



This unique four-step program leads to the Professional Certification as a Certified Labor Relations Professional (CLRP®)

Steps 1-3:

Complete Academies I, II, and III.

May be completed in any order. Participants must complete each entire Academy.

Step 4:

Submit a Labor Relations Professional Paper.

Paper to be approved by NPELRA Labor Relations Academy Committee prior to awarding certification.

OR

Receive a Passing score on the CLRP Exam

(Please visit npelra.org to register for the Exam)

Academy Fees

\$299 for NPELRA members
\$399 for non-members

The **NPELRA Labor Relations Academy Certification Program (CLRP®)**, is an innovative teaching program designed specifically for public sector labor relations and human resources professionals who are new to the field, as well as for experienced practitioners seeking additional training. Each one-day Academy is presented in segments that include interactive exercises, demonstrations, tips and checklists, guidelines, and insights.

Academy I: The Foundation of Labor Relations

gives participants resources to achieve a better understanding of the basic principles and practices of labor relations. Through lively workshops and interactive exercises, participants sharpen their knowledge of "The Duty to Bargain", "Good Faith", "The Scope of Bargaining", "The Profile of an Excellent Negotiator" and writing important contract clauses. Participants will be given tools of the trade to assist them in preparing and organizing for bargaining and also in enforcing and administering the collective bargaining agreement. An overview of comparative negotiating processes illustrates various approaches to bargaining and tips for success.

Academy II: The Grievance Arbitration Process

presents a thorough grounding in the role of arbitration in union-management relations from the perspectives of: the practitioner, the arbitrator and the advocate. Workshops address responding to grievances, the rules of contract construction and how and when to raise arbitrability. Participants will draft a response to a grievance and learn how to improve their skills in preparing and presenting a winning case. An arbitrator will discuss what works and what doesn't and present the key elements of the burden of proof. Interactive exercises in choosing an arbitrator and selecting witnesses are designed to build expertise.

Academy III: The Negotiation Process

focuses on the negotiations process in a simulation involving economic, reclassification and benefit issues that gives participants an opportunity to sharpen their negotiating skills. Materials are sent out in advance for preparation before the session. Upon arrival, each person is assigned to a union or management team and given confidential instructions for strategic planning. Coaches and "mediators" are provided and additional instructions keep the exercise lively. An interactive workshop on thorny problems such as the timing of settlements, impasse strategies and multi-year contracts precedes the simulation and debriefing. A discussion on Perspectives of the Negotiations Process rounds out the day with perspectives from a management panel or a union representative.

The Labor Relations Professional Paper, is the one of the final step in the certification process. Participants must complete a paper on a topic that is approved by the Labor Relations Academy Committee. The paper should incorporate information the participant learned from Academies I, II and III, however, the main subject may be academic in nature, or based on work experience in which the participant learned something significant about the process. Please visit www.npelra.org for a detailed list of requirements.

NPELRA LABOR RELATIONS ACADEMY RECERTIFICATION PROGRAM

NPELRA's Recertification Program for Certified Labor Relations Professional (CLRP®) is an ongoing certification process to encourage members and non-members to seek professional growth and development. As a national organization designed for public sector labor relations and human resources professionals, we support continual learning throughout our careers. Through professional development, leadership, research and day-to-day work, participants earn credits to maintain their certification.

Recertification is required every three years. To maintain certification, CLRPs 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 npelra.org for full details.

Elective Academies*

In addition to our certification program, NPELRA offers elective Academies that focus on specific issues within the public sector labor relations profession. Elective Academies are not a required part of the CLRP® process.

Elective Academy: Interest Arbitration, clarifies the interest arbitration process to resolve the terms of the labor contract when the parties cannot agree on the resolution of issues during negotiations. This arbitration process is in contrast to grievance or rights arbitration based on the terms of an established labor contract. Participants will learn the history of interest arbitration and the common procedural elements of a binding interest arbitration law. They will learn to prepare for contract negotiations knowing the negotiations may result in interest arbitration. The presentations will discuss required background material including development of comparison groups and examples of documents to include in the arbitration hearing. Participants will also learn how to prepare an effective exhibit to illustrate an "ability to pay" argument, cost of living information, and wage comparisons.

Elective Academy: Costing a Labor Contract, focuses on the concepts and techniques for determining the value and cost of employer and union proposals, and the terms of the contract settlement. This Academy will cover techniques and approaches to costing, as well as provide you with the tools to be better prepared at the bargaining table to successfully argue and negotiate your positions. Through the use of interactive discussion and exercises, participants will explore alternative methodologies and identify key financial components, including hidden and often overlooked elements of a labor agreement, in order to accurately determine the actual total cost to your jurisdiction. Topics include common costing definitions, types of data, 1% of pay, demographics, total package costing, and resources available. Costing exercises on wages, including progression and steps, vacation and holidays, health insurance, productive and non-productive hours and tentative agreements. This academy is must for Labor Relations practitioners, HR staff, financial team and other support staff involved in costing out proposals and collective bargaining agreements.

Elective Academy: The Investigations Process: Human resources and labor relations professionals are often called upon to conduct workplace investigations in the face of serious and sensitive allegations, from claims of sexual harassment/other discrimination to allegations of workplace misconduct to major ethical questions. Yet few of us have had real training on how to conduct an investigation. This program will explore the investigatory process -- from who should conduct the investigation, legal issues to beware of, how to order and structure investigatory interviews, dealing with *Garrity* issues, and how to generate an end-product that will help your employer resolve what happened and what needs to be done. The program will focus on identifying the key elements of an effective workplace investigation process, and help attendees understand the importance of the process and the consequences if it is not done properly. Participants will:

- Learn the purpose and importance of a complete and thorough investigation
- Review the key elements of an effective workplace investigation
- Learn the investigatory interview process - who, what, when, where, why and how
- Learn how and what to document
- Understand the roles and responsibilities of supervisor, employee, and union
- Discuss how to determine credibility and analyze investigation result
- Learn the common mistakes and what causes investigations to fail
- Learn the multiple types of investigations

* *Elective Academies are not a required part of the CLRP® process*