

Policies and Procedures

1. Whether you are renewing your Approved Provider (AP) status or applying for the first time, you must complete the Approved Provider application.
2. The application fee for becoming an Approved Provider is \$450 and for those who choose to only submit a conference, it is \$250 per conference. Approved Providers receive one free conference as part of their application and can purchase additional conferences for \$250 each.
3. To apply for Approved Provider status, all sample documents and answers must be in English. If you are submitting a non-English program, please provide an English translation for the essential informational requirements for such program (content used can still be in non-English).
4. Programs can only be used in the current calendar year. If your programs run into the next year while in your 12month cycle as an AP, you must re-enter (copy) all programs into your organization's account.
5. You must designate a dedicated administrator (paid or volunteer) as the organization's contact when you apply for the AP program. That is the only individual HRCI will interact with concerning your AP matters. It is critical to update HRCI if the contact changes.
6. If an AP shares its programs with other organization(s), it is the responsibility of each recipient organization to submit the activity again for approval.
7. All new Approved Providers will be under HRCI "on monitor" status for the first 12 months, or in case the primary contact is changed. While in this status, you must submit programs for review at least four weeks in advance before advertising them as pre-approved. HRCI spends extra time reviewing your new programs and counseling you so that your programs may better align with the required HRCI Exam Content Outlines. After the initial 12 months, you will no longer need to submit programs for pre-approval, but HRCI reserves the right to conduct random audits to ensure programs continue to meet HRCI Approved Provider requirements.
8. You must enter all programs into the organization's account prior to the date the activity begins.
9. When submitting a conference or multi-day event, request only general HR credits. HRCI will contact you upon review if your program is eligible for specialized credits related to the exam content outline (Business, Global, or California).
10. Credit types are always awarded based on their alignment with the corresponding HRCI Exam Content Outline(s). For PHRca/California and GPHR/Global, the program must adhere to any of the Functional areas of the corresponding [HRCI Exam Content Outline](#). For Business credits, any activity submitted must tie directly to the "Responsibilities & Knowledge" requirements of "Functional Area 01" of the SPHR/SPHRi [HRCI Exam Content Outline](#).
11. To renew your Approved Provider status, submit a renewal application before your cycle's end date, pay the appropriate fee, and provide all the required/updated documentation, as indicated in the renewal application.
12. You can opt for early renewal as HRCI automatically begins sending your designated contact reminder e-mails starting 90, 60, and 30 days prior to your expiration date.
13. You can also provide HRCI with a list of your attendees by uploading their respective e-mails. If HRCI-certified, the earned credits will be mapped to the certificant's account which are used towards earning their recertification credits.

AP Seal Usage and Marketing

1. If you choose to advertise an activity prior to HRCI's review and pre-approval, you must limit the language on your marketing materials to the following: "This program has been submitted to the HR Certification Institute for review."
2. Once pre-approved, you will receive instructions on how to retrieve and use the HRCI Seal. You must always use the following disclaimer with the Approved Provider seal: **"HR Certification Institute's® (www.HRCI.org) official seal confirms that {Your Company Name} meets the criteria for pre-approved recertification credit(s) for any of HRCI's eight credentials, including SPHR® and PHR®."** The HRCI seal cannot be altered and can only be used in conjunction with the specific program that was reviewed and pre-approved.
3. The pre-approval **Activity ID** cannot be shared before the event occurs and can only be shared once a participant completes the program/session.
4. The seal must always be displayed with the disclaimer language on all marketing and promotional materials. Remember to also display the number of credit hours and the type of credit being awarded. For example, **"This program has been approved for 1 (HR (General)) recertification credit**

hour toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through the HR Certification Institute.”

In cases where an Approved Provider’s status is inactive, or a program’s approval is revoked, the organization must remove the seal and disclaimer language from all its program marketing materials.

Content Eligibility

1. To be eligible for pre-approval, a program must be HR related and open to the public. If you require an exception, please contact us at AP@HRCI.org
2. The program must contribute to an attendee’s HR knowledge. We do not pre-approve programs for personal development topics (e.g. Time or Stress Management, conducting effective meetings, etc.).
3. The program submitted must always include HR -themed learning objectives and the speaker’s biography.
4. When a program is longer than three hours, it must include a detailed agenda that shows what is being covered for each hour of the day, including non-educational time.
5. Any program submitted must be at least one hour, with a minimum 45-minute presentation and a 15-minute Q&A session that is directly related to the topic of discussion.
6. HRCI awards credits in increments of .25 credits for the quarter hour. Example: 1 hour and 15 minutes = 1.25 recertification credits.
7. While not a preferred educational setting, HRCI will approve an HR-themed program that occurs during a meal provided it is for at least one hour.
8. If the program is in a game-show or theater style format, and is HR-related, HRCI will award pre-approval provided there is an active learning environment that ties into HR themed topics. This type of program cannot be longer than one hour.

Special Circumstances

1. A webcast submission must include your organization’s process for recording and monitoring attendee participation.

2. If using an archived webcast, you must be an active AP; the program must be used within two years of the original live presentation date; and your organization must provide documented proof of participation to the attendee.
3. For an e-learning program, a related quiz must be a part of the program submitted; otherwise it will be returned as incomplete.
4. Any university classroom or online course submission must include a syllabus, frequency and duration of each class, minus breaks.
5. If the course is self-paced, documentation must be provided outlining how credits are awarded.
6. Round Table discussions/Panel presentations must be at least one-hour including at least 45 minutes of educational content, with 15-minutes of audience interaction (Q&A).
7. A book seminar is a virtual or in-person event that is considered passive learning. To be approved, it must be conducted by a qualified facilitator leading a minimum of one hour of instruction/facilitation/group discussion of an HR-themed book.

Pre-approval Restrictions & Non-compliance

1. HRCI reviews programs for pre-approval on a case-by-case basis. Approval is contingent on the content:
 - If a program focuses on a specific type of HR software or end user, it needs to be HR-relevant and applicable to the HR- needs of an organization.
 - Exam preparation courses cannot be pre-approved. HRCI does not approve or endorse any exam preparation program or offering.
2. HRCI reserves the right to withhold or revoke the Approved Provider status or put an organization back on “on monitor” status if it violates any HRCI policies or procedures. Some violations could result in an organization being prohibited from re-applying for at least one year.

HR Certification Institute’s (www.HRCI.org) official seal confirms that {Your Company} meets the criteria for pre-approved recertification credit(s) for any of HRCI’s eight credentials, including SPHR® and PHR®.

Revised 7 November 2019



We Want To Hear From You

info@hrci.org
+1-866-898-4724 (US)
+1-571-551-6700

www.hrci.org

