

RECERTIFICATION

LOW-COST TIPS FOR EARNING CREDIT HOURS

LOW-COST WAYS TO EARN YOUR RECERTIFICATION CREDIT HOURS

Earning recertification credit hours does not have to be costly or take you far from your work or home. In fact, you may be already doing the activities through your daily work responsibilities and other professional tasks that could count for recertification credit!

EARNING RECERTIFICATION CREDIT HOURS

Sixty (60) recertification credit hours are required every three years to maintain your certification. The recertification requirements are in place to ensure that you increase your HR knowledge and expertise. Because the HR trends, practices and policies are constantly changing, achieving these requirements helps you stay current in the HR field.

Recertification credit hours can be earned in the following categories and must be HR-related:

Continuing Education	(no max)
Instruction	(20 hours max)
On-the-Job Experience	(20 hours max)
Research/Publishing	(20 hours max)
HR Leadership Roles	(10 hours max)
Professional Membership	(10 hours max)
OR you can take the exam again!	

EXAMPLES OF LOW-COST RECERTIFICATION ACTIVITIES

As long as you are able to relate the activity back to the subject areas covered on your certification, it can be counted for recertification credits.

TEN (10) RECERTIFICATION CREDIT HOURS CAN BE EARNED BY EACH OF THESE ACTIVITIES:

- Being a national member of SHRM or another national HR association (Professional Membership category)
- Mentoring an HR professional or HR student through a formal mentoring program (HR Leadership Roles category)
- Holding a volunteer HR position for a professional organization (HR Leadership Roles category)

TWENTY (20) RECERTIFICATION CREDIT HOURS CAN BE EARNED BY EACH OF THESE ACTIVITIES*:

- Creating an HR budget (On-the-Job category)
- Developing an employee handbook (On-the-Job category)
- Teaching a sexual harassment prevention workshop (Instruction category)
- Leading a performance management seminar (Instruction category)

*Only first-time activities are counted for recertification credits.

For more ideas, download the recertification handbook at www.hrci.org.

HELPFUL HINTS FOR RECERTIFICATION APPLICATION

When you are ready to apply for recertification, go to your Online Profile at www.hrci.org to submit your recertification activities.

- Be sure to provide as much detail about the activity as possible. All recertification activities must be HR-related. The title alone does not provide enough details for an activity to be accepted for recertification credit. Always provide a detailed description of the activity and explain how it relates to the subject areas covered on your exam.
- Earn a few extra recertification credit hours just to be safe.
- We do not review your recertification activities until your application and payment are submitted.
- Apply early. In the event that you are a few credits short, applying early will give you time to earn those needed hours.
- Keep your supporting documentation for six months *after your recertification due date* for random audits.

FINDING CONTINUING EDUCATION PROGRAMS FOR RECERTIFICATION CREDIT

The HR Certification Institute has pre-approved thousands of programs for recertification credit. Go to www.hrci.org to search for pre-approved programs and activities near you. But do note that programs that do not have the pre-approved seal may also count toward recertification credits if they relate back to HR subject areas on your exam.

OTHER HELPFUL RESOURCES

If you have questions about the HR subject areas for your certification, please refer to the recertification handbook at www.hrci.org. It contains the subject areas for all of the HR Certification Institute's certifications, as well as other useful recertification information.

NEW EXAM ELIGIBILITY REQUIREMENTS FOR 2011

NEW IN 2011

The eligibility requirements for the PHR, SPHR and GPHR exams are changing starting with the May/June 2011 exams. The last PHR, SPHR and GPHR exams to be administered under current eligibility requirements are in December 2010-January 2011. Go to www.hrci.org for details on the new exam requirements that take effect in May 2011.

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