



USER GUIDE ON SKILLSFUTURE CREDIT (Manual Submission for Recertification)

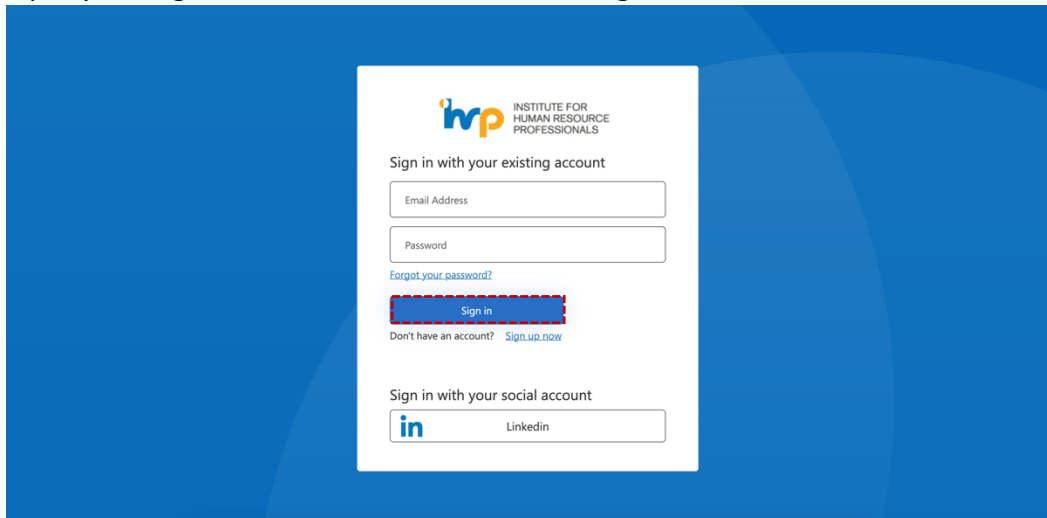
The User Guide delineates the steps for various processes within the IHRP Portal

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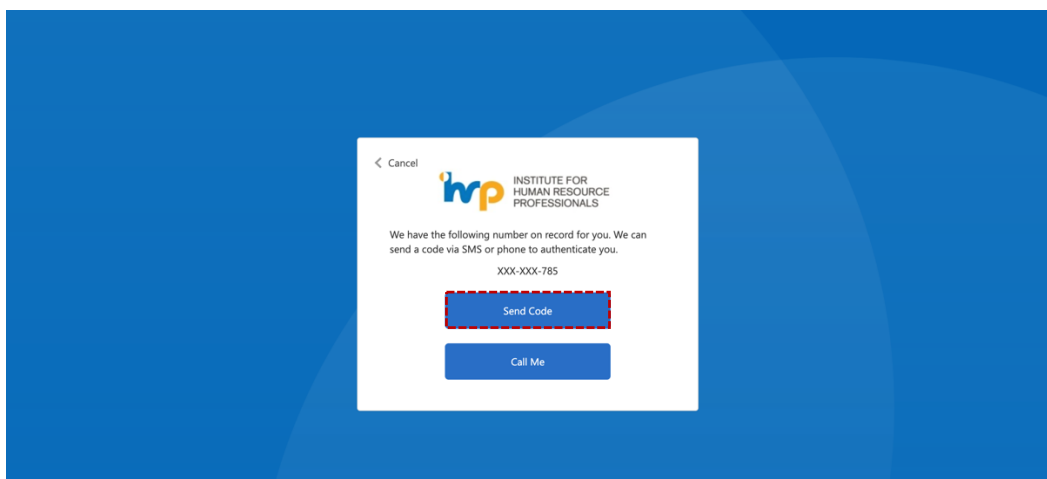
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1. Login

