire. However, you can still achieve recertification by completing your remaining credits even if they are past due. If you do so, your new expiration date will be two years from original expiration date. For example, your original expiration date is November 1, 2024. You achieved your 48 credits one month late on December 1, 2024. Your next expiration date will be November 1, 2026.

**Question:** Do I have to earn a certain number of credits per year?

**Answer:** There is no requirement to obtain a certain number of the credits each year but certified individuals are strongly encouraged to create a professional development plan that outlines an annual schedule. You are required to obtain 16 credits in each category.

**Question:** How can I check the status of my credits?

**Answer:** You can view the status of your credits at any time by logging into DisasterReady, going to your transcript page and selecting **Core Humanitarian Recertification**. You will receive periodic emails reminding you of your progress against the end of your certification cycle.

**Question:** How will I know when new training is added that qualifies for credits?

**Answer:** You will receive periodic emails alerting you to new content that qualifies for credits.

**Question:** Need more help?

**Answer:** For more help, visit the [Core Humanitarian Certification Page](#).