



USER GUIDE ON SKILLSFUTURE CREDIT

(Manual Submission for Recertification)

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



Table of Contents

1.	LOGIN	.3
2.	APPLY FOR A RECERTIFICATION	.5
3.	CLAIM YOUR SKILLSFUTURE CREDIT IN IHRP PORTAL	.8
•••		



1. Login

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

INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS	
Sign in with your existing account	
Password	
Sign in Don't have an account? Sign up now	
Sign in with your social account	
in Linkedin	

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

Cancel INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS We have the following number on record for you. We can send a code via SMS or phone to authenticate you. XXX-XXX-785	
Send Code Call Me	



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

NAME ROACE PROFESSIONLS	My Applications My C	ertifications & Badges			Start applying now! Discover better career progression a global recognition. Spearhead the fu HR with IHRP today.	and future o
Joy Tan Personal Account	Certification Level	Location	Assessment Date	Processing Status	IHRP Certification	,
Dashboard			No application yet Apply IHRP Certification now		Holistic and rigorous certification designed HR professionals	i id for
Events	CANCELLED APPLIC	ATIONS			Learn more Apply no	iow
	Certification Level	Location	Assessment Date	Processing Status		
	Learn more about the c	ertification assessment process			Skills Badges Skills Badges let you micro-credentials tha validate your expertis	ı earn at ise
	BADGES				Learn more Anniv no	wor
	Badge	Tier	Submitted Date	Processing Status		
	-		No application yet Apply Skills Badges now		Bridging Get mutual recognitic from AHRM. CIPD and SHRM	ion 1
	Learn more about the b	adge assignment process			V Learn more Apply of	ow
igout Đ						



2. Apply For a Recertification

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

	0 0805 13	My Applications My C	Certifications & Badges				Start applying now! Discover better career progression global recognition. Spearhead the HR with IHRP today.
Joycelyn Goh Personal Account	0	Certification Level	Issue Date	Expiry Date	Certification Status		IHRP Certification
Deebboard		IHRP-CP	27/12/2021	02/02/2024	Active	ط Certificate	Holistic and rigorous certification designe
Dashboard	•	Learn more about the	certification assignment process			~	Hickprotessionals
Events						Upgrade now Recertify now	Learn more
		BADGES					Skills Badges Skills Badges let you micro-credentials tha
		Badge	T	er	Issue Date		Learn more Apply no
				Apply Skills Badges	now		
					_		Get mutual recognition from AHRI, CIPD and SHRM
							Learn more Apply no
	_						
gout	≥						

- 2. Validate the following sections:
 - General Details
 - Role Details
 - CPD Details

inco man	RECERTIFICATION APPLICATION		
Annual Store	General Details		
Recertification Application K	IHRP-CP		
	Role Details		
	Name of Organisation*		Your Job Title*
	001 test		HR Assistant
	From*		
	01/01/2022		
	Upload latest CV*		
	Choose file No file chosen		
	CPD Details(Click here to view/edit the 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	3	
	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 4	5 CPD hours).	
	 All information provided here and in my profile is true and correct. 		
	Return to Dashboard Submit		



	, 0		
	RECERTIFICATION APPLICATION		
POPEDOW.1	Overand Parts In		
	General Declars		
Recertification ((1000 00		
Apprentin	INDECP.		
	Role Details		
	Name of Organisation*		Yeur Job Title*
	001 test		HR Assistant
	From*		
	01/01/2022		
	Upload latest CV*		
	Choose file No file chosen		
	CPD Details(Click here to view/edit the 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 Terratione		
	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 CP)	D hours).	
	 All information provided nere and in my profile is true and correct. 		
	Neural to Destroyed		

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

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
POTENSION."	General Details Indust*
Recertification ((Hee CP
	Role Details
	Name of Organization* Year Jub Tele*
	001 test HR Assistant
	For*
	01/01/2022
	Upload latest CV*
	Choose file No file choses
	CPO Details(Click here to view/odf the CPO hours)
	HRP Event Attendance 0.00
	HRP Survey Participation 0.00
	Other CPD Activities 46.00
	Converted HKP Connect Points (Hours) 0.00
	Total CPD Hours 46.00
	Upland Self-Declaration Form(nay required if you have less than 45 CPD forum) Development Template
	Choose field, and the 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 Databased