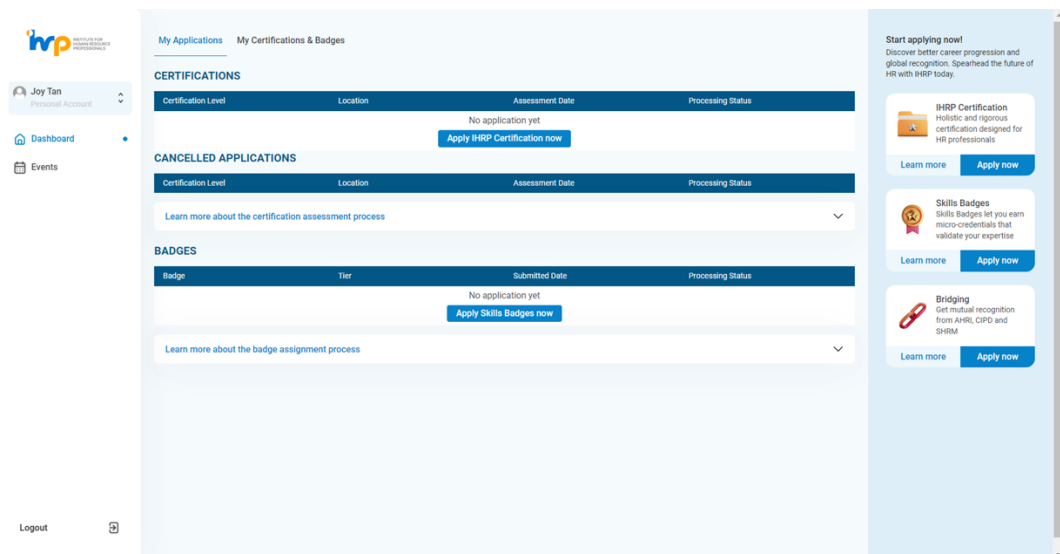
1. Input your login credentials and click on the “Sign in” button



2. Click on “Send Code” and enter the OTP that is sent to your mobile number.



3. Upon successful login, you will be directed to the IHRP Portal.

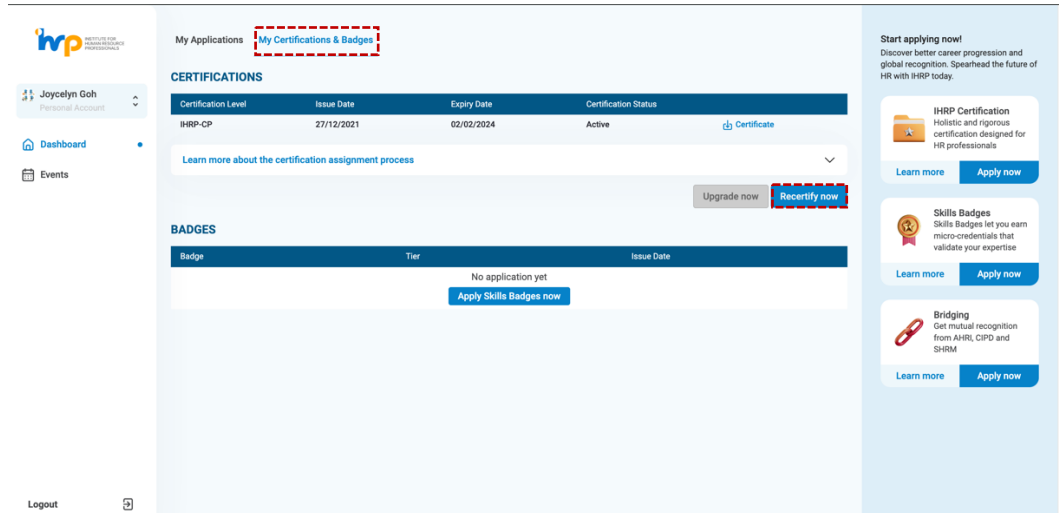


The screenshot shows the IHRP Portal dashboard for a user named Joy Tan. The dashboard is divided into several sections:

- Header:** The IHRP logo and the text "INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS" are in the top right corner.
- Left Sidebar:** Contains the user's name "Joy Tan" with a dropdown arrow, and navigation links for "Dashboard" and "Events". At the bottom, there is a "Logout" button.
- Main Content Area:**
 - My Applications / My Certifications & Badges:** This section is currently active.
 - CERTIFICATIONS:** A table with columns for Certification Level, Location, Assessment Date, and Processing Status. It shows "No application yet" and a button to "Apply IHRP Certification now".
 - CANCELLED APPLICATIONS:** A table with columns for Certification Level, Location, Assessment Date, and Processing Status. It includes a link to "Learn more about the certification assessment process".
 - BADGES:** A table with columns for Badge, Tier, Submitted Date, and Processing Status. It shows "No application yet" and a button to "Apply Skills Badges now".
 - Learn more about the badge assignment process:** A link located below the Badges table.
- Right Sidebar:**
 - Start applying now!** A section with the text "Discover better career progression and global recognition. Spearhead the future of HR with IHRP today." and a "Learn more" link.
 - IHRP Certification:** A card describing "Holistic and rigorous certification designed for HR professionals" with "Learn more" and "Apply now" buttons.
 - Skills Badges:** A card stating "Skills Badges let you earn micro-credentials that validate your expertise" with "Learn more" and "Apply now" buttons.
 - Bridging:** A card about "Get mutual recognition from AHR, CIPD and SHRM" with "Learn more" and "Apply now" buttons.

