



Tribal Human Resources Professional (THRP) Certification

“From all over Indian Country Human Resources Professionals have chosen NNAHRA to provide the best possible opportunities for networking, training and certification. We believe that the THRP Certification Program provides the best opportunity to become trained in crucial topics, issues, laws and regulations unique to tribal organizations and enterprises. You will not find a stronger or more knowledgeable team of instructors. This program is by far the single most valuable training a HR professional should attend. Nothing will differentiate you from others in the HR field than the THRP certification.”

ABOUT THE CERTIFICATION PROGRAM

Drummond Woodsum and the National Native American Human Resources Association (NNAHRA) have recently partnered to continue the **Tribal Human Resources Professional (THRP) Certification Program** NNAHRA instituted in 2010. This professional development program provides HR professionals working in Indian Country an opportunity to become trained in human resources topics, issues, laws and regulations unique to tribal organizations and enterprises. NNAHRA'S THRP is widely recognized as the essential credential for any HR professional working in Indian country. Become certified and use your Tribal Human Resources Program Certification to:

- differentiate yourself from others in the Human Resources field
- stay competitive and advance your career
- demonstrate your expertise in day-to-day workplace experiences
- Elevate your knowledge in a specialized field.

Once you become certified, you will carry the designation of “THRP” – Tribal Human Resources Professional.

CERTIFICATION PROCESS

Become certified by completing these simple steps:

- Register by clicking the link located on www.nnahra.org
- Complete the Drummond-Woodsum registration form.
- Submit registration form with THRP Certification Class fee.
- Attend the training provided for the topics listed below:
 - Tribal Employment and Understanding the Legal Landscape
 - Employment Discrimination
 - Employees on Leave
 - FLSA: Wage and Hour Issues
 - Examination of Other Laws Effecting Tribal Employment
 - Indian Preference Law
 - Personnel Policies
 - Disciplining Employee Misconduct
 - Employee Evaluations
 - Unions and Concerted Activities
 - Role of Human Resources

- Complete the On-Site Three-and-a-half Day Training Program, in which Drummond Woodsum will provide your staff with a focused overview of the listed training topics (listed above) during a 3 1/2 - day session (Day four is reserved overview of training and for the exam).

EXAMINATION FOR THRP CERTIFICATION

Participants will take an examination at the end of the program to test their knowledge of the materials. The exam includes multiple choice and short essay questions on all issues covered over the three-and-a-half-day training. Participants who earn a passing grade will receive written notification that they are certified by NNAHRA as a Tribal Human Resource Professional (THRP).

NNAHRA MEMBERSHIP

Participants will receive free NNAHRA Membership for one year upon course completion.

PROGRAM FACULTY

NNAHRA's THRP trainings are provided by Drummond Woodsum attorneys and consultants in collaboration with attorney Rick McGee. Our team has frequently presented at NNAHRA conferences and for individual tribes, and advised many tribes across the country on Human Resources, labor and employment issues.

MAINTAINING YOUR CERTIFICATION

- Your certification is valid for two years from the date it is issued. To maintain certification, you must:
 - Attend at least 24 hours of qualified training before your certification expiration date; and
 - Submit a certification maintenance form by the expiration date. Extensions for students who have registered for upcoming classes that start up to 2 months beyond the month their certification expires will be granted an extension. Such students will still need to submit the certification maintenance form by the expiration date. They must note on the form that the class is upcoming and, upon class completion, resubmit their certification form
- Qualified Classes include any of the following:
 - The NNAHRA Annual Conference
 - Any NNAHRA sponsored trainings
 - Drummond/Woodsum or Rick McGee approved trainings
 - Accredited higher learning courses with emphasis on Human Resources and Human Capital

To discuss on-site training/certification opportunities, please call Donna Swiderek with Drummond Woodsum at 1.800.727.1941; online: www.nnahra.org or www.dwmlaw.com; or

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