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**THE HUMAN RESOURCE MANAGEMENT PROFESSIONALS
(REGISTRATION AND TRAINING) REGULATIONS**

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Human Resource Management Professionals Act

The Human Resource Management Professionals (Registration and Training) Regulations

Legal Notice 86 of 2015

Legislation as at 31 December 2022

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The Human Resource Management Professionals (Registration and Training) Regulations (Legal Notice 86 of 2015)

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HUMAN RESOURCE MANAGEMENT PROFESSIONALS ACT

THE HUMAN RESOURCE MANAGEMENT PROFESSIONALS (REGISTRATION AND TRAINING) REGULATIONS

LEGAL NOTICE 86 OF 2015

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Part I – PRELIMINARY

1. Citation

These Regulations may be cited as the Human Resource Management Professionals (Registration and Training) Regulations.

2. Interpretation

In these Regulations unless the context otherwise requires—

"continuous professional development" means a process or activity that provides added value to the capability of the professional through advancement in knowledge, skills and personal qualities necessary for the execution of professional and technical duties;

"credit point" means continuous professional development rating as determined by the Council;

"registered" means registered as a member of the Institute under section 4 of the Act;

"unit of continuing education" means a measurement assigned by the Council to all or part of a continuing education activity.

Part II – MEMBERSHIP AND REGISTRATION

3. Membership registration for Fellows

- (1) A person shall be invited for membership as a Fellow of for the Institute of Human Resource Management if he or she is a member of the Institute who has practiced human resource for a minimum of fifteen (15) years and has rendered outstanding service to the human resource profession.
- (2) Subject to these Regulations, all persons who had been invited to be Fellows by the Institute as at 31st December, 2013, shall retain their fellowship.

4. Criteria for registration of a Member

A person shall be registered as a Member of the Institute if he or she meets the following academic, professional and work experience requirements. He or she must be a holder of—

- (a) a Bachelor's degree or a Master's degree in 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 in human resource;

- (b) a Bachelor's degree or a Master's degree in human resource management or its equivalent from a recognized university with a minimum of five (5) years' work experience in human resource;
- (c) a Bachelor's degree or a Master's degree in any discipline or its equivalent from a recognized university and a certificate in one of the competencies in human resource management with a minimum of ten (10) years' work experience in human resource. (This criterion will only be applicable up to 31st December, 2015);
- (d) a Higher Diploma in human resource management or its equivalent from an accredited institution with a minimum of ten (10) years' work experience in human resource. (This criterion will only be applicable up to 31st December, 2015);
- (e) a Master's degree in human resource management or its equivalent from a recognized university with a minimum of five (5) years of teaching or research experience in human resource;
- (f) a PhD in human resource management from a recognized university with a minimum of three (3) years of teaching or research experience in human resource; or
- (g) a Bachelor's degree in any discipline and a CPS(K) with a minimum of five (5) years' work experience in the field of human resource.

5. Registration of Associate Members

A person shall be registered as an Associate Member of the Institute if he or she holds any of the following qualifications—

- (a) a Bachelor's degree or a Master's degree in human resource management or its equivalent from an accredited university;
- (b) a Higher Diploma in human resource management or its equivalent from an accredited institution;
- (c) a Diploma in human resource management or its equivalent from an accredited institution; or
- (d) a Diploma in any discipline and a certificate in human resource management or its equivalent from an accredited institution.

6. Applications for registration

- (1) Every human resource management professional shall apply for membership to the Registration Committee for registration as a Member or Associate Member, annually.
- (2) Every applicant shall obtain from the Institute, an application form for registration under subregulation (1), as set out in Form A in the Schedule to these Regulations.
- (3) For purposes of registration, an applicant shall—
 - (a) produce documentary evidence of academic, professional and relevant experience in the field of human resource management;
 - (b) pay the requisite annual membership fee as determined by the Council, from time to time.
- (4) Once an application is approved by the Registration Committee, the successful applicant shall be issued with a certificate of registration as set out in Form B in the Schedule to these Regulations.

