



## INTRODUCTION

In an effort to ensure that sessions at HR-related conferences are being awarded the correct type of recertification credit, HR Certification Institute has created a process and a set of templates to be used when submitting a pre-approval request for a conference that has numerous sessions with varying types of credit (e.g. strategic management or international). The HR Certification Institute hopes these new policies will make the pre-approval process easier for host organizations as well as provide a consistent, user-friendly form for attendees to use when submitting their recertification applications to HR Certification Institute.

The purpose of conference marketing materials is to provide attendees with information to help them decide which sessions best meet their needs. Certificants have told the HR Certification Institute that their first priority when planning attendance at a conference is to find those sessions with the specific type of credit needed to meet their SPHR and GPHR recertification requirements. Based on feedback from these certificants and from conference hosts, the HR Certification Institute has refined our pre-approval process and developed templates to make the process of proofing your conference materials easier and more consist. The design and layout of your marketing materials will remain the same; however, the Recertification Form will be placed in your materials to help attendees plan which sessions to attend for their individual recertification credit needs.

The HR Certification Institute understands that there are usually one or more volunteers involved with the program submission and marketing process for a conference. Often, the individual who was responsible for getting the HR Certification Institute credit information on the marketing piece was not involved with the program submission process. For instance, a program may get printed as being for strategic credit when it was in fact pre-approved for general credit. In the end, it is the attendee who suffers when the HR Certification Institute is not able to award strategic credit on the individual's recertification application.

These errors have an adverse affect on your program when an attendee is unable to recertify based on inaccurate information. Also, if these hours are incorrectly communicated, attendees ultimately may not attend sufficient sessions needed for their specific recertification requirements.



## **HR CERTIFICATION INSTITUTE CONFERENCE SUBMISSION PROCESS**

1. In order for the HR Certification Institute to review the sessions at a conference, the following two templates must be completed and uploaded when the program is submitted online.
  - a. Session Grid Template – once completed, upload this template as an attachment under the “speaker” section.
  - b. Recertification Credit Form Template– once completed, upload this template as an attachment under the “activity” section.
2. Keynote/General sessions must have any time allotted for announcements, awards, introductions, etc. subtracted from the actual presentation time. The presentation itself must be at least 1 hour in length and directly link to the HR Certification Institutes’s body of knowledge in order to be awarded recertification credit. It is helpful when submitting keynote/general session information to include the part of the body of knowledge to which the session is tied. Please refer to the particular body of knowledge below:
  - Strategic Management, <http://www.hrci.org/certification/bok/nbok/>
  - International Management, <http://www.hrci.org/certification/2007hb/apx-b/>
  - California state specific, <http://www.hrci.org/certification/bok/cabok1/>
3. If your conference has specific tracks (e.g., strategic, international) be sure to list them under the specified type of credit on the Recertification Form. For consistency purposes, it is important that if a track is titled “Strategic” that the sessions in it be pre-approved for strategic management credit.

4. While personal development sessions, such as time management, networking and career development, are not eligible for recertification credit they tend to be popular for attendees. Therefore, if personal development sessions are offered at your conference, the HR Certification Institute strongly suggests scheduling these sessions in one or two timeslots along with sessions that are eligible for recertification credit. If scheduled this way, the HR Certification Institute will capture the most recertification credit hours possible if an individual only wants to submit the activity by using a program ID versus entering each session as a separate activity.
5. At the time of the review of your program submission, if the HR Certification Institute determines that a session has been incorrectly designated with a particular type of credit, the Recertification Credit Form will be changed and an explanation of the revision will be sent to the contact person on file.
6. Once the HR Certification Institute and the contact person are in agreement regarding the accuracy of the information on the Recertification Credit Form, two copies of the form will be sent in an unalterable format (such as jpeg or pdf) to the contact person on file and uploaded into the program submission as the “official” document. One of the forms will NOT have the program ID and this form may be posted on your organization’s website. The other form will have the program ID and this should be included in your onsite brochure or other onsite material.
7. The “official” Recertification Credit Form will be the only document an organization is authorized to publish in its materials including onsite programs. The purpose of this template is to reduce the possibility of errors from the time the conference has been pre-approved to the time that an attendee reads it.
8. Once approved, the Recertification Credit Form without the program ID may be posted to your conference website so that individuals may see the type of recertification credit available at your conference.
9. Your organization may also use the following language in the onsite brochure once the conference has been pre-approved:

*HR Certification Institute Recertification Credit Available*

*This program has been awarded \_\_\_ hours of (type of credit) from the HR Certification Institute for the general conference. Please see page \_\_\_ for the Recertification Credit Form and information about any pre or post conference sessions.*

10. If there will be a pre- and/or post-conference program, these activities must be submitted separately with the completed Session Grid Template and either the complete Pre-conference or Post-conference Session Template included as attachments. These programs will have unique program IDs separate from the main conference.

11. The program ID should only be provided to those who have registered for and have attended the full conference.