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

	RECERTIFICATION APPLICATION
interesting."	General Details Protect
Recertification ((HRP.CP
	Role Details
	Nore of Organisation* Year Job Title*
	001 test HR Assistant
	Four
	01/01/2022
	Uglinof Intest CP*
	Phone for Instant
	CPD Details(Click here to viewhelf the CPD hours)
	HBP Event Attendance 0.00
	HBP Survey Participation 0.00
	Other CPD Activities 46.00
	Converted HMP Connect Points (Hours) 0.00
	Total CPD Hours 46.00
	Upload Self-Declaration Form(only required if you have less than 45 CP0 hours) Boundlad Tamplate
	Dates file is the shares
	Self Declaration:
	A have met the minimum CPD hour requirements of 25 verifiable and 20 non-verifiable CPD hours), Octail 45 CPD hours).
	8 Nil information provided here and is my profile is true and correct.
	Return to Dashboard Bulkets



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.

YAYMENT SUMMARY					
PPLICATION DETAILS					
ROMO CODE	PAYMENT BREAKDOWN				
Promo code	IHRP-CP				
Apply	Recertification				\$450.00
ORPORATE CODE				On-site Fee	\$0.00
Corporate Code				Discount	\$0
Apply				Sub Total	\$450.00
(III SEUTURE CREDIT				GST (9.00%)	\$40.50
SkillsFuture Credit				SkillsFuture Crea	dit \$0
Apply				Total	\$490.50
'iew your available SkillsFuture					
redithere					
redit here ease key in the promo code (if any) efore entering your SkillsFuture Credit					
r edit here lease key in the promo code (if any) efore entering your SkillsFuture Credit					
edit here are key in the prama cade (if any) fore entering your SkillsFuture Credit	BILLING INFORMATION				
edit here are key in the promo code (if any) fore entering your SkillsFuture Credit	BILLING INFORMATION		Last Name*		
edit here vase key in the promo code (if any) fore entering your SkillsFuture Credit	BILLING INFORMATION First Name* Joycelyn		Last Name* Goh		
redit here ease key in the promo code (if any) sfore entering your SkillsFuture Credit	BILLING INFORMATION First Nome* Joycelyn Mobile No. 1924		Last Name* Goh E-mall		
dit here ase key in the promo code (if any) ore entering your SkillsFuture Credit	BILLING INFORMATION First Name* Joycelyn Mobile No. 1224		Last Name* Goh E-mail joycelyn.goh@i	hrp.sg	
dit here ase key in the promo code (if any) are entering your Skills Future Credit	BILLING INFORMATION First Norm* Joycelyn Mobile No. 1224 I have read and understood the institute for H by signing this declaration, I declare that I am practice and have acted in an ethical and pr this Code. Further, I understoed the institute for H by signing this declaration, I declare that I am practice and have acted in an ethical and pr this Code. Further, I understoed the Institute for H by collective action in a manner it deems suitable, Cradit, I declare and confirm that there suitable, Cradit, I declare and confirm that all information in the an insufficient amount of SkilleFuture Credit, N	uman Resou not in bread ofessionally n lication by li- in accordar ves the right well comply v will comply v his application	Last Name* Goh E-mall joycelyn.goh@il rce Professionals' C h of all the applicat esponsible manner RJ, will comply with and continue to cor diged against me a ce with the request to proceed with the bisence of my resp are Credit for my ap this hitRP's request to in s complete and d	hrp.sg ode of Professional C le laws and regulati in my practice, in ac the Code, act in an mply with all the appl leging a potential in made by IHRP. In the assessment and ad assessment and ad nonse. If I am using my lication. In the case top-up the difference accurate and I have r a random application	onduct (Code). ons where I cordance with tethical and icable laws fringement of sevent of my udication of Skillfuture where there is performed to performed to where the performance of the performance of the perfo



