PUBLIC NOTICE

HR Practicing Certificate is a Legal Requirement

The Institute of Human Resource Management (IHRM) is a Statutory Professional Body established under the Human Resource Management Professionals (HRMP) Act, No.52 of 2012. Its mandate is to regulate the HR profession in Kenya by promoting the application of best HR management policies and practices at the work place. The IHMR Council has come to the realization of lack of proper information and/or availability of contradictory information about IHRM’s issuance of Practicing Certificates as stipulated in Human Resource Management Professionals (HRMP) Act, No.52 Of 2012, section 29, subsections 1 -7 and as to who is required to possess a Practicing Certificate, the Council wishes to inform the public as follows:

Our Legal Foundation

a. That to practice as a HR Professional in Kenya, one should be registered with IHRM in accordance with sections 4, 18, 19 and 25 of the HRMP Act and therefore hold a Practicing Certificate;
b. That all HR professionals in Kenya should possess a valid Practicing Certificate in accordance with section 29(1) of the Human Resource Management Professionals (HRMP) Act No. 52 of 2012;

That the requirement in (a) above is further clarified in section 7 of the Human Resource Management Professionals Act Regulation (Registration and Training Regulation, 2015).

IHRM Membership Registration

In accordance with Legal Notice – Kenya Gazette supplement no. 63 - THE HUMAN RESOURCE MANAGEMENT PROFESSIONALS (REGISTRATION AND TRAINING REGULATIONS, 2015) section 4 stipulates the criteria for registration of a member.

IHRM has three categories of membership, that is:

i. Fellow: – A Fellow is the senior-most category of membership. One becomes a Fellow through invitation and should have rendered outstanding service to the HR profession (Section 3 (1) of the Registration and Training Regulation, 2015). May be referred to as FIHRM.
ii. Member: – One becomes a member if, s/he has a Bachelor’s degree or Master’s degree in Human Resource Management and or any discipline or its equivalent from a recognized University and a Higher Diploma in Human Resource Management or a Post Graduate Diploma in Human Resource Management or its equivalent from an accredited institution with a minimum of five (5) years’ work experience as a HR practitioner. May be referred to as MIHRM.
iii. Associate: – Associate member is a third category of membership. One becomes an Associate Member if s/he possesses a Bachelor’s/Master’s/Higher Diploma/ Diploma or certificate in Human Resource Management or its equivalent from an accredited institution. May be referred to as AIHRM.

Who Qualifies for a practicing Certificate

• During the transition period (ended December 2017), all Fellows and Members qualify for Practicing Certificate (section 7 of Registration and Training Regulations).

How to apply for a practicing Certificate

A Member wishing to obtain a Practicing Certificate shall apply to the Registration Committee in accordance with HRMP Act Section 29 (2). Such application shall be in the prescribed form and shall be accompanied by the prescribed fee. The applicant is thereafter issued with a Practicing Certificate if s/he meets the following conditions:–

a. Is properly registered by IHRM and
b. Meets such other requirements as may be prescribed by the Registration Committee.

Advise to Employers

Due to requirements provided in section 29(1) of the Human Resource Management Professionals Act and in section 7 of its Registration and Training Regulations, 2015, IHMR Council hereby wishes to inform ALL employers in the Republic of Kenya as follows:

a. It is a legal requirement that all persons performing HR functions within your organizations be registered members of IHRM;
b. That those who are Fellows and Members and currently holding or intend to hold HR Lead positions must possess a Practicing Certificates issued by IHMR;
c. That the deadline which was given by IHMR Council for registering as a Member and acquisition of Practicing Certificate has long elapsed;
d. That it is illegal not to observe requirements in point (a) and (b) above in accordance with the HRMP Act No. 52 of 2012 sections 40,18 2 and section 41 therefore, one is liable for prosecution if found to be in HR Practice without the requisite legal requirements.

This Statement is issued by;

Mr. Elijah Sitimah
National Chairman, IHRM