Part III – ANNUAL PRACTISING CERTIFICATES

7. Eligibility for an annual practising certificate

Any person seeking to obtain or renew a practising certificate must be a fully paid up Fellow or Member of the Institute with a minimum Bachelor's degree and a Higher Diploma in human resource management or its equivalent from a recognized professional examining body, who either performs human resource

management duties and responsibilities in an organization or offers human resource consultancy services in a registered human resource firm.

8. Annual practising certificates

- (1) The annual practising certificate shall be as set out in Form C in the Schedule to these Regulations.
- (2) The Council shall, from time to time, review the fee for annual practising certificates.

Part IV – CONTINUING PROFESSIONAL DEVELOPMENT

9. Conduct of the education programmes of the Council

- (1) The Council shall conduct education programmes as may from time to time be deemed relevant and may accredit any programme conducted by any institution, body or other organization (in these Regulations referred to as "the sponsoring agency").
- (2) The Council shall assign a unit or units of continuing education for each programme to be used in awarding credit points to members participating thereof.
- (3) The Council shall review credit points under the continuous professional development scheme by giving notice to members.

10. Award of credit points and certificates

The Council or the sponsoring agency may award credit points to participants in the continuing education programme and shall issue certificates of participation to all participants who have successfully completed the programme.

11. Record of accredited programmes and participants

- (1) The Council shall keep a record of all accredited programmes showing their sponsoring agencies, the description of any such programmes and whether the sponsoring agency has filed a record of its participants.
- (2) The Council or the sponsoring agency shall keep a record of the participants in any programme, showing whether the participants successfully completed their programmes or not.
- (3) The sponsoring agency shall, upon the completion of any programme, file a return with the Council.

12. Requirements for continuing education programmes

Every continuing professional development or education programme shall emphasize ethical, practical and professional aspects of human resource management or strategic human resource planning relevant to the practice of human resource management and must be aimed at the improvement of the professional competence of the human resource management professionals.

13. Application for accreditation

- (1) Any sponsoring agency seeking accreditation shall make an application in that regard to the Council in the prescribed form.
- (2) The Council shall consider the application for accreditation and shall approve or reject the same, having regard to the following-
 - (a) whether the objective of the programme is that of the improvement of the professional competence of human resource management professionals;

- (b) whether the applicant has the infrastructure sufficient and conducive for disseminating the programmes;
- (c) whether the applicant has the expertise and resources necessary for achieving the goals of continuous professional development or education programme;
- (d) whether the programme is an educational programme;
- (e) whether the programme is an activity dealing with the subject matter that is directly relevant to the practice of human resource management;
- (f) whether the method of presentation sought to be utilised is appropriate for dissemination of the relevant skills and knowledge to the participants; and
- (g) any other matter that may appear relevant.

14. Prescribing fees

The Council may prescribe a fee to be paid by participants taking part in any continuing education programme, and, in the case of an accredited programme, the Council shall approve any such accreditation fees levied to a sponsoring agency.

15. Proof of compliance

Every application for an annual practising certificate shall be accompanied by proof that the applicant has secured ten credit points of continuing education upon attending and participating in the continuing education programmes during the preceding year as set out in Form D in the Schedule to these Regulations.

16. Delegation of functions

The Council may delegate any or all of its functions under these Regulations, to a Committee by itself.

SCHEDULE

FORMS

FORM A

(r. 6(2))

IHRM MEMBERSHIP REGISTRATION FORM APPLICATION FOR IHRM MEMBERSHIP

Note for applicants: *Applicants should complete all questions in block letters.*

I. PERSONAL DATA	
Surname (Prof Dr. Mr. Mrs. Ms.)	Other Names:
Preferred Postal Address;	Physical Office/Hse/Room No. Address:

