



HRCI Emeritus Status Application

Emeritus status allows currently certified HR professionals who are retiring from the HR profession to retain their designation(s) without the requirement to recertify. To qualify, a candidate's certification status must be 'Member Active' at the time of application.

Please consider Emeritus status carefully before applying. Once awarded, if you later choose to re-enter the HR profession, your Emeritus status will be forfeited and you will be required to reapply and retake the corresponding HRCI qualifying exam to regain your designation(s).

Do not submit this application if you plan to continue performing part-time HR work, such as consulting or lecturing. Part-time HR work of any kind does not constitute retirement and will disqualify you from Emeritus status.

REQUIREMENTS FOR THE EMERITUS STATUS

To be considered, please complete and submit all the required information indicated below to certdirector@hrci.org.

Please change to: "If you hold an active aPHR®, aPHRi®, PHR®, PHRca®, SPHR®, GPHR®, PHRi®, or SPHRi® certification in good standing and are currently within your three-year recertification cycle (Member Active), you may apply for Emeritus status. Please proceed to complete the following 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 all that apply.)

I will attach a signed letter from my employer to indicate my retirement decision.

Credentials (Mark as appropriate)

aPHR®

PHR®

SPHR®

PHRca®

aPHRi®

PHRi®

SPHRi®

GPHR®



Continued

I currently am employed at: _____ (Organization name or self-employed)

I intend to retire on: _____ (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 may be made by Visa, MasterCard, or American Express, or by check, money order, cashier's check, or organizational check payable to 'HR Certification Institute.'
- Email this completed form to: 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** _____