2. Apply For a Recertification

1. Navigate to “My Certifications & Badges” section and click on the “Recertify Now” button.



My Applications | My Certifications & Badges

CERTIFICATIONS

| Certification Level | Issue Date | Expiry Date | Certification Status | |
|---------------------|------------|-------------|----------------------|-----------------------------|
| IHRP-CP | 27/12/2021 | 02/02/2024 | Active | Certificate |

[Learn more about the certification assignment process](#)

[Upgrade now](#) [Recertify now](#)

BADGES

| Badge | Tier | Issue Date |
|--------------------|------|------------|
| No application yet | | |

[Apply Skills Badges now](#)

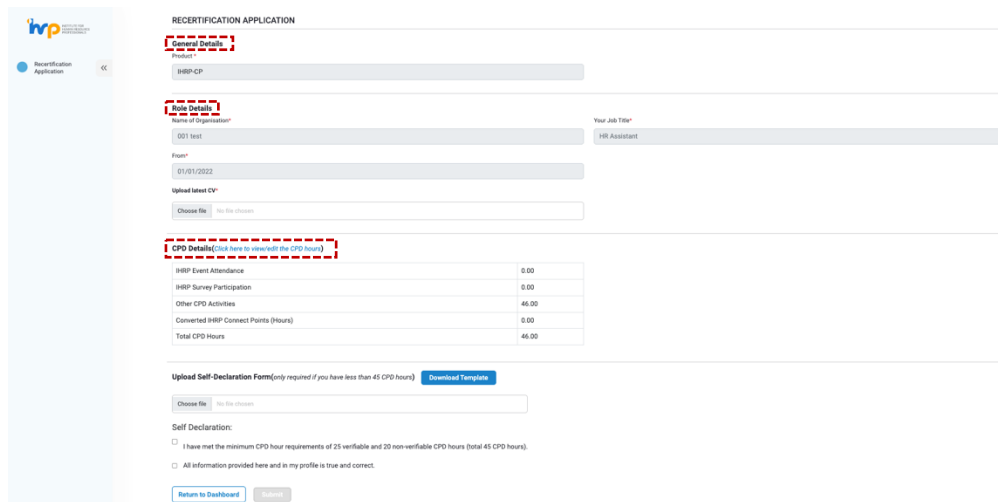
Start applying now!
Discover better career progression and global recognition. Spearhead the future of HR with IHRP today.

- IHRP Certification**
Holistic and rigorous certification designed for HR professionals.
[Learn more](#) [Apply now](#)
- Skills Badges**
Skills Badges let you earn micro-credentials that validate your expertise.
[Learn more](#) [Apply now](#)
- Bridging**
Get mutual recognition from AHRI, CPD and SHRM.
[Learn more](#) [Apply now](#)

Logout

2. Validate the following sections:

- General Details
- Role Details
- CPD Details



RE-CERTIFICATION APPLICATION

General Details

Product: IHRP-CP

Role Details

Name of Organisation: 001 test | Your Job Title: HR Assistant

From: 01/01/2022

Upload latest CV: Choose file

CPD Details (Click here to view total CPD hours)

| | |
|---------------------------------------|--------------|
| IHRP Event Attendance | 0.00 |
| IHRP Survey Participation | 0.00 |
| Other CPD Activities | 46.00 |
| Converted IHRP Connect Points (hours) | 0.00 |
| Total CPD Hours | 46.00 |

Upload Self-Declaration Form (only required if you have less than 45 CPD hours) [Download Template](#)

