

HUMAN RESOURCES

RECRUITMENT METHODOLOGY INSTITUTE



*RMI +*  
*Certification Handbook*

***Dear Aspiring RMI+Certificant,***

*Thank you for taking the time to inquire about RMI+ certification. Your interest places you in the top tier of recruitment professionals who are knowledgeable and committed to the highest standards of conduct. Achieving the RMI+ credential demonstrates your commitment to the industry. Across the world, and in a wide range of occupations, certification programs have enabled professionals to distinguish themselves from the competition. As the number of certified individuals has increased, customers and employers have learned to look for credentials when choosing a business partner. By meeting the stringent eligibility standards, passing the rigorous exam, satisfying the recertification requirements, and adhering to the RMI+ Code of Ethics, the RMI+ certification will enable you to prove your skill and promote your business.*

*There are a number of reasons that there has never been a better time for recruitment professionals to seek certification. Our industry is under increased scrutiny and it is important for those of us who are true professionals to conduct business with honesty and integrity, putting the best interests of our clients at the forefront in everything we do. This year, RMI+ is working to raise awareness of our credentialing programs to RMI+ members, as well as our industry partners. There is no doubt RMI+ certification will benefit you professionally.*

*The following pages will give you all the information you will need to begin the process of becoming a certified recruitment professional allowing you the privilege of adding the RMI+ credential to your signature.*

*We wish you success in your career as a recruitment professional. You are certainly off to a good start!*

**RMI+ Certification Committee**

# Introduction

This Certification Applicant Handbook contains information on how to become certified on the RMI+ recruitment methodology. It was created to help guide interested recruitment professionals through the certification application process.

After you have reviewed the RMI+ Candidate Handbook, if you have any questions about the policies and procedures of the RMI+ Certification Program or about the processing of your application , please contact RMI+ at:

***Certification Department***

Email: [certification@RMiplus.org](mailto:certification@RMiplus.org)

Website: [www.RMiplus.org](http://www.RMiplus.org)

Eligibility standards, examination content, examination standards, fees, and guidelines are all subject to change. **If the revision date of this handbook is more than six-months old, please contact RMI+ to obtain the current version before you submit your application.** The most current version of this handbook can also be found under the “Certification” tab on the main page of our website, [www.RMiplus.org](http://www.RMiplus.org)

## **WE RECOMMEND THAT YOU KEEP THIS HANDBOOK FOR REFERENCE THROUGHOUT YOUR APPLICATION PROCESS**

“RMI+”, “RMI+CR”, “RMI+PR” and “RMI+MR” are certification marks of the Recruitment Methodology Institute. All rights reserved. No part of this publication may be reproduced or transmitted by any means, electronic or mechanical, including photocopy, recording, or any other information storage and retrieval system, without permission in writing from the publisher.

# RMI+Table of Contents

## RMI+ Certification Exams – An Overview

Exam Methodology .....	5
Examination Development.....	6
Value of Certification.....	6
Statement of Non Discrimination .....	6
Statement of Confidentiality .....	7
Release of Certificant and Candidate Information.....	7
Code of Ethics .....	8
RMI+ Membership .....	8
How to Join.....	8

## RMI+Certification Exam Information

### Section I: Administrative Policies & Procedures for RMI+Certification

Exam Overview .....	9
Benefits of Becoming a RMI+.....	9
Who Should Take the Exam?.....	10
RMI+Examination Application Fee.....	10
How to Apply for the RMI+Exam .....	10
Important Application Information – Background Check .....	11
Preparing for the Exam .....	11
Exam Format .....	11
Taking the Exam .....	12
During the Exam.....	12
After the Exam .....	12
Additional Information.....	12
Retaking the Exam .....	12
Exam Results & Verification of Credentials .....	13
Scoring the Examination .....	13
Passing Standards and Equating.....	13
Disciplinary Action.....	14
Revocation of Certification.....	14
Appeal .....	14
Recertification .....	15
Reinstatement.....	15

Reference List .....	15
----------------------	----

# RMI+ Certification Exams – An Overview

RMI+ established the *RMI+CR*®, *RMI+PR*®, and *RMI+MR*® Certification exams to provide members with an opportunity to be recognized as leaders within the increasingly competitive recruitment profession. Specifically, these three distinct, yet complimentary exams are designed to meet the following goals:

- Paise the standards and improve the best practices of the recruitment profession;
- Identify persons with demonstrated knowledge of the principles and practices of the recruitment profession and, related disciplines;
- Develop a foundation for future leaders in the industry; and
- Encourage qualified persons to pursue a program of professional development.

