

SUPPORTING DOCUMENTATION FOR RECERTIFICATION AUDIT PROCESS

Please attach supporting documentation for **all** activities awarded credit on your recertification application form. Refer to the enclosed HR Certification Institute Recertification Audit Process Sheet for examples of acceptable forms of supporting documentation for each area on the application form.

In general, supporting documentation should:

- Prove that activities were within the HR field, added to your knowledge of HR, and were connected to the HR body of knowledge as defined by HR Certification Institute in the current handbook.
- Confirm participation in the continuing education, instruction, on-the-job experience, instruction, leadership or professional membership categories. In the case of the research/publishing category, supporting documentation should verify authorship in a scholarly publication.
- Validate dates and times of participation in the activities listed on the application.
- Document that those dates occurred within your recertification cycle.

Continuing Education

Supporting documentation for a continuing education activity such as a workshop, conference or seminar should verify the recertification candidate's attendance. This may include, but is not limited to, a certificate of successful completion or a receipt verifying attendance at the program. For a university or college course, this may include grade notification.

Instruction

Supporting documentation for instruction may include, but is not limited to, a course syllabus that includes class times and topics, an instructor's outline for a workshop or seminar, or a Power Point Presentation with the instructor's contact information.

On-the-Job Experience

If the on-the-job experience resulted in an actual work product (i.e., a new benefit plan handbook), then a sample of the work product may be submitted. HR Certification Institute reserves the right to discuss the nature of the candidate's involvement in the on-the-job experience, request additional information from a supervisor about the nature of the candidate's involvement, and/or request a written explanation from the candidate on how the activity added to his/her knowledge of the human resource management field.

Research/Publishing

Supporting documentation can be a copy of the published article.

Leadership

If the leadership activity was through the Society for Human Resource Management (SHRM), HR Certification Institute can verify the activity with SHRM. For other leadership positions, a letter from the organization supporting the recertification candidate's volunteer leadership position and activities or a certificate of appreciation can be used.

Professional Membership

If professional membership is from SHRM, HR Certification Institute can verify this information with SHRM. If the recertification candidate requested credit through membership in another national HR-related organization, a photocopy of the individual's membership card can be used for supporting documentation.

Contact Information for the HR Certification Institute

If you have any questions about this process or acceptable forms of supporting documentation, please feel free to contact us:

Via phone: (866) 898-4724

Via email: recertification-audit@hrci.org

Via Fax: (703) 535-6474