How to Submit a Recertification Provider Application

The HRCI® Recertification Program allows organizations to submit unlimited HR-related continuing education activities, training, and programs during 1-, 2-, or 3-year cycles. To become a Recertification Provider, you will create a provider account and complete an application.

1. Go to www.hrci.org, and click on Have an Account? Login Here.

2. Select the Sign Up Tab and choose I want to be a Recertification Provider. Please use a unique email address and password. Passwords must include at least 12 characters and should contain lower- and upper-case letters, numbers, and special characters.
3. Complete your **organization’s information** to register. All information with a red line indicator or asterisk is required. If you select **Affiliated with a Chapter**, you will be able to complete this section but must wait for confirmation of your Affiliate status before you can proceed.

4. To start a Recertification Provider application, select **My RP Applications**.
5. After that, select **Start Application.**
6. Please verify your organization’s information on the Account page and continue. Use the Back and Continue buttons at the bottom of the page to navigate through the application. Please note: To save your application for completion at a later time, you must click Continue to advance to next screen.

7. Complete all questions in the Recertification Provider application, including background information and Resources-examples of programs with uploaded supporting documentation. Once the required information is complete, the progress tab will turn green. If not, the tab will be red, and an error message will appear.
**Application: RP-Application**

1. **Account**
2. **Organization Background Information**
3. **Resources**
4. **Fees and Products**
5. **Attestation**

### Conference Provider

**How many years has your organization conducted HR-related education/training?**

- [ ] [ ]

**Are your educational Programs approved by other institutions?**

- [ ] Yes
- [ ] No

**If Yes, enter the name of those institutions:**

- [ ] Disability Accessible
- [ ] Held in learning-friendly facilities/medium/technology

**Events are conducted via (Select one):**

- [ ]

**Application: RP-Application**

1. **Account**
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**Recertification Provider Planning and Instructional Resources:**

In the fields below, describe the process your organization uses to identify and screen presenters/instructors to determine that they:

- [ ] are competent in the subject matter to be taught
- [ ] understand the learning event's purpose and learning outcomes, and
- [ ] have knowledge and skills in instructional methods and learning processes.

**What are the requirements to be an instructor for your programs? (Select all that apply)?**

- [ ] Specific Education Level. Please note what Education Level you require
- [ ] HRCI Certification
- [ ] Topic Specific Expertise (practitioner or academic)
- [ ] Practitioner
- [ ] Thought Leader/Academic
- [ ] Other

**If 'Other', please explain:**

**How you determine Topics for Continuing Education Programs?**

**What is the process in place to evaluate/receive feedback on instructors?**

**If 'Other', please explain:**
At least 1 (one) Education Sample is required.
Please answer the questions below and upload the documents requested. Your marketing materials should demonstrate clear information on the target audience (and potential registrants) and any prerequisites. If you previously uploaded an identical course evaluation form, you may use it in this form by clicking the "Choose from Library" link.

**Education Sample 1 (Required)**

Enter the name of the program you are submitting as an example :

Upload marketing materials used for this program :

Enter the learning objectives for this program :

How do you measure the success of the program? :

Please upload the evaluation used to collect feedback from this program :

**Education Sample 2 (Optional)**

Enter the name of the program you are submitting as an example :

Upload marketing materials used for this program :

Enter the learning objectives for this program :

How do you measure the success of the program? :

Please upload the evaluation used to collect feedback from this program :

**Education Sample 3 (Optional)**

Enter the name of the program you are submitting as an example :

Upload marketing materials used for this program :

Enter the learning objectives for this program :

How do you measure the success of the program? :

Please upload the evaluation used to collect feedback from this program :
8. After completing all sections of the application, proceed to checkout and select one of the following options for your Recertification Provider Program:

9. Please review the HRCI Recertification Provider Agreement, check the attestation checkbox, and then proceed by selecting the Continue to Checkout button. Please note the button will not become active until you scroll down and read the full statement and have attested to the agreement.
10. Complete your payment information and select **Proceed to Checkout**. If needed, you can print an invoice by selecting **Print Invoice** at the payment page.
11. After you submit your application with payment, HRCI will review it in the order it was received, with a turnaround time of up to seven (7) business days. You will be sent a status email once the review is finalized. Your invoice can be found and downloaded in your account under the My Paid Invoices tab. Following completion of the review process, you will receive an email notification, and you will be able to download the RP certificate from your account.