Each exam requires different levels of work experience, the accumulation of qualifying points (awarded based on multiple factors including work experience and formal education) and the passing of a computer-based, multiple-choice test. The *RMI+CR*®, *RMI+PR*®, and *RMI+MR*® certifications are awarded by the RMI+ Certification Committee. These credentials identify the certificant as having met the standards knowledge, skills, and abilities as established by the Committee.

## Exam Methodology

Developing and maintaining credible and relevant certification programs requires a significant investment of resources. RMI+ is fully committed to ensuring that our certification programs remain the most respected in the recruitment industry. The *RMI+CR*®, *RMI+PR*®, and *RMI+MR*® certification exams are the result of a multi-step process that includes the following steps:

1. Conduct a methodology analysis every five years. A methodology analysis is a survey of recruitment industry experts that evaluates their level of knowledge and the skills necessary for competent performance.
2. Develop the exam using the methodology analysis findings to create relevant exam questions;
3. Re-validate the exam. Review the content of each exam frequently to ensure that questions remain relevant as the profession evolves; and
4. Conduct performance and fairness reviews. Subject-matter experts and psychometricians review all questions extensively and update or remove outdated questions to stay in line with the natural flux of this industry.

Each exam is designed similarly to provide multiple-choice questions based on recruitment methodology. The *RMI+CR*® exam features 50 questions about recruitment methodology, the *RMI+PR*® exam has 50 questions on general knowledge of the recruitment process and methodology, and the *RMI+MR*® exam interview has 20 questions about all recruitment methodology .

There are no “trick” questions. While no points are awarded for incorrect answers, no points are subtracted for incorrect answers either (i.e., incorrect answers have a point value of zero). This means that if you are uncertain of the correct answer, it is advantageous to make an educated guess. Because these exams do not measure “academic excellence” but rather competency, they are scored as either pass or fail. The exams are computer-based and are offered at [www.rmiplus.org](http://www.rmiplus.org).

Additional information about the *RMI+CR*®, *RMI+PR*®, and *RMI+MR*® Certification exams can be found in the examen section of the RMI+ website at [www.RMIplus.org](http://www.RMIplus.org)

## Examination Development

The findings of the method analysis serve as the foundation for developing examination specifications. These specifications identify the links between responsibility and knowledge areas and outline the following: (a) the topics covered on the examination, (b) the number of questions per topic area included on each examination, and (c) the cognitive level at which questions for each topic area are written. The examination specifications can be reviewed and adjusted by the Certification Examination Committee, as necessary, to reflect current professional practice, government regulations, etc. The examination form is assembled in accordance with the examination specifications.

Questions on the exam are written by Certified Recruitment Professionals who have been trained to prepare multiple-choice items. Every two years, at least five certified professionals are selected to write items for the examination. The items written are sent to a validation committee where questions are assessed for content, level of difficulty, accuracy, and correctness. Once approved, the question goes to the committee for style editing to ensure consistency of question format and to be included in the bank of examination questions. From that bank, the committee prepares a draft examination based on the exam specifications. The exam committee then meets and reviews the draft exam, substituting questions as needed to further balance and match the content of the examination to the test blueprint.

## Value of Certification

Members seeking certification should know that the benefits of achieving this distinction are far-reaching and will enhance your career and reputation. Certification:

- Distinguishes recruitment professionals who have received the highest level of professional knowledge available to them.
- Helps a company to select a qualified recruitment professional because certified recruiters are elite members of the industry. They have shown their dedication to the profession by obtaining advanced education and demonstrating that they have the skills necessary to provide quality service.
- Measures a core body of knowledge shared by competent professionals in the field;
- Establishes portable evidence of professional competence, recognized throughout the world
- Promotes continuing professional development and ensures that certificants stay current with industry trends and changes.

