



National Public Employer Labor Relations Association Labor Relations Certification Academy

Requirements to Achieve the **CERTIFICATION AS A LABOR RELATIONS PROFESSIONAL (CLRP®)**

Overview of CLRP® Requirements:

Congratulations on completing the three National PELRA Labor Relations Academies! You have already invested in your professional development and now you are ready to complete the requirements for the national certification as a Labor Relations Professional (CLRP®).

To complete the CLRP® process, National PELRA now offers two methods! You have the choice of either writing a labor relations paper, or you may take a multiple choice in-person CLRP® Exam. See below for details on both options.

Option #1: Labor Relations Professional Paper

1. Submit Verification Form with a Topic and Outline for your paper (send to Maryann@NPELRA.org)
2. Topic/Outline will be reviewed by committee
3. Notification of Topic/Outline approval
4. Prepare/write paper. Prior to submitting paper, ask a trusted colleague to review and comment. Revise and rewrite. Proofread.
5. Submit draft of paper
6. Paper will be then reviewed by the Academy Essay Review Committee
7. You will receive recognition of approval, or notice to revise and resubmit
8. Receive certification of CLRP®

Option #2: CLRP Exam (Multiple Choice Examination)

1. Check the current Academy schedule and register online for CLRP Exam.
2. Academy attendance will be verified, and submission will be reviewed by the committee
3. The CLRP® Exam will require in-person attendance, and will not be offered online/electronically.

Verification Form: Please complete the **Verification Form** including applicant information, academy verification, and other necessary information. Email the Verification Form and Outline to: Mary ann Montano Maryann@NPELRA.org.

Re-Certification: Recertification is required every three years. To maintain certification, participants must acquire a minimum of 45 credits. Participants may begin earning credits toward recertification immediately upon receiving their initial Certified Labor Relations Professional (CLRP®) designation, but credits cannot be carried over for a future recertification. There is a minimal fee of \$95 to obtain a Recertification Certificate. Visit www.npelra.org/recertification for complete details on recertification.



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CLRP® Paper Requirements:

Steps for writing your CLRP Paper:

1. Submit Verification Form with a Topic and Outline for your paper (send to maryann@npelra.org)
2. Topic/Outline will be reviewed by committee
3. Notification of Topic/Outline approval
4. Prepare/write paper. Prior to submitting paper, ask a trusted colleague to review and comment. Revise and rewrite. Proofread.
5. Submit draft of paper
6. Paper will be then reviewed by the Academy Essay Review Committee
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Deadline: The paper is due within six (6) months of completion of all three Academy programs.

Length: The CLRP® Paper must be at least six (6) pages and no more than twelve (12) pages single-spaced or at least 12 pages and no more than 24 pages double-spaced.

Format: The paper format includes the title page with the title of the paper and the author's name. It is written in the style of an article for a professional journal. The author's full name, title, address, phone number and email address must appear at the end of the paper. Cite sources as appropriate.

Subject: The proposed subject matter (topic) and outline for the paper are first submitted to the Academy Committee for acceptance. Submit an outline for your topic that begins with a 3-4 sentence paragraph stating the purpose of the paper and then supporting outline points.

Ideas: Your paper must discuss, in depth, a subject related to one or more of the three Academies. You are encouraged to select a topic that interests you and one that allows you to make a contribution to the field of labor relations. Be creative! Try to relate the topic to an experience in labor relations. Some suggested topics are:

Scope of Bargaining:

- Contracting Out
- Impact vs. decision bargaining
- Tests of good faith bargaining
- Mandatory vs. permissive subjects



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Labor Contract/Collective Bargaining Agreement Provisions:

- How a contract is organized
- Appellate process in the labor contract
- Legal provisions and their importance
- Writing clear and unambiguous contract language

Preparation for Negotiations:

- Effective presentations in closed sessions
- The importance of accurate costing
- Assembling a Total Package

Arbitration:

- Rules of contract construction
- Preparing an arbitration case
- The Arbitration Hearing
- Standards of proof

Negotiations:

- Effective techniques
- Negotiating pitfalls and how to avoid them
- Impasse procedures
- Interest-based bargaining
- Work actions (strikes, sick-outs, slow-downs)

Final paper: The completed paper must be emailed to Rick Hunt, Academy Chair for final approval. With your permission, the final paper will be duplicated, made available to other National PELRA members and posted on the National PELRA website (www.NPELRA.org). Also, and with your permission, outstanding papers may be submitted for publication to professional journals or periodicals.

Certification: Your certificate to document your Certification as a Labor Relations Professional from National PELRA will be sent to you following acceptance of your final paper.



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CLRP® VERIFICATION FORM

The following information is required to complete the process of achieving your CLRP®. **Please email the completed form to Maryann@NPELRA.org.** All information will be verified and reviewed by Academy Essay Review Chair, Rick Hunt.

Applicant Information	
Full name	
Title	
Agency	
Address	
City, State, Zip	
Phone Number	
Email	
Academy Attendance Verification	
Academy I: The Foundation of Labor Relations	
Date of Academy	
City/State	
Academy II: The Grievance Arbitration Process	
Date of Academy	
City/State	
Academy III: The Negotiation Process	
Date of Academy	
City/State	
Final Step of the CLRP Process <i>(Please choose one)</i>	
<input type="checkbox"/> CLRP® Paper	
Proposed Title/Subject <i>(attached outline with this form)</i>	
Date Submitted	
<input type="checkbox"/> CLRP® Exam – <i>Please register online by visiting www.npelra.org/Academy</i>	