Mobile number		Office Telephone No.		
Personal E-mail		Office Mail Address		
II. EDUCATION AND TRAINING				
<p>(Starting with your highest qualification, give full details of your education and training)</p> <p>ATTACH COPIES OF YOUR ACADEMIC AND HR PROFESSIONAL CERTIFICATES, CURRENT CV AND COPY OF ID/PP.</p>				
From	To	Institution (Name & Location)	Certificates/Degrees Earned	Main Field of Study

III. EMPLOYMENT HISTORY				
<p>(Starting with your most recent employment, give the following information about positions you have held during the past Years.)</p> <p>ATTACH RECOMMENDATION LETTER FROM CURRENT EMPLOYER</p>				
From	To	Name of Employer	Address of Employer	Position Held

IV—EVIDENCE OF HR COMPETENCES

Clearly indicate your contribution in the following core critical competences of the HR practice

1. Organizational Design and Development.
2. Employee Resourcing.

3. Learning and Development.
4. Performance and Reward Management.
5. Employee Relations/Industrial Relations.
6. Productivity Management.
7. Pension/Retirement Management.
8. Other Areas.

<p>V—REFEREES</p> <p>Please give the names and address of TWO persons, not relatives, to act as your referees for providing information about you. The referees must be able to support this application by actual knowledge of your responsibilities, ability and general character</p>		
<p>FIRST REFEREE: YOUR IMMEDIATE SUPERIOR</p>	<p>SECOND REFEREE: PROFESSIONAL REFEREE <i>(Preferably a member of the Institute)</i></p>	
<p>Name:</p>	<p>Name:</p>	
<p>Company:</p>	<p>Company:</p>	
<p>Position:</p>	<p>Position:</p>	
<p>Postal Address:</p>	<p>Postal Address:</p>	
<p>DECLARATION BY APPLICANT</p> <p>I declare that the statements made herein are correct to the best of my knowledge and belief and I agree to be bound by the Human Resource Management Professionals Act (Cap. 538), Code of Professional Conduct and Ethics, and the rules and regulations of institute of Human Resource Management, Kenya, as they currently exist and as they may hereafter be altered.</p>		
<p>_____</p> <p>SIGNATURE</p>	<p>_____</p> <p>DATE</p>	<p>_____</p> <p>ID/Passport (Attach Copy)</p>

For Official Use Only

Membership Enrolment Checklist

SN	Requirement	Yes	No	Remark
1	Academic certificate(s)			
2	CV			

SN	Requirement	Yes	No	Remark
3	Recommendation Letter			
4	Copies of Certificates			
5	Copy of National ID/PP			
6	Payment receipts (Membership)			

Approval by the Registration Committee

Approved/Note Approved

Remarks:

Sign: (Chair, Registration Committee)

Date:

FORM B

(r. 6(4))

CERTIFICATE OF REGISTRATION AS A MEMBER-OF IHRM PROFESSIONAL

We hereby certify that (NAME)is member of IHRM, having complied with the relevant provisions of Human Resource Management Professionals Act (Cap. 538) laws of Kenya.

Given thisday of 20

This certificate is valid until the day of 20

Chair, IHRM Council Date

Secretary, IHRM Council Date

Chair, Registration Committee Date

FORM C

(r. 8(1))

IHRM PRACTISING CERTIFICATE

This is to certify that of registration No having complied with the relevant provisions of the Human Resource Management Professionals Act (Cap. 538) Laws of Republic of Kenya, and regulations thereto is licensed to practice in Kenya as a Human Resource Professional.

Given under our hand and the common seal of the IHRM Registration Committee in Nairobi, this day of 20

This license is valid until the day of

Chair, IHRM Council Date

Secretary, IHRM Council Date

Chair, Registration Committee Date

FORM D

(r. 15)

CPD RECORD SHEET

Name.....

Reg. No

Contacts.....

CPD Year

<i>Activity date</i>	<i>Duration</i>	<i>CPD Activity</i>	<i>CPD Service provider</i>	<i>CPD points awarded</i>	<i>Reg. No. and Signature of relevant officer of CPD provider</i>
TOTAL CPD points for the Year					

Secretary, IHRM Council

Signature: Date: