

ORGANIZATION/COMPANY'S NAME

CERTIFICATE OF COMPLETION

IS HERE BY GRANTED TO:

FOR SUCCESSFULLY
COMPLETING _____
TITLE OF COURSE/PROGRAM

This program, [ORG-PROGRAM-XXXX](#), has been pre-approved for **XX** hours of _____ (insert type of credit) recertification credit hours through the HR Certification Institute. Please be sure to note the program ID number in your online recertification file. For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.

INSTRUCTOR'S SIGNATURE DATE

PROGRAM ID