## Statement of Non-Discrimination

RMI+ does not discriminate against any person on the basis of gender, age, sexual orientation, ethnicity, national origin, religion, disability, or marital status as defined and prohibited by law.

## Statement of Confidentiality

A candidate's application and performance on the RMI+ Certification examinations shall remain confidential unless otherwise stipulated by the candidate.

- The examination, test questions, and answers contained herein are the exclusive property of RMI+.
- The nature, format, content and results of examinations administered by RMI+ and all application materials are considered confidential information and will be treated as such in accordance with policies and procedures adopted by RMI+, unless appropriate permission is obtained or where otherwise required by law.
- The examination and the items (questions and answers) contained herein are protected by copyright law. This examination may not be copied or reproduced, in part or in whole, by any means whatsoever, including memorization.
- Future discussion or disclosure of the content of this examination, orally, in writing, or by any other means is prohibited.
- Any theft or attempted theft of exam items is punishable to the fullest extent of the law.
- Your participation in any irregularity during this examination including, but not limited to, giving or obtaining unauthorized aid, as evidenced by observation during the exam or by subsequent analysis may result in invalidation of the results of your examination, termination of your candidate status, revocation of your certification, civil liability, criminal prosecution, or other appropriate sanctions.

## Release of Certificant and Candidate Contact Information

As stated in the Confidentiality Statement, RMI+ honors all documentation of candidates with the up most confidentiality. In addition, RMI+ reserves the right to release contact information of candidates and certificants under the following terms and conditions:

- RMI+'s response of a telephonic, faxed, emailed, or written request from an officer, publicity chair, or media volunteer of a not-for-profit association within the field of recruitment, for purposes of acknowledgement and recognition.
- RMI+-Certified individuals in good standing for the purpose of referrals, on the RMI+ website and in response to a telephonic, faxed, emailed, or written request.
- RMI+-Certified individuals may exclude their contact information from this release by submitting a request in writing to RMI+.
- Contact information provided by RMI+, search engine, or its successor search engine, RMI+ Certified individuals in good standing shall be listed in alphabetical order. Certified individuals within RMI+, the listing priority in the "Find-a-Recruiter" search engine, or its successor shall be:
  - \* RMI+CR
  - \* RMI+PR
  - \* RMI+MR

Please note: The names of failed candidates are confidential and score reports will only be released to the examinee.

- Further, RMI+ and its testing agency store, process, and use data collected from application forms and test score reports. Data is stored only to the extent necessary for processing and validating applications examination scores and in compliance with related record retention regulations. Under no circumstances will individual data or test scores be shared with any entity outside of RMI+ and its testing agency, unless permission is obtained from the candidate or certificant or unless otherwise required by law. RMI+ may develop and publish statistical data regarding the exams provided that the identities of the candidates are not divulged.

## RMI+ Code of Ethics

RMI+ seeks to establish and maintain the highest standards of conduct and principles among its members. As applicants, RMI+ members should recognize their responsibility for maintaining and promoting ethical practices. All RMI+ certification applicants, even those who are not RMI+ members, shall abide by RMI+'s Code of Ethics, which are as follows:

- Honesty and Integrity: RMI+ members shall conduct business in a manner reflecting honesty, honor, and integrity.
- Personal Conduct: RMI+ members shall conduct their business in a professional manner. Members shall not pressure any provider of services, goods or facilities to circumvent industry professional standards. Members shall not respond to any such pressure placed upon them.
- Honesty in Advertising: RMI+ members shall provide accurate information in all advertisements and solicitations.
- Confidentiality: RMI+ members shall not disclose unauthorized confidential information.
- Compliance with Law: RMI+ members shall conduct their business in compliance with all applicable laws and regulations.
- Disclosure of Financial Interests: RMI+ members shall disclose any equity or financial interest they may have in the collateral being offered to secure a loan.