Choose file

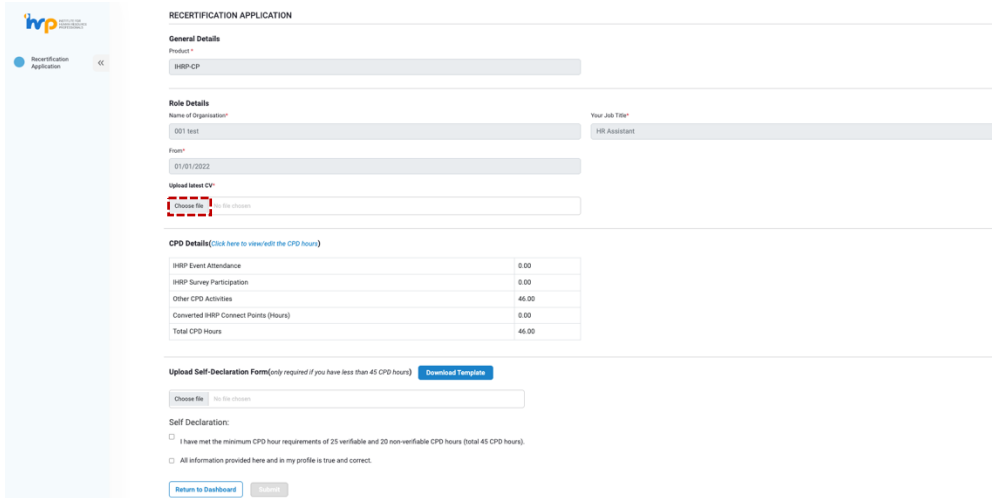
Self Declaration:

I have met the minimum CPD hour requirements of 25 verifiable and 20 non-verifiable CPD hours (total 45 CPD hours).

All information provided here and in my profile is true and correct.

[Return to Dashboard](#) [Submit](#)

3. Upload your latest CV* by clicking on “Choose File”



RECERTIFICATION APPLICATION

General Details

Product*
IHRP-CP

Role Details

Name of Organisation*
001 test

Your Job Title*
HR Assistant

From*
01/01/2022

Upload latest CV*
Choose file No file chosen

CPD Details (Click here to view/edit the CPD hours) [Download Template](#)

| | |
|---------------------------------------|-------|
| IHRP Event Attendance | 0.00 |
| IHRP Survey Participation | 0.00 |
| Other CPD Activities | 46.00 |
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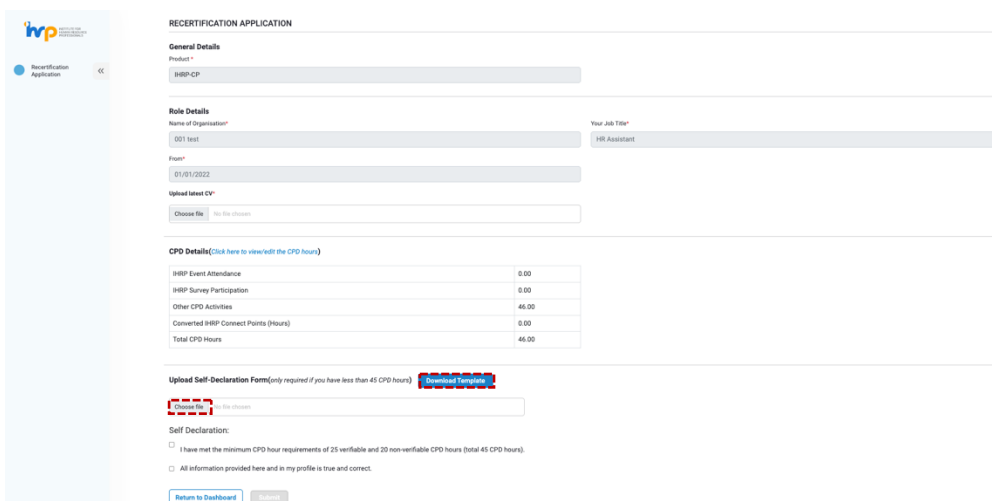
Self Declaration:

I have met the minimum CPD hour requirements of 25 verifiable and 20 non-verifiable CPD hours (total 45 CPD hours).

All information provided here and in my profile is true and correct.