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

PAYMENT SUMMARY					
APPLICATION DETAILS					
PROMO CODE	PAYMENT BREAKDOWN				
Promo code	IHRP-CP Recertification				\$450
Apply Please remove your SkillsFuture Credit to				On other Face	
ply promo code				On-site Fee	\$(
RPORATE CODE				Discount	
orporate Code				Sub Total	\$450
Apply				SkilleEuture Credit	\$40
ase remove your SkillsFuture Credit to					\$1
SKILLSFUTURE CREDIT				Total	\$40.
450					
Applied					
Appled Apply View your available SkillsFuture Credit here Please key in the promo code (if any) before entering your SkillsFuture Credit					
Appled Apply View your available SkillsFuture Credit here Please key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION				
Appled Apply View your available SkillsFuture Credit here Please key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION First Name*	Las	t Name*		
Apply Iew your available SkillsFuture redit here lease key in the promo code (if any) efore entering your SkillsFuture Credit	BILLING INFORMATION First Name* Joycelyn		t Name* 30h		
Appled Apply View your available SkillsFuture Credit here Please key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION First Name* Joycelyn Moble No.	Los E-n	t Name* 30h nall		
Apply Apply View your available SkillsFuture Credit here Please key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION First Harne* Jaycelyn Mobile No. 1224	Los C E-n İ	t Name* 3oh nali aycelyn.goh⊛ihr∏	p.sg	
Apply View your available SkillsFuture Credit here Piease key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION First Norre* Joycelyn Mable No. 1224 Index read and understood the institute for Hum By signing this declaration, I declare that I amo practice and have acted in an ethical and projection of the second and regulations where I practice. Should a comp the Code, I shall propride that I dans a set out In and regulations where I practice. Should a comp the Code, I shall promptly provide a response in failure to da so, I acknowledge that Hilf? reserve the complicit is an amount of Shills/Tutue Credit, I will over Credit, I declare and confirm that I have sufficient or insufficient compared of the III formation in this eligibility requirements for Hilf? centration I declare and confirm that all information in this eligibility requirements for Hilf? centration or docum	Las E-n E-n I I I I I I I I I I I I I I I I I I I	t Nome* 3oh nall Professionals' Codi or all the applicable onsible manner in i I will comply with the proceed with the action of the response of any response Credit for my appli- ities in the request to to a complete and accomply in the s complete and accomply with the mitted.	p.sg e of Professional Canda laws and regulations w my practice, in a coord of the code, act in an ethic and a by HRP. In the ever sessment and adjudic by WRP in the cose when calon. In the case when calon. In the case when calon. In the case when calon. In the case when calon. In the case whe	uet (Coo where I all and le laws ation of future re there he udit to



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

APPLICATION DETAILS		
PROMO CODE	PAYMENT BREAKDOWN	
Promo code	IHRP-CP Recertification	
Apply Please remove your SkillsFuture Credit to	<u> </u>	On-site Fee
apply promo code		Discount
CORPORATE CODE		Sub Total
Corporate Code		GST (9.00%)
Apply		SkillsFuture Credit
Please remove your SkillsFuture Credit to apply corp code		
SKILLSFUTURE CREDIT		Total
450		
Applied		
Apply View your available SkillsFuture Credit here Please key in the promo code (if any) before entering your škillsFuture Credit		
Apply View your available SkillsFuture Credit here Rease key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION	
Apply View your available SkillsFuture Credit here Psease key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION First Name* Lost Nom Comparison Com	ne*
Apply View your available SkillsFuture Credit here Please key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION First Name* Lost Non Joycelyn Goh	na*
Apply View your available SkillsFuture Credit here Piease key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION First Nome* tast Nom Joycelyn Goh Mobile No. E-mail 1224 jour	ne*
Apply View your available SkillsFuture Credit here Paceae key in the promo code (if any) before entering your SkillsFuture Credit	BILLING INFORMATION First Home* Joycelyn Goh Mobile 80. E-mail 1224 Jours peed and updetstood the institute for kimmer Securate Stock	ne* elyn.goh@ihrp.sg
Apply View your available SkillsFuture Credit Here Praces key in the promo code (if any) before entering your skillsFuture Credit	BILLING INFORMATION First Herre* Last Nor Joycelyn Goh Model No. E-mail 1224 [oycel In have read and understood the institute for Human Resource Profile In proceeding the deciaration, i declare that i ann not in breach of all types classification and the proceeding to the Code of the Code o	re* elyn.goh@ihrp.sg fessionds' Code of Professional Con- the opplicable issues and regulations libe manner in my practice, in accor- ticamply with the Code; act in an eth misure to comply with all the opplication description of the assessment and adjudi or immune of the assessment and adjudi at for my application, in the case wh % is request to top-up the difference. mplete and accurate and i have met y fully with the random application an di.



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

	strip	e
Doumente Dete	lle	
Name on Card	113	
Card Number		
1234 1234 1234 1 CVC	1234 MM / yy	Postal code
		Postal Code

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.