## RMI+ Membership

If you're not already an RMI+ member, then you should consider joining. RMI+ is the only international recruiter association that represents the recruitment industry. With members all over the world, RMI+ promotes the industry through programs and services such as education, professional certification. RMI+ members subscribe to a code of ethics and recruiting practices that foster integrity, professionalism, and confidentiality. Membership provides you with all of the products and services typically offered with services that are specially tailored to the recruitment industry. Some of the benefits of RMI+ membership include:

- Entrance into RMI+'s extensive grassroots member network;
- Comprehensive educational opportunities that are reasonably priced and convenient;
- Subscription to *News from RMI+*, a online newsletter;
- Access to professional education material and other communication tools to help build and sustain relationships with customers;
- Members-only discounts on a wide variety of goods and services, that include greatly- educed rates to attend RMI+'s annual convention.

## How to Join

RMI+ is a professional association with individual members, not recruitment companies. You may join RMI+ by completing the membership application on our web site. Please visit the "Member Resources" link on our homepage at [www.RMIplus.org](http://www.RMIplus.org) for more information.

# Recruitment Methodology Institute (RMI+®) Certification Exam Information

## Section I: Administrative Policies and Procedures for RMI+ Certification

### Exam Overview

The RMI+ is an entry-level certification exam designed as a basic credential for new recruitment professionals.

Earning RMI+ credentials signifies that an individual has demonstrated the minimum level of knowledge required to enter the recruitment profession.

The RMI+ exam tests the candidate's knowledge of the RMI+ methodology and general knowledge of the recruitment industry. While the exam measures a candidate's basic knowledge of the recruitment methodology, it does not measure skills or knowledge that would be gained by on-the-job experience. **This exam is open to RMI+ members and non-members.** If you're applying for this exam and are not a RMI+ member, please visit [www.RMIplus.org](http://www.RMIplus.org) to find out how you can join. RMI+ created this computer-based exam for individuals who have recently entered the recruitment industry. However, experienced recruitment professionals are also encouraged to take the RMI+ as a starting point to establish their professional credentials.

**RMI+ developed the new RMI+ examination to help new recruitment professionals demonstrate their knowledge of the industry and their commitment to professionalism. As these professionals gain more experience, they are encouraged to continue on the certification path, next attaining the RMI+PR® and ultimately RMI+MR® credentials.**

### Benefits of Becoming a RMI+®

In today's competitive market, it's more difficult than ever to stand out from the competition. Attaining RMI+ credentials demonstrates a working knowledge of the recruitment industry and distinguishes you from your peers. Consider the following benefits:

#### Career Rewards:

- The RMI+CR®, RMI+PR®, and RMI+MR® credentials equate to quality and excellence.
- The opportunity for recruitment professionals to achieve a higher level of professionalism and demonstrate their commitment to a superior level.
- RMI+'s credentials distinguish recruitment professionals who have received the highest level of professional knowledge available to them.
- A valued addition to your resume/CV.
- Certification is an avenue for professional growth and a way for employers to recognize and promote recruitment professionals.
- Professional achievement “right out of the gate.”

#### Rewards from RMI+:

- Certificate recognizing you as a RMI+® certified
- Authority to use the RMI+ credential and logo on letterhead, business cards, and all forms of address
- Access to marketing materials including a welcome kit with tools to differentiate yourself in the market
- Inclusion in RMI+'s “Directory of Certified Recruitment Professionals”

- Opportunity for industry recognition via print and online media
- Automatic MR status including discounts to RMI+ conferences and events
- Special recognition at the RMI+ national convention
- Listing on banner for Certified Professionals displayed at RMI+ events

### Personal Rewards:

- Personal confirmation that you've chosen the right career path
- Distinction in one of the most competitive industries
- Pride in being a part of an organization supporting its members through career opportunities
- Greater earning potential than uncertified peers
- Demonstration of your commitment to consumers by obtaining advanced education
- Further demonstration that you possess the skills necessary to provide quality service
- Distinction as a recruitment professional who received the highest level of professional knowledge available
- Confidence in your knowledge and skills

### Who Should Take the Exam?

The RMI+ exam is for recruitment professionals who:

- Are new to the recruitment industry;
- Have been in the field for sometime, but still accumulating points toward the RMI+PR® or RMI+MR®
- Possess at minimum a college diploma;
- Agree to abide by, and has no violations against, the RMI+ Code of Ethics; and
- Agree to abide by, and has no violations against, RMI+'s best practices.