[Return to Dashboard](#) [Submit](#)

4. If you have less than 45 CPD hours, click on “Choose file” to upload the Self-Declaration Form. You may download the form by clicking on “Download Template”.



RECERTIFICATION APPLICATION

General Details

Product*
IHRP-CP

Role Details

Name of Organisation*
001 test

Your Job Title*
HR Assistant

From*
01/01/2022

Upload latest CV*
Choose file No file chosen

CPD Details (Click here to view/edit the CPD hours) [Download Template](#)

| | |
|---------------------------------------|-------|
| IHRP Event Attendance | 0.00 |
| IHRP Survey Participation | 0.00 |
| Other CPD Activities | 46.00 |
| Converted IHRP Connect Points (Hours) | 0.00 |
| Total CPD Hours | 46.00 |

Upload Self-Declaration Form (only required if you have less than 45 CPD hours) [Download Template](#)

Choose file No file chosen

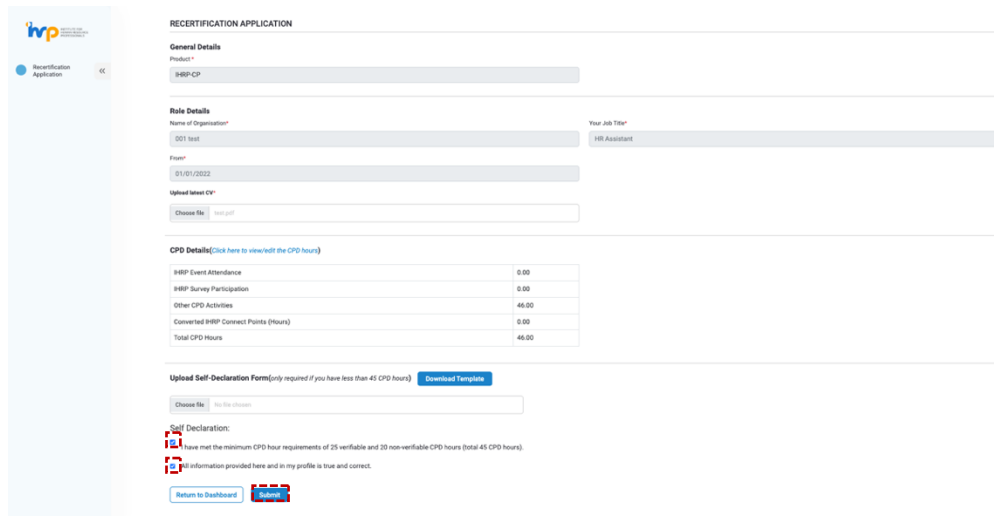
Self Declaration:

I have met the minimum CPD hour requirements of 25 verifiable and 20 non-verifiable CPD hours (total 45 CPD hours).

All information provided here and in my profile is true and correct.

[Return to Dashboard](#) [Submit](#)

5. Agree to the Terms and Conditions and click on the “Submit” button.



RECERTIFICATION APPLICATION

General Details

Product *
HRP-CP

Role Details

Name of Organisation*
001 test

Your Job Title*
HR Assistant

From*
01/01/2022

Upload latest CP*
Choose file [No file chosen](#)

CPD Details [\(Click here to view/edit the CPD hours\)](#)

| | |
|--------------------------------------|--------------|
| HRP Event Attendance | 0.00 |
| HRP Survey Participation | 0.00 |
| Other CPD Activities | 46.00 |
| Converted HRP Connect Points (Hours) | 0.00 |
| Total CPD Hours | 46.00 |

Upload Self-Declaration Form (only required if you have less than 45 CPD hours) [Download Template](#)

Choose file [No file chosen](#)

Self Declaration:

- I have met the minimum CPD hour requirements of 25 verifiable and 20 non-verifiable CPD hours (total 45 CPD hours).
- All information provided here and in my profile is true and correct.

