



# HRCI Emeritus Status Application Form

A process to help maintain the credentials of an actively certified individual who no longer is/will be practicing in the HR profession. HRCI's Emeritus status allows currently certified HR professionals whose status is "Member Active" to continue to use their designation(s) after they retire from the HR profession without having to recertify again in the future.

**CAUTION-** Please consider the Emeritus Status carefully before you apply and request this change. Once you are awarded the Emeritus Status and later decide to re-enter the HR profession, you will forfeit the Emeritus status and must re-apply and re-take the corresponding qualifying HRCI exam-type to regain the designation(s) you previously had.

Do not complete this application if you are planning to continue doing part-time HR work, perhaps as a consultant or as a lecturer. Doing such is not considered retirement and you cannot be eligible for the Emeritus Status.

## REQUIREMENTS FOR THE EMERITUS STATUS

To be considered, please complete and submit all the required information indicated below to [certdirector@hrci.org](mailto:certdirector@hrci.org).

If you are an aPHR®, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™, and/or SPHRi™-certified HR professional who is still certified; in good standing; and are active in your current 3-years recertification cycle ("Member-Active"), you may request Emeritus Status consideration. Please proceed and complete the next steps.

I attest that I am applying for Emeritus Status as I meet all the following requirements:

- ☐ I have held my current HRCI credential concurrently for at least 3 recertification cycles (at least 9 years);
- ☐ I am retiring from the HR profession;
- ☐ I am also retiring from all HR-related work that includes: consulting; private and public-sector work; and/or lecturing part-time at a college or university; and
- ☐ I am HRCI-certified in following credential(s): (Check boxes in the table, as applicable.)
- ☐ I will attach a signed letter from my employer to indicate my retirement decision.

### Credentials (Mark as appropriate)

- |                                 |                                |                                 |                                 |
|---------------------------------|--------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> aPHR®  | <input type="checkbox"/> PHR®  | <input type="checkbox"/> SPHR®  | <input type="checkbox"/> PHRca® |
| <input type="checkbox"/> aPHRi™ | <input type="checkbox"/> PHRi™ | <input type="checkbox"/> SPHRi™ | <input type="checkbox"/> GPHR®  |

### HRCI

1725 Duke Street  
Suite 400  
Alexandria, VA 22314  
Telephone: 1-571-551-6700



**Continued**

I currently am employed at:  (Name of Organization OR self-employed.)

I intend to retire effective  (DATE).

My contact information is as follows:

**Full Name:**

**Address**

**City**

**State**

**Country**

**Email:**

**Phone Number:**

**\*\*\*\* DO NOT SEND CASH \*\*\*\***

- To complete this application, you must pay/authorize the one-time processing fee of 150 USD which will also include sending you an Emeritus designation certificate to the address of record using tracked delivery.
- Payment can be made via Visa, MasterCard or American Express credit cards or with a check payable to "HR Certification Institute"; money order, certified/cashier's check; or organizational check.
- Send this completed form in an e-mail to: [certdirector@hrci.org](mailto:certdirector@hrci.org)
- For payment by Visa, MasterCard or American Express, provide the following required information:

Charge my: ☐ VISA ☐ MasterCard ☐ American Express

**Credit Card Number**

**Expiration Date**

**Security Code**

**Cardholder Name:**

**Cardholder Signature**

**Address**

**City**

**State**

**Country**

**HRCI**

1725 Duke Street  
Suite 400  
Alexandria, VA 22314  
Telephone: 1-571-551-6700