An applicant is not eligible to sit for any of the RMI+ Certification examinations if convicted of a felony. Note: a felony conviction is not an absolute bar to apply for certification. Each case will be evaluated on an individual basis. If this pertains to you, please send a signed letter of explanation along with a copy of any pertinent court documents or arrest reports related to the conviction to RMI+ Certification.

### RMI+Exam Application Fee

RMI+ members \$100USD

RMI+ accepts VISA, MasterCard, and American Express. There is an insufficient funds fee of \$25 if your credit card payment is declined.

Please note: All fees and discounts are subject to change and **all fees are non-refundable and nontransferable. There are no exceptions to this policy.**

### How to Apply for the RMI+Exam

Registering to take the RMI+ exam is easy. However, if you have any questions, please feel free to contact us by email at [apply@rmiplus.org](mailto:apply@rmiplus.org). To register, go to [www.RMIplus.org](http://www.RMIplus.org) and click on create a new account.

Follow these steps to register.

#### 1. Create an account

- Fill in the information requested to create an account
- Read and click accept to the Attestation statement
- Click Save. You will receive an email that will contain your login and password.

## 2. Schedule your RMI+Examination

- Click on “RMI+CE Certified Recruiter Exam” in available courses.
- Select the RMI+Exam
- Read and click accept to the Attestation statement and click "select"
- View exam information and click "Check out" to pay for the exam.

## 3. Login to the System

- Go to [www.rmiplus.org](http://www.rmiplus.org)
- Use the login and password provided in your confirmation email. You can edit your account , find information on your test center, and view your transcript.

Please note: once you have registered the exam, you have one (1) year to take it.

## Important Application Information

### Background Check

RMI+ reserves the right to perform a criminal history check on all applicants. Note: by submitting an application, you are authorizing RMI+ access to your confidential information including employment, academic, and criminal records. This authorization is in effect until permission is revoked in writing. E-mail your written request to revoke this permission to: [revoke@rmiplus.org](mailto:revoke@rmiplus.org)

### Preparing for the Exam

In preparing for the RMI+®, familiarity with the material contained in the Recruitment Methodology Course (offered by RMI+ ) and any other recruitment-related courses may be helpful. This exam does not measure skills or knowledge wick might be gained with on the job experience. In addition, the following may be helpful as you prepare for the exam:

- Exam specifications, including a content outline, are provided in the table below. You should review each subject area prior to taking the exam.
- Review reference materials related to topics areas as provided in the test specifications below. Resources used during the development of the exam are sited in the Reference List at the end of this handbook. RMI+ does not recommend any one source for reference materials; however, you may want to refer to specific sources for help with subjects in which you need additional review.

### Exam Format

The RMI+exam is computer based and contains 75 multiple-choice questions that fall within seven subject-matter areas. Each section is weighted to reflect its relative importance to the practice of a recruitment professional who has less than two years of industry experience. To pass the RMI+ exam, you must answer at least 80% of the questions correctly.

<b>RMI+CR</b>	<b>Subject-Matter Area</b>	<b>% of</b>	<b>Exam Content</b>
	RMI+ Methodology	95%	RMI+ Course
	General Knowledge	5%	Knowledge that comes with recruitment
<b>RMI+PR</b>	<b>Subject-Matter Area</b>	<b>% of</b>	<b>Exam Content</b>
	RMI+ Methodology	70%	RMI+ Course
	Recruitment Analysis	10%	Judgment and skills
	General Knowledge	20%	Knowledge that comes with recruitment
<b>RMI+MR</b>	<b>Subject-Matter Area</b>	<b>% of</b>	<b>Exam Content</b>
	RMI+ Methodology	50%	RMI+ Course
	Recruitment Analysis	20%	Judgment and skills
	General Knowledge	30%	Knowledge that comes with recruitment

## Taking the Exam

The RMI+ exam questions and their answer options will be displayed on a computer screen. The computer will record your responses to each question. You have 30 minutes to complete the exam. – the computer will automatically keep track of this time. Your exam will be automatically scored as you complete it and your results will be given to you once you complete the test.

