



RECERTIFICATION

It's easier than you think

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HR Certification Institute

Note: There is no recertification credit awarded for attending this presentation.

What you will need to know . . .

- Reasons to Recertify
- Exam Content (Bodies of Knowledge)
- Calculating Recert Credit
- Specified Hours
- Online Recert File
- Resources

Reasons to Recertify

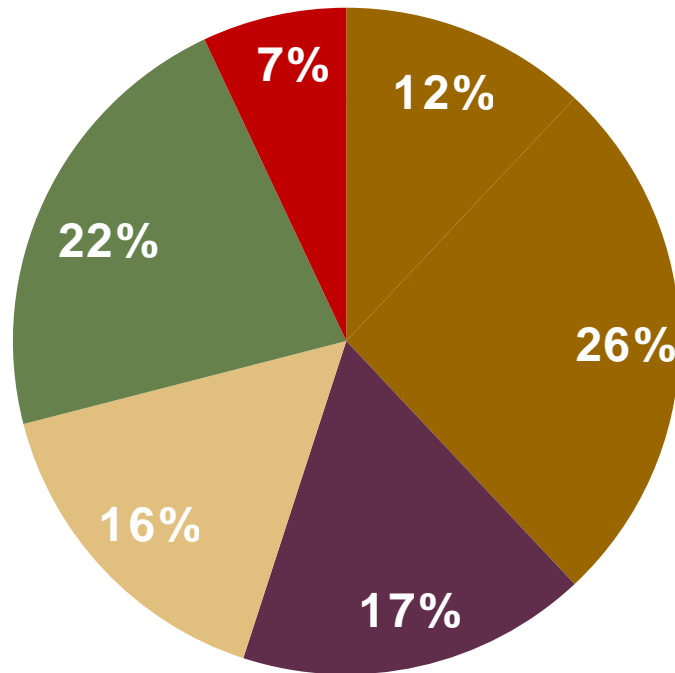
- Required every three years
- Getting your certification was not “easy”
- Recertification is what endows your certification with credibility. Validates your experience and shows that you are continually learning and advancing yourself.
- Demonstrates your commitment to the HR profession and continued mastery of the HR field
- PHR/SPHR/GPHR certifications are becoming a preference when making hiring decisions in many organizations

Planning Your Recertification

- Know your recertification end date
- Recertification begins as soon as you become certified
- Assess growth potential
- Determine areas where *you* want to focus efforts
- Refer to your score report
- Keep in mind specified hours
- Refer to the exam content (BOK) to answer, “*Will this add to my HR knowledge?*”

Body of Knowledge - PHR

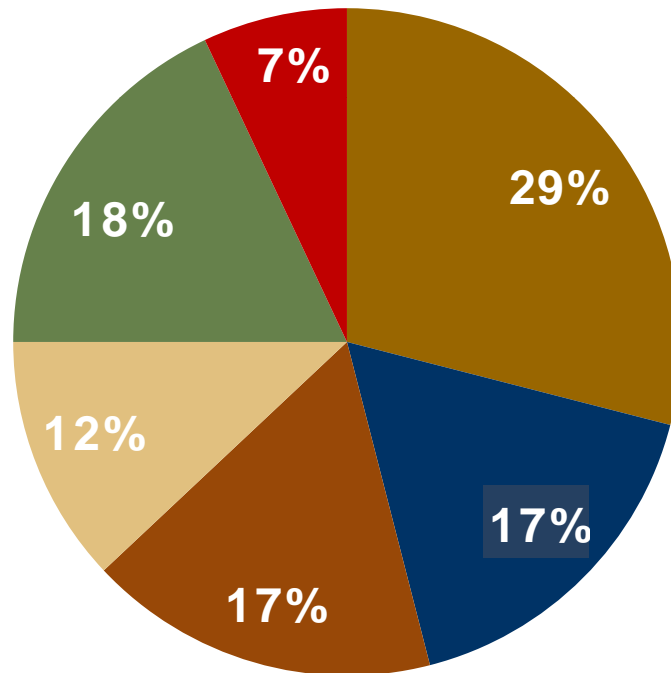
PHR Exam Tested Areas



- Strategic Business Management (12%)
- Workforce Planning & Employment (26%)
- Human Resource Development (17%)
- Total Rewards (16%)
- Employee & Labor Relations (22%)
- Risk Management (7%)

