



WORLDWIDE ERC®

How to **Retain** the Global Mobility Specialist, Talent Management (GMS-T®) and Global Mobility Specialist (GMS®) Designations



# Contents

<i>Overview</i>	3
<i>Two Steps to Renewing Your GMS®/GMS-T®</i>	3
<i>What Counts Toward GMS®/GMS-T® CE Credits?</i>	3
<i>Approval Criteria for CE Opportunities</i>	4
<i>Worldwide ERC® CE Opportunities</i>	5
<i>Education Offered by External Organizations</i>	6
<i>Pre-approved Education from External Organizations</i>	6
<i>Submitting the GMS®/GMS-T® Application for Recertification</i>	6
<i>GMS®/GMS-T® Credit Hour Carryover</i>	7
<i>What if my GMS®/GMS-T® Expires?</i>	7
<i>Staying in Touch with Worldwide ERC®</i>	7

# Overview

The Global Mobility Specialist certification signifies that those who hold it have mastered a body of knowledge and are committed to ongoing education to ensure that they remain informed about new trends, best practices and evolution in the global talent mobility industry. For this reason, it is important that designees engage in continuing education (CE) activities and certify that they have done so.

Worldwide ERC®'s GMS®/GMS-T® Recertification requirements are designed to help designees demonstrate that they have continued to grow their expertise. Therefore, to retain the GMS®/GMS-T® certification, you must engage in 30 hours of CE each 3-year recertification cycle to update your understanding of trends, best practices and standards in global workforce mobility.

## **Two Steps to Renewing Your GMS®/GMS-T®**

Renewing your GMS®/GMS-T® essentially involves two steps:

1. Complete 30 CE credits specific to international mobility management/global workforce mobility within your 3-year recertification period and not later than your renewal/expiration date.
2. Remit the GMS®/GMS-T® Recertification Application and renewal fee prior to the end of your 3-year recertification period in order to renew for a new 3-year cycle.

## **What Counts Toward GMS®/GMS-T® CE Credits?**

CE credits may be earned via two options:

Worldwide ERC®'s global conferences, MasterSeries events, global conference session recordings, global webinars and/or online global courses.

External organizations' global conferences, global webinars, and other global educational opportunities that satisfy the approval criteria.

## **Approval Criteria for CE Opportunities**

The content must be relevant to global mobility issues and on an intermediate or advanced level. That is, the education must be at a level expected for a person with at least two years of global mobility experience. Typically, if the content of the event relates to some aspect of the GMS®/GMS-T® training and adds to the person's expertise within the mobility field, CE credit is appropriate.

### **Length of Delivery**

You can earn one CE credit for every 50 minutes of learning (excluding breaks, time to change session, etc.). All credits are granted in whole increments, with no partial credits given. For example, if a program is 1 hour and 15 minutes long, you will earn one CE credit. If you are attending a large conference that includes concurrent/breakout sessions, a session must run at least 50 minutes to be counted for 1 CE credit.

### **Method of Delivery**

Events approved for GMS®/GMS-T® CE credit must have clearly stated objectives designed to augment the knowledge and skills of those who work in the global mobility field. Examples include: formal classroom instruction, a panelist venue, a round-table format or a webinar.

### **Examples of Course Objectives**

A program approved for GMS®/GMS-T® CE credits must have appropriate education objectives that are clearly stated. Some examples of such learning objectives include:

- Explain why the balance sheet is the most common approach used for temporary long-term international assignments.
- Recognize the challenges associated with arranging visas and work permits for spouses or partners.
- Define strategies that uncover the critical support needs of families proposed for international assignment.
- Predict the impact of a global team's cultural make-up on team interactions and how values and norms act as influencers.
- Identify strategies to mitigate the risk of generating stealth expatriates.
- Describe how new security initiatives affect the international household goods shipping process.
- Define the responsibilities of HR managers in implementing proper travel and safety precautions for employees living abroad.

Note that global mobility is a rapidly changing field—the possible topics for education are endless; the above are provided merely as examples.

# Worldwide ERC® CE Opportunities

Worldwide ERC® has a rich menu of CE credits from which you can choose.

CE CREDITS  
AWARDED

## LIVE CONFERENCES/SUMMITS/MEETINGS/MASTER SERIES

<i>Worldwide ERC®'s Spring Conference (May)</i>	varies
<i>Worldwide ERC®'s Global Workforce Symposium (October)</i>	varies
<i>Worldwide ERC®'s APAC Meeting</i>	varies
<i>Worldwide ERC®'s EMEA Meeting</i>	varies
<i>Worldwide ERC®'s LATAM Meeting</i>	varies
<i>Other Worldwide ERC®'s Meetings</i>	varies

Please check Worldwide ERC®'s website for a list of Upcoming Events. CE Credits awarded vary on the meeting and range from 3 to 15CEs. Worldwide ERC® is recognized by SHRM to offer Professional Development Credits (PDC's) for SHRM-CP® or SHRM-SCP®.