## During the Exam

The following rules are in place to ensure that every test taker has the same opportunity for success while taking this exam. Failure to follow these rules may result in dismissal from the testing site as well the possibility of additional sanctions.

- Cheating is not tolerated. Anyone suspected of cheating will be reported and their certification status may be revoked by RMI+.
- Do not provide assistance to or accept assistance from anyone taking the test.
- Do not click on the ‘Submit’ button until you have completed the ENTIRE test.
- It is not recommended that you take a break during the testing session because this is a timed test and the clock will continue to run during your break.

## After the Exam

Once you have submitted your exam, you will receive a pass/fail notification which will also include your score report on the computer screen. These reports will show up on the computer screen. If you successfully pass the RMI+ CR® exam, you will receive a congratulatory email. In addition, the RMI+ logo will be provided and you will have access to a RMI+® Welcome Kit on the [www.rmipius.org](http://www.rmipius.org) web site. If you fail the exam, you will receive an email confirming your score.

## Additional Information

### Test Security

Before taking the examination, you must agree to the terms listed in the Statement of Confidentiality during the scheduling process. Failure to comply with the terms of the Statement of Confidentiality may result in invalidation of the results of your examination, termination of your candidate status, revocation of your certification, civil liability, criminal prosecution, or other appropriate sanctions.

### Retaking the Exam

A candidate who fails the RMI+ exam may retake it once. Candidates must wait at least one month before they are eligible to retest, which must be within the one year exam eligibility period. If you should fail the exam twice, you may reapply after a mandatory one year waiting period.

## Exam Results and Verification of Credentials

For those who successfully pass the RMI+ exam, please follow the time line below for verification and use of credentials. You will receive a pass/fail notification on the computer screen immediately after the exam. A score report notification email will be sent and results will also be available on the secure online system.

If you have successfully passed, you may use the RMI+ designation in all of your materials at this point. You will have access to a RMI+ Welcome Kit, which includes::

- Useful information
- Certificate recognizing you as a RMI+®
- *How to Promote your Designation* booklet

In addition, once you are a certified RMI+®:

- You are entitled to display the RMI+ Certification Credential
- Your name will be published in RMI+'s "Directory of Certified recruitment Professionals" (featured on [www.RMIplus.org](http://www.RMIplus.org));
- If you are also a RMI+ "Professional" member, your name will appear before non-members in the RMI+ Find-A-recruiter search engine. If you are not a member, please visit [www.RMI+.org](http://www.RMI+.org) to learn about the benefits of membership
- Automatic Gold Status entitling you to various advantages, including discounted RMI+ conference registration fees..

The RMI+ certification is valid for two years through December 31st following the date on which the certification exam was passed. For example, if you pass the RMI+ exam on May 20, 2009, your certification will be valid through December 31, 2011.

## Scoring the Examination

After the examination has been administered, RMI+ and its testing service provider execute a detailed statistical analysis of the performance of each item.

Analysis data and candidate comments are reviewed thoroughly by subject matter experts, and measurement specialists to determine if any question might be flawed (e.g. no clear correct answer, more than one correct answer). Flawed questions, if found, are corrected by accepting two, three, or all four of the choices as correct responses.

## Passing Standards and Equating

The examination is a Pass or Fail examination only. The method used to set the passing score for the examination is in accordance with standard criterion-referenced passing score standards. The passing score is set by the Certification Committee using generally accepted psychometric principles and methods to determine what constitutes as a minimally-qualified recruitment professional. Each candidate is measured against a standard of knowledge, and not against the performance of other individuals taking the examination. RMI+ currently administers one form for the RMI+ exam. Whenever examinee volumes permit, equating will be used to maintain the passing standard across different examination forms to statistically adjust scores to compensate for differences in difficulty

across examinations.