Body of Knowledge - SPHR

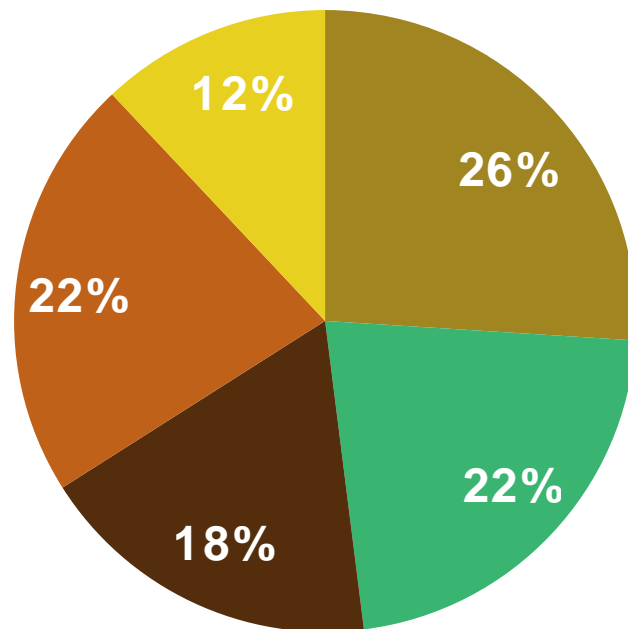
SPHR Exam Tested Areas



- Strategic Business Management (29%)
- Workforce Planning & Employment (17%)
- Human Resource Development (17%)
- Total Rewards (12%)
- Employee & Labor Relations (18%)
- Risk Management (7%)

Body of Knowledge - GPHR

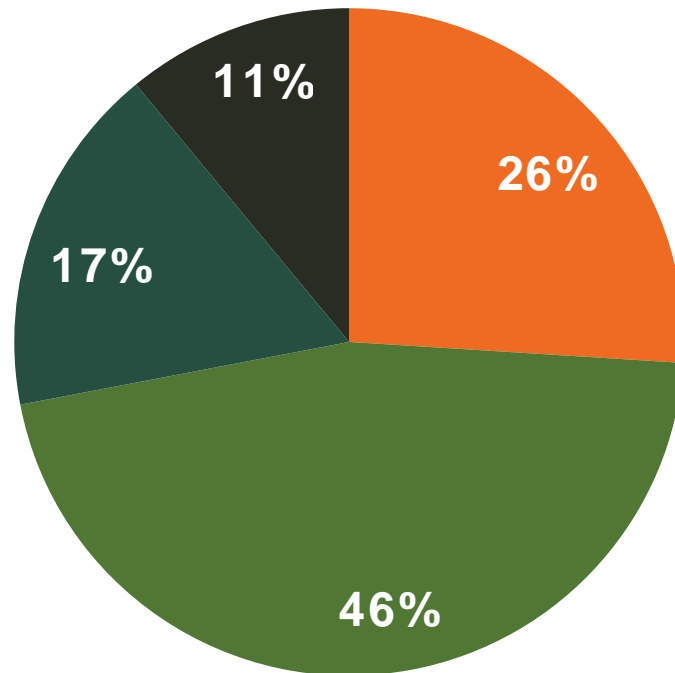
GPHR Exam Tested Areas



- Strategic HR Management (26%)
- Global Talent Acquisition & Mobility (22%)
- Global Compensation & Benefits (18%)
- Organizational Effectiveness & Talent Development (22%)
- Workforce Relations & Risk Management (12%)

Body of Knowledge - PHR-CA/SPHR-CA

California Exam Tested Areas



■ Compensation & Benefits
(26%)

■ Employee & Labor
Relations (46%)

■ Leaves of Absence &
Workers' Compensation
(17%)

■ Health, Safety & Security
(11%)

Calculating Recertification Credit

- Ensure topic is HR-related
- Round credit to the nearest quarter hour
- Determine full length of activity
- Subtract non-educational contact time

