



## **Certified Professional Recruiter – “CPR” Requirements and Curriculum**

### **Step by Step Process to Certification**

1. Complete 2.5 day Certified Professional Recruiter training course. (\$699 fee)  
Previous attendees to Impacts Advanced Recruiting Techniques Seminar or Conference may attend for \$399.
2. Pass Final Test
3. Activate membership to the International Society of Recruiting and Retention Professionals. (\$600 per year for individual certification membership. Silver, Gold, and Platinum memberships meet this requirement)
4. Submit Certification Application (see below)
  - a. Upon review of Certification Application a “Provisional” Certification will be awarded.
5. Submit Six Month Exhibit (see below)
6. Submit Twelve Month Exhibit with direct supervisor and company president recommendation for full certification (see below)
7. Upon review of all exhibits and recommendation letters a full “CPR” Certification will be awarded and your name posted on Society website.

### **Experience**

1. Six months recruiting experience (course can be taken prior to six months of experience being acquired, full certification will be awarded once all prerequisite criteria has been met)

### **Re-Certification**

1. To maintain current certification status recruiter must:
  - a. Maintain at least an “individual certification membership” in the International Society of Recruiting and Retention Professionals (Certification Membership provides bi-monthly newsletter, impact alerts, and bi-monthly 8 – 12 minute training video)
  - b. Watch bi-monthly training videos and pass test

## Curriculum

1. Federal Regulations
  - a. Driver Qualification and Hiring
  - b. Application for Employment - 391.21
  - c. Investigation and Inquiries - 391.23
  - d. General Requirements for Driver Qualification Files – 391.51
  - e. Driver Investigation History File – 391.53
  - f. Drug and Alcohol Requirements – 40.25J
  - g. Road Test or it's Equivalent – 391.31 & 391.33
  
2. Consumer Reports
  - a. Fair Credit Reporting Act
  - b. Type of Reports
  - c. Reading and Interpreting
  
3. HR Law
  - a. Who is an applicant?
  - b. Negligent Hiring
  - c. Negligent Entrustment
  - d. Negligent Retention
  
4. Advanced Recruiter Sales Training
  - a. Recruiting sense of urgency
  - b. Hiring cycle vs. Quality of driver
  - c. Advertising
    - i. Message
    - ii. Source
  - d. Building relationships quickly and effectively
  - e. Conversational Recruiting Techniques
  - f. Internet Recruiting Techniques
  - g. Strategies to Improve Hire / Close Rate
  - h. Follow up and Follow through
  - i. Rehires, Referrals, and Took other Employment

**Application for Certification  
Certified Professional Recruiter – “CPR”**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Type of Operation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Driver Recruiting Experience: \_\_\_ Years \_\_\_ Months

**Provide the following information for the twelve months “PRIOR” to your Certification Class**

1. How many Drivers have you recruited in the last twelve months:  
\_\_\_\_\_ Students \_\_\_\_\_ Company \_\_\_\_\_ Independent Contractors  
(If you haven't recruited for twelve months indicate how many drivers you've recruited and the period of time it covered)
2. Average number of drivers recruited per week for last twelve months: \_\_\_\_\_  
(if you haven't recruited for twelve months indicate the average number of drivers per week you've recruited and the period of time it covered)
3. Average number of drivers on fleet for last twelve months:  
\_\_\_\_\_ Company Drivers \_\_\_\_\_ Independent Contractors
4. How many of the drivers you listed above quit within the first thirty days? \_\_\_\_\_
5. How many quit within ninety days? \_\_\_\_\_ (this should include the drivers that quit in first thirty days)
6. How many quit within twelve months? \_\_\_\_\_ (this should include the drivers that quit within thirty and ninety days)

**Six Month Exhibit**  
**Certified Professional Recruiter – “CPR”**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Driver Recruiting Experience: \_\_\_\_ Years \_\_\_\_ Months

**Provide the following information for the “Six Months” following your Certification Class**

1. How many calls / leads have you received in the last six months: \_\_\_\_\_
2. How many applications have you taken in the last six months: \_\_\_\_\_
3. How many Drivers have you recruited in the last six months: \_\_\_\_ Total  
\_\_\_\_ Student \_\_\_\_ Company \_\_\_\_ Independent Contractors
4. Average number of drivers recruited per week for last six months: \_\_\_\_ Total  
\_\_\_\_ Student \_\_\_\_ Company \_\_\_\_ Independent Contractors
5. Average number of drivers on fleet for last twelve months:  
\_\_\_\_ Company \_\_\_\_ Independent Contractors
6. How many of the drivers you listed above quit within the first thirty days?  
\_\_\_\_ Student \_\_\_\_ Company \_\_\_\_ Independent Contractors \_\_\_\_ Total
7. How many quit within ninety days? \_\_\_\_ Total (this should include the drivers that quit in first thirty days)  
\_\_\_\_ Student \_\_\_\_ Company \_\_\_\_ Independent Contractors
8. How many quit within six months? \_\_\_\_ Total (this should include the drivers that quit within thirty and ninety days)  
\_\_\_\_ Student \_\_\_\_ Company \_\_\_\_ Independent Contractors
9. Write a letter outlining how the “Certified Professional Recruiter” course benefited you and how you’ve implemented the techniques taught within the course.

**Twelve Month Exhibit**  
**Certified Professional Recruiter – “CPR”**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Driver Recruiting Experience: \_\_\_\_ Years \_\_\_\_ Months

**Provide the following information for the “Twelve Months” following your Certification Class**

1. How many calls / leads have you received in the last twelve months: \_\_\_\_\_
2. How many applications have you taken in the last twelve months: \_\_\_\_\_
3. How many Drivers have you recruited in the last twelve months: \_\_\_\_\_ Total  
\_\_\_\_\_ Student \_\_\_\_\_ Company \_\_\_\_\_ Independent Contractors
4. Average number of drivers recruited per week for last twelve months: \_\_\_\_\_  
Total  
\_\_\_\_\_ Student \_\_\_\_\_ Company \_\_\_\_\_ Independent Contractors
5. Average number of drivers on fleet for last twelve months:  
\_\_\_\_\_ Company \_\_\_\_\_ Independent Contractors
6. How many of the drivers you listed above quit within the first thirty days?  
\_\_\_\_\_ Student \_\_\_\_\_ Company \_\_\_\_\_ Independent Contractors \_\_\_\_\_ Total
7. How many quit within ninety days? \_\_\_\_\_ Total (this should include the drivers that quit in first thirty days)  
\_\_\_\_\_ Student \_\_\_\_\_ Company \_\_\_\_\_ Independent Contractors
8. How many quit within twelve months? \_\_\_\_\_ Total (this should include the drivers that quit within thirty and ninety days)  
\_\_\_\_\_ Student \_\_\_\_\_ Company \_\_\_\_\_ Independent Contractors
9. Provide a “Recommendation for Certification” letter from your immediate Supervisor and the President of the Company. (See Template below)

International Society of Recruiting and Retention Professionals  
Attn: Certification Board  
13693 Middle Grove Ln.  
Neosho, MO 64850

Dear Sirs,

I am writing this letter to recommend John Doe for immediate "Full" Certification as a Certified Professional Recruiter.

I am making this recommendation based on my review of John's exhibits and the improvements he has made as a result of the implementation of the information and techniques he learned through the Certified Recruiting Professional Course.

John's productivity has increased by twenty-five percent while the turnover of the drivers he's hired has improved by thirty-five percent.

Given the results outlined above I recommend John's certification without hesitation.

Sincerely,

Bill Smith, President  
ABC Trucking