[Return to Dashboard](#) [Submit](#)

3. Claim your SkillsFuture Credit in IHRP Portal

1. In the payment summary page, you may enter the amount that you wish to claim in the SkillsFuture Credit field.

PAYMENT SUMMARY

APPLICATION DETAILS

PROMO CODE


CORPORATE CODE

SKILLSFUTURE CREDIT

View your available SkillsFuture Credit [here](#)

Please key in the promo code (if any) before entering your SkillsFuture Credit

PAYMENT BREAKDOWN

| | |
|---|-----------------|
|  IHRP-CP Recertification | \$450.00 |
| On-site Fee | \$0.00 |
| Discount | \$0 |
| Sub Total | \$450.00 |
| GST (9.00%) | \$40.50 |
| SkillsFuture Credit | \$0 |
| Total | \$490.50 |

BILLING INFORMATION

| | |
|---------------------------------------|---|
| First Name* | Last Name* |
| <input type="text" value="Joycelyn"/> | <input type="text" value="Goh"/> |
| Mobile No. | E-mail |
| <input type="text" value="1224"/> | <input type="text" value="joycelyn.goh@ihrp.sg"/> |

I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice, in accordance with this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code, act in an ethical and professionally responsible manner as set out in the Code; and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response. **If I am using my SkillsFuture Credit, I declare and confirm that I have sufficient SkillsFuture Credit for my application. In the case where there is an insufficient amount of SkillsFuture Credit, I will comply with IHRP's request to top-up the difference.**

Yes No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes No

2. Once you have entered the amount that you wish to claim, click on “Apply”.

PAYMENT SUMMARY

APPLICATION DETAILS

PROMO CODE

Please remove your SkillsFuture Credit to apply promo code

CORPORATE CODE

Please remove your SkillsFuture Credit to apply corp code

SKILLSFUTURE CREDIT

Applied

[View your available SkillsFuture Credit here](#)

Please key in the promo code (if any) before entering your SkillsFuture Credit

PAYMENT BREAKDOWN



IHRP-CP
Recertification

\$450.00

| | |
|---------------------|----------------|
| On-site Fee | \$0.00 |
| Discount | \$0 |
| Sub Total | \$450.00 |
| GST (9.00%) | \$40.50 |
| SkillsFuture Credit | \$450 |
| Total | \$40.50 |

BILLING INFORMATION

First Name*

Last Name*

Mobile No.

E-mail

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Yes No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes No

3. Click on Proceed to Payment (if applicable).

PAYMENT SUMMARY

APPLICATION DETAILS

PROMO CODE

Please remove your SkillsFuture Credit to apply promo code

CORPORATE CODE

Please remove your SkillsFuture Credit to apply corp code

SKILLSFUTURE CREDIT

Applied

View your available SkillsFuture Credit [here](#)

Please key in the promo code (if any) before entering your SkillsFuture Credit

PAYMENT BREAKDOWN



IHRP-CP
Recertification

\$450.00

| | |
|---------------------|----------------|
| On-site Fee | \$0.00 |
| Discount | \$0 |
| Sub Total | \$450.00 |
| GST (9.00%) | \$40.50 |
| SkillsFuture Credit | \$450 |
| Total | \$40.50 |

BILLING INFORMATION

First Name*

Last Name*

Mobile No.

E-mail

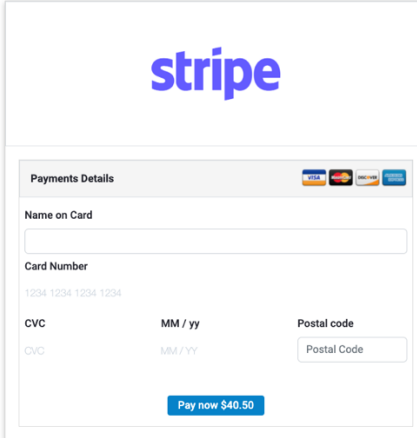
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Yes No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes No

4. Enter your card details to complete the payment (if applicable).



The image shows a Stripe payment form. At the top is the Stripe logo. Below it is a section titled "Payments Details" with icons for Visa, Mastercard, American Express, and Apple Pay. The form contains the following fields:

- Name on Card:** A text input field.
- Card Number:** A text input field with a placeholder "1234 1234 1234 1234".
- CVC:** A text input field with a placeholder "CVC".
- MM / yy:** A text input field with a placeholder "MM / YY".
- Postal code:** A text input field with a placeholder "Postal Code".

At the bottom of the form is a blue button labeled "Pay now \$40.50".

Once payment has been completed, an invoice will be sent to your registered email address. Kindly submit your claim in the MySkillsFuture Portal and upload both **Certificate and Invoice** as your supporting documents.