Calculating Continuing Education Credit

- 1 CEU = 10 recertification credit hours
- 1 CLE = 1 recertification credit hour
- 1 semester course at an accredited college or university = 15 recertification credit hours
- 1 quarter course at an accredited college or university = 12 recertification credit hours
- 1 audited college course = 10 recertification credit hours
- 1 full day seminar (typically) = 6 recertification credit hours

Recertification Options

- Sixty (60) recertification credit hours are required every three years. Credit may be earned in the following categories:

- Continuing Education (no max)
- Instruction (20 hours max)
- On-the-Job Experience (20 hours max)
- Research/Publishing (20 hours max)
- Leadership (10 hours max)
- Professional Membership (10 hour max)

- **OR** you may take the exam again (at current certification level –before your certification cycle ends).

Examples of How to Earn Credit

Continuing Education

- Conference concurrent sessions
- Seminars and workshops
- College and University HR courses
- Webcasts and e-learning

Instruction

- Presentation of an HR-related subject
- Instructor of an HR course or presenter at a conference session

On-the-Job Projects

- Research and design of a new benefit plan
- Research, design and implement a diversity program

Examples of How to Earn Credit

Research/Publishing

- Articles published in journal or periodical solely written by the certificant
- Co-authored or edited work

Leadership

- Use of ones HR expertise to further a volunteer organization's mission
- Chairing a committee or mentoring
- Board Position

Professional Membership

- Being a member of a national or international HR-related professional association

Specified Hours for SPHR, GPHR and PHR-CA/SPHR-CA

- Of required 60 hours:
 - 15 Strategic Business Management hours required for **SPHR**
 - 30 International hours required for **GPHR**
 - 15 California-specific hours required for **PHR-CA/ SPHR-CA**
- Strategic, international and California-specific hours can be designated in continuing education, instruction, on-the-job, and research/publishing

Definition of Strategic Business Management

- Tie to Strategic Business Management section of the Body of Knowledge
- In order to be a strategic activity it should fall OUTSIDE of traditional HR disciplines
- Requires HR professional to learn about or partner with other functional areas of the organization
 - *“Developing , contributing to and supporting the organization’s mission, vision, values, strategic goals and objectives; formulating policies; guiding and leading the change process; and evaluating HR’s contribution to organizational effectiveness.”*

Determining Strategic Credit

Questions to Help Determine Strategic Business Management Credit

- Did the activity help to advance the mission of your organization?
- Did the activity impact the organization's bottom line?
- Was the activity grass-roots or legislative in nature?
- Did the activity help influence a major organizational change?

Strategic Business Management Examples

- Trends in the workplace seminar
- Finance for non-financial managers seminar
- Leading a change management process following a major organization transition
- First-time participation in organizational strategic planning process

Definition of International HR

- Recertification credit can be earned for HR-related activities that are specific to Global/International practices
- Tie to international HR body of knowledge of the GPHR content outline
 - *Strategic HR Management*
 - *Global Talent Acquisition & Mobility*
 - *Global Compensation & Benefits*
 - *Organizational Effectiveness & Talent Development*
 - *Workforce Relations & Risk Management*

Definition of California-Specific Credit

- Recertification credit can be earned for HR-related activities that are specific to California practices
- Tie to the knowledge of California laws and practices
 - *Compensation & Benefits*
 - *Employee & Labor Relations*
 - *Leaves of Absence & Workers' Compensation*
 - *Health, Safety, and Security*

Multiple Designations

- 60 hours of continuing education every three years
- Synchronize certification cycle with the first certification obtained (with prorated credit-hour requirements to accomplish this)

Multiple Designation Cycle Sample	
1 st Designation Obtained	SPHR
Recertification Cycle (example)	06/30/07- 06/30/10
2 nd Designation Obtained	GPHR
Recertification Cycle (example)	06/30/08- 06/30/10
Credit-Hour Requirements	25 (General); 15 (Strategic); 20 (International)

- Recertification fee = \$100 for the first certification, \$25 for an additional certification unless additional certification was acquired during the last six month of original certification

Documenting Recertification Credit

- Online Profile
 - Update your contact information (as appropriate)
 - Report recertification activities as they occur
 - Keep documentation of activities you participate in
 - Apply for online recertification after 60 credit hours are acquired
- Paper Application
 - Download, print and mail or fax to HR Certification Institute