## Disciplinary Action

RMI+ may take disciplinary action against any certificant who is found guilty of one or more of the following:

- Obtaining certification or a renewing certification through the use of fraud or deceit or assisting another person to do so; or
- Violation of one or more of the provisions in the RMI+ Code of Professional Conduct; or
- A criminal conviction of a felony for acts done in connection with activities for which the certification was issued; or
- Unauthorized possession, distribution, or use of any RMI+ examination-related materials or assisting another person to do so; or
- Unauthorized use of any registered certification mark or logo owned by RMI+; or
- Failure to cooperate reasonably with a RMI+ disciplinary investigation. If RMI+ determines that grounds exist to take disciplinary action against a candidate or a certificant, it may take one or more of the following actions or such other action(s) as RMI+ may deem appropriate:
- Deny a candidate's application for examination or certification, or a certificant's application for recertification;
- Require a candidate to retake the examination at a time and place to be determined by RMI+;
- Invalidate the examination score of a candidate; require a candidate to wait a specified period of time before reapplying to take the examination; and/or revoke a candidate's eligibility to sit for future examinations;
- Issue the individual a reprimand;
- Require the individual to engage in remedial education and/or training;
- Suspend a certificant's certification for a period of time;
- Revoke a certificant's certification;
- Publish findings and sanctions in RMI+'s publications;
- Notify other legitimately interested parties of RMI+'s findings and disciplinary action.

## Revocation of Certification

RMI+ reserves the right to revoke an RMI+ certification if the certificant:

- Divulges exam content;
- Commits false representation (misrepresents himself or herself, or attempts to take the exam for someone else);
- Cheats on the examination;
- Violates the RMI+ Code of Ethics;
- Violates the RMI+ Best Business Practices;
- Uses the "RMI+®" credential in a manner that creates the appearance that a business, company, or other group is certified by RMI+;
- Fails to satisfy the recertification requirements by the 31st day after the certification expiration date.

## Appeal

Candidates and certificants are entitled to appeal determinations made by RMI+. An appeal must be made in writing to the Certification Committee within 30 days of receiving the determination. The written appeal must include the stated appeal, the reason for the appeal (including relevant supporting materials), and the appellant's contact information.

The RMI+ program director will notify the appellant of the decision within 30 days from receipt of the appeal. Should the Certification Committee grant an appeal on an issue that impacts the eligibility status or examination scores of other candidates, a review or regrading of all who may be potentially impacted will be automatically conducted. The RMI+ program director will notify the individuals of the review or regrading results within 30 days of the decision.

### **Recertification**

The RMI+ certification is valid for two years. To ensure that RMI+ Certified Recruitment Professionals remain current, as well as provide continuing professional development, RMI+ Certificants are required to complete at least 30 hours of recruitment-related continuing education every two years. To recertify for the next two-year period, you must pass with a score equal to your highest level certification exam. However, if after 30 days you have not passed your exam, your certification will be revoked. If you wish to become recertified, you are welcome to go through the exam process again.

**All RMI+ certifications are valid for two years.**

### **Reinstatement**

As an RMI+ Certified Recruitment Professional you are required to renew your RMI+ Certification every two years. If you do not complete the recertification process within the appropriate time frame, you will no longer be certified and will be unable to retain your title. As a former RMI+ Certified Recruitment Professional, you are eligible to complete the reinstatement process and recover your certification status by retaking the RMI+ exam. If you miss the reinstatement deadline and wish to become licensed again, you are welcome to reapply to take the qualification exam again.

## **REFERENCE LIST**

### **WEBSITES**

[www.rmipius.org](http://www.rmipius.org)

### **COURSES**

[www.rmipius.org](http://www.rmipius.org) RMI + Recruitment Methodology Course

### **OTHER SOURCES**

**Recruitment Methodology**