

HRCI Specified Credit Types

Each HRCI certification has specific recertification credit requirements. As an HRCI Recertification Provider or Conference-Only Provider, it is important to understand HRCI specified credit types and how they apply to each certification. The following are HRCI specified credit types:

HR CREDIT	CALIFORNIA CREDIT	BUSINESS CREDIT	GLOBAL CREDIT	ETHICS REQUIREMENT
-----------	-------------------	-----------------	---------------	--------------------

Credential and Recertification Requirements Table

Certification	Total Credits Needed*	HR Credit	California Credit	Business Credit	Global Credit	Ethics Requirement
	45	45	0	0	0	1
	45	45	0	0	0	1
	60	60	0	0	0	1
	60	60	0	0	0	1
	60	45	0	15	0	1
	60	45	0	15	0	1
	60	45	0	0	15	1
	60	45	15	0	0	1

*Total credit hours needed per three-year recertification cycle.

Please note: All certification holders must complete one ethics learning activity per recertification cycle. See the Ethics Requirement section for more information.

How to Use an Exam Content Outline

An [Exam Content Outline \(ECO\)](#) defines all areas a minimally qualified candidate should know for each certification. ECOs (Exam Content Outlines) are developed through a panel of HR-related subject matter experts and are maintained on a set schedule to ensure alignment with current practices.

To determine the credit type for your program, assess its content and compare it against the HR, Business, California, or Global credit criteria outlined below. If needed, HRCI will adjust the self-selected credit type during review to ensure accurate categorization.

Specified Credit Type Definitions

HR Credit

HR Credit is a requirement for all recertification applications for HRCI. This credit type can be best defined by any of the functional areas within the aPHR, aPHRi, PHR or PHRi ECOs. Areas of the SPHR, SPHRi, GPHR, and PHRca can also be eligible for HR Credit. For more information about recertification policies and procedures, please review [the HRCI Recertification Handbook](#).

View the links below to learn more about each certification's functional areas:

- [aPHR](#), [aPHRi](#), [PHR](#), [PHRi](#)

HR Credit examples include:

- Executing any portion of the employee lifecycle
 - Recruitment activities like setting up interviews, creating interview questions or extending an offer of employment
 - Coordinating employee training
 - Facilitating the performance review process
 - Off boarding an employee from an organization
- Managing a Human Resource Information System (HRIS)
- Handling day-to-day operations of an HR department

California Credit

California Credit is only required for PHRca credential holders and is best defined by having a specific focus on the State of California. Based on this exam's Exam Content Outline (ECO), all sections refer to ensuring that all policies, procedures, and processes are compliant with California laws and regulations.

To learn more about the PHRca's functional areas, [click here](#).

California Credit examples include:

- Ensuring employee handbooks (policies & procedures) comply with current California laws and regulations
- Executing any portion of the employee lifecycle in compliance with California laws and regulations
 - Following required postings, notices, and trainings necessary for employees
 - Management of employee terminations (consistent with severance, periods of leave)
- Advising on employee leave eligibility (either at the employee or leadership level)

Business Credit

Business Credit is only required for SPHR and SPHRi recertification. This credit type is best defined as leading the HR function by developing HR strategy, contributing to organizational strategy, influencing people management practices and monitoring risk.

Business Credit is often specific to advanced HR leaders. This includes cross-functional collaboration, strategic initiative development, and providing in-depth analysis and recommendations on existing organizational structures. More specifically, responsibilities that are found in the Leadership and Strategy functional area of the SPHR ECO and in the Business Leadership functional area of the SPHRi ECO. The types of activities that qualify for business credits are those that fall outside of traditional HR functions. They are in line with the "Responsibilities & Knowledge" requirements of "Functional Area 01" of the SPHR / or the SPHRi designations.

View the links below to learn more:

- [SPHR](#), [SPHRi](#)

Business Credit examples include:

- Evaluating new or existing federal or state laws and their impact on the organization
- Establishing an organization's vision, mission, or value statements (or revising statements to match changes inside the organization)
- Creating HR-specific budgets or other business-related plans
- Evaluating external or internal SWOT (Strengths, Weaknesses, Opportunities, and Threats) or PEST-related analyses and providing recommendations to leadership
- Collaborating between departments to identify gaps in the workforce or organizational policies

Global Credit

Global Credit is only required for GPHR recertification. This credit type is best defined as working directly on global initiatives for an organization. For example, this encompasses situations where the impact extends beyond a single location, such as when an organization has employees in multiple countries, necessitating consideration of cross-border impacts.

View the link below for more information:

- [GPHR](#)

Global Credit examples include:

- Evaluating and recommending offshoring, outsourcing, or shared services and implementation in the global workforce
- Establishing methods to global talent acquisition
- Implementing or maintaining global HR-related systems
- Establishing and facilitating expatriate and foreign nationals within an organization
- Evaluating and promoting DE&I (Diversity, Equity, and Inclusion) policies and practices to a global workforce

Ethics Requirement

An ethics course is required for all HRCI recertification applications.

Ethics course examples include:

- Reporting or responses required around conflicts of interest (either at the employee or organization-level)
- Ensuring the organization is following general business ethics
 - Regular payment of taxes
 - Compliance with employment and labor laws
- Discretion practices when it comes to confidential or proprietary information

Please note: *There is not an Ethics credit type to be used during a program or conference submission.*