Documenting Recertification Credit

- Track your activities online
- Maintain required documentation
- Document your participation in credit-earning professional activities
- “My Online Profile”
- Enter recertification activities as you complete them
- Save the program ID number

Online Profile

The screenshot displays the HR Certification Institute website. At the top left is the logo with the text "HR CERTIFICATION INSTITUTE" and "COMMIT TO A HIGHER STANDARD". To the right of the logo is a navigation menu with links for "CMS Login", "About the HR Certification Institute", "Contact Us", "News", and "FAQs". Below the logo is a search bar with the text "Search" and a magnifying glass icon. A horizontal menu below the search bar contains links for "HR Certification", "Assessments & Preparation", "Recertification", "Partners", "Resources", and "Our Blog". The main content area features a large banner with the text "HR Certification Institute" and a photograph of a group of people. Below the banner is a section titled "In this Section" with a list of links: "About the HR Certification Institute", "Contact Us", and "News". To the right of this list is a message: "You have been successfully logged out. Click here to go to the HR Certification Institute's home page." Further right is a "Calendar" dropdown menu and a "Quick Links" dropdown menu. Below these is a featured image of a man with the text "Tell Us Where Your Letters Have Carried You" and "Tell us how being HR certified has helped your HR career." At the bottom of the page is a "Login" form with fields for "User ID#" and a password field (represented by dots), a "GO" button, and links for "Forgot login?", "Create login", and "Help?". The "Login" form is circled in orange. At the bottom left is a "Site Map" link with an upward arrow. At the bottom right is a link for "About the HR Certification Institute" and the copyright notice "© Human Resource Certification Institute".

Online Profile

- ▼ Main Menu
- ▶ Update Profile
- ▶ Change Password
- ▶ Logout

Home > HR Certification Institute CertOnline Services > Main Menu

Welcome to HR Certification Institute Online Services! Gayle G. Dahlman (220050400002)

Listed below is your current information on file with HRCI. Please verify that your address and contact information is correct. To **update** your profile, please click on the link under Action Items.

→ YOUR CURRENT PROFILE

Mailing Address 6542 Morning Meadow Drive Alexandria, VA 22315	Status: Certified SPHR Certification: Certified since 1/3/2005
Alternative Address HRCI 1800 Duke Street Alexandria, VA 22314	Current Recertification Cycle 1/1/2008 - 12/31/2010
Home Phone: 703-535-6238 Work Phone: 703-535-6238	Primary E-mail: gdahlman@hrci.org Alternate E-mail: gayled123@hotmail.com

→ ACTION ITEMS

- **Report or Add New Activity to Online Recertification Application**
- **Certification Verification to Potential Employers**
- **Employer Notification Request**
- **Chapter Notification Request**

Current Registration Window (1/11/2010- 4/16/2010)

- **Apply for an Exam/ Review Exam App/ Print ATT Letters**

The current registration window is for the Spring 2010 testing window. Please note that you should not register for this testing window unless you are prepared to take the exam as you cannot be transferred to another testing window. In addition, the \$75 application fee is non-refundable and you may lose up to 50% of your exam fees if you choose to cancel or have a personal/medical emergency. Please be familiar with the refund and cancellations policies located [here](#).

- **Exam Registration History**
- **Download Handbook**
- **Apply for Board of Directors**
- **Apply to be a Volunteer**

- **Update Profile and Contact Information**
- **Change Password**
- **Logout**

Online Profile

Site Map | Contact Us | Press Releases | Search

Volunteers | Verifications | Partners | Accessories

Gayle G. Dahlman
 (#220000400002)
Credit Hours Required: 60.00
Eligible Credit Hours Reported To Date: 66

Certification Status: **SPHR Certified**
 Recertification Period: **01/01/08-12/31/10**
[How to Calculate Credit Hours](#)
[Recertification: Earning Credit Hours](#)

Strategic Business Hours Required: 15.00
 Strategic Business Hours Reported To Date: 15.00

Continuing Education Reporting Summary for this Period

For specific information on how to calculate your recertification credit hours, please click on the button at the top of this screen. If your recertification questions are not answered in this pop-up text, please refer to the online version of the [HRCI Recertification Handbook](#).