## WORLDWIDE ERC® WEBINARS

<i>Register and attend live webinars</i>	1/ea.
<i>View recorded archived webinars in the Learning Portal</i>	1/ea.
<ul style="list-style-type: none"> <li>• <i>Members have access on a complimentary basis for 30-days</i></li> <li>• <i>Non-Members have access on a complimentary basis for 14-days</i></li> <li>• <i>Premium Subscription to the Learning Portal will provide access for 365-days</i></li> </ul>	

Please check Worldwide ERC®'s website for a list of Upcoming Webinars.

## LEARNING PATHS

Take part in specially designed Learning Paths that help grow your skills and earn CE Credits and digital badges in various disciplines, such as diversity, equity and inclusion; remote work; environmental sustainability; and achieving business growth. Learning paths are intended to provide a comprehensive approach on one topic, allowing mastery of a particular subject. Some examples are:

• <i>Diversity, Equity &amp; Inclusion for Mobility Professionals</i>	10 CE credits
• <i>Achieving Business Growth Strategies and Tools</i>	11CE credits
• <i>Remote Work: Setting Yourself and Your Teams Up for Success</i>	10 CE credits
• <i>Introduction to Environmental Sustainability</i>	6 CE credits
• <i>Digital Transformation for Leaders</i>	12 CE credits

The Learning Paths are only available to individuals who hold a Premium Subscription and the number of CE Credits vary. You can find more information on Worldwide ERC®'s website. <https://www.worldwideerc.org/learning>

5

Please check Worldwide ERC®'s website for other potential Courses that may be available for GMS®/GMS-T® CE Credit.

## **Education offered by External Organizations**

Worldwide ERC® recognizes that GMS®/GMS-T® designees have a great deal of valuable education available through a variety of sources. To ensure that you have every opportunity to fulfill the CE recertification requirements, as mentioned previously, Worldwide ERC® will accept CE hours from other organizations so long as they meet the approval criteria guidelines that ensure that the education is relevant to the practice of global workforce mobility.

## **Pre-approved Education from External Organizations**

Please note that an organization wishing to advertise a course as a GMS®/GMS-T® CE opportunity may request pre-approval for a course/conference for GMS® credit. To do so, the organization must complete the Application for Approving Outside Courses, which can be obtained by contacting [GMS@worldwideerc.org](mailto:GMS@worldwideerc.org). If you complete an educational opportunity that has been pre-approved, you may simply indicate the appropriate session ID on your GMS®/GMS-T® Recertification Renewal Application.

## **Submitting the GMS®/GMS-T® Application for Recertification**

The GMS® designation is valid for 3 years. Your renewal date will be 31 July.

To renew your GMS®/GMS-T® for each 3-year cycle, you must earn 30 CE credits every 3 years.

Upon completing the 30 CE credits, you may submit the GMS®/GMS-T® Recertification Renewal Application as early as four months prior to your renewal date. For example, if your renewal date is 31 July, you may submit as early 1 April. Please do not submit your application earlier than that date or it will be returned to you.

The GMS®/GMS-T® Recertification Renewal Application contains sections where you will list the global mobility-related CE education you completed during your recertification cycle. We suggest you download the application located on our website and keep a copy saved on your desktop so you can easily access it when you need to add your CE credits throughout the year.

Educational opportunities provide one CE credit for every hour of learning (not counting registration time, breaks, meals, exams, networking, etc.). All credits are granted in whole hour increments. If you are attending a large conference that includes concurrent/breakout sessions, each breakout session must run at least 50 minutes to be counted for CE credit and must have clearly stated objectives.

You must maintain all back-up documentation (including confirmation letters, certificates of completion and/or payment verification) for a minimum of 6 months from the date that you submit your application, as we may require proof of attendance or participation in an educational opportunity. If we contact you for required documentation, you must provide it to Worldwide ERC® within two weeks.

### **GMS®/GMS-T® Credit Hour Carryover**

The CE requirements are designed to help GMS®/GMS-T® designees demonstrate that they are maintaining a current and up-to-date understanding of the field of global mobility. For this reason, if you earn more than 30 CE credits within a 3-year recertification period you may not carry over the extra credits to the next recertification period.

### **What if my GMS®/GMS-T® Expires?**

If your GMS®/GMS-T® designation expires you will no longer be eligible to display the GMS®/GMS-T® after your name in professional correspondence, in your social media profiles, or in any public medium.

If you decide to reinstate your GMS®/GMS-T® at some point in the future, you may do so by passing an online GMS®/GMS-T® Reinstatement Examination. Note that there is a fee to take the exam, so we encourage you to keep your GMS®/GMS-T® current. Your recertification cycle will then start again at that time.

### **Staying in Touch with Worldwide ERC®**

It is your responsibility to inform Worldwide ERC® of changes to your contact information (i.e., address, company, name, email, etc.) as they occur. Please update your changes to your "My Profile". For instructions to update your contact information, please visit Worldwide ERC®'s Help Center: <https://20762520.hs-sites.com/knowledge/how-do-i-update-my-contact-information>

Worldwide ERC®'s Professional Development department is available Monday through Friday to assist with any questions candidates may have about the GMS®/GMS-T® training program and any questions a designee may have about his or her certification.

**Phone** +1 703 842 3400, Option 3

**Email** + [GMS@WorldwideERC.org](mailto:GMS@WorldwideERC.org)

Worldwide ERC®  
ATTN: Professional Development Dept.  
PO Box 41990  
Arlington, VA 22204