Please Note: Once you have reached 60 recertification credit hours, you may apply for recertification online. Once HRCI has received your application and payment, please allow 4-6 weeks for your application to be reviewed. **Your activities will not be reviewed before payment is submitted.**

Category	Credit Hours				Action
	Submitted	Not Yet Reviewed	Maximum	Awarded	
1: Continuing Education (Courses, seminars, conferences, etc.)	61.50	61.50	60	0.00	Add/Review
2: Instruction (Teaching HR-related subject)	0.00	0.00	20	0.00	Add/Review
3: On-The-Job Experience (First-time work experience)	0.00	0.00	20	0.00	Add/Review
4: Research and Publishing (Primary research on HR-related topic)	0.00	0.00	20	0.00	Add/Review
5: Leadership (HR expertise outside workplace)	0.00	0.00	10	0.00	Add/Review
6: Professional Membership (National or international HR-related association)	6.00	6.00	10	0.00	Add/Review
Total:	67.50	67.50		0.00	
				Total Submitted:	67.50
				Total Awarded:	0.00
				* Eligible Based On Category Maximums:	66.00

[Apply for Recertification Online](#)

Click on the button to submit your payment online via credit card. Once HRCI has received your application and payment, please allow 4-6 weeks for your application to be reviewed. Your activities will not be reviewed before payment is submitted.

- [Review or Print Reported Activity](#)
- [Return to Main Menu](#)
- [Recertify by Mail](#)

Late Submission Policy

- 1-6 months after certification cycle end date: Additional fee of \$25.00*
- 6-12 months after certification cycle end date: Additional fee of \$50.00*
- 12 or more months after certification cycle end date certification lapses: candidate must retest, paying full exam fees.
- Credit hours must be obtained by certification cycle end date

How can We Help to Answer Recertification Questions?

- Recertification conference calls & presentations
- Archived recertification webcasts
- Virtual Recertification Chat/Virtual Strategic Business Management Chat
- Recertification Tip emails in your inbox/Quarterly Certified Mail
- Call or email recertification questions
- Go to our website at www.hrci.org
 - Recertification Handbook
 - Road to recertification presentation
 - Strategic Management Pointers
 - Low-Cost Tips for Earning Credit Hours Flier
 - Searchable Directory of Pre-Approved Activities (Events do NOT have to be pre-approved to be accepted for certification credit)
 - Certification Matters Blog (coming soon)
- Visit our Facebook page and LinkedIn groups to connect with other certified HR professionals and how they are recertifying



Frequently Asked Questions

- *Q. If I submit my application well before my recertification due date, will my recertification cycle change?*
- **A. No, you will retain your original cycle dates. You may not "roll over" credit earned prior to your next cycle.**

- *Q. I have been submitting recertification activities online for several months. Every time I go in to review, they are still pending. When will they be reviewed?*
- **A. Recertification applications are not reviewed until you have documented and submitted 60 recertification credit hours along with the payment.**

Frequently Asked Questions

- *Q. Do programs have to be pre-approved by the HR Certification Institute to earn recertification credit?*
- **A. We award recertification credit for all HR-related educational events, whether the program has been pre-approved. The benefit of pre-approved programs provides certificants a guarantee on the number of and specific recertification credit earned.**
- *Q. Is it correct that I do not need to submit any supporting documentation to the application, I just need to list the educational seminars I have attended?*
- **A. Yes. It is not necessary to submit supporting documentation. Please retain documentation for your records. The Institute randomly audits recertification applications, at which time documentation is required.**

Frequently Asked Questions

- *Q. My certification cycle expires on June 30, 2010. Can I submit my recertification application as late as June 29? I'm planning to attend the annual SHRM conference and expect to need the credits from that event to reach the 60 credit hours.*
- **A. You have until the end of your recertification cycle to submit your application. There is a 30-day grace period (to July 31, 2010) to submit your application. However, all activities must have been completed within your certification cycle.**
- *Q. What happens if the HR Certification Institute does not accept an activity for recertification credit?*
- **A. Should the reviewer have questions regarding your recertification application, we will allow you to provide clarification of your submission or submit other activities (that occurred within your certification cycle) for consideration.**



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