

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.

Sign Up

Log In

Sign Up

Be an RP - Recertifi...

By signing up, you agree to our terms of service and privacy policy.

SIGN UP >

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.

Provider Registration

Provide Organization info

Organization Name *

Address 1 *

Address 3

State/Province

Postal Code

Website

Address 2

Country *

City *

Primary Phone *

Provide Contact info

First Name *

Address 1 *

Address 3

State/Province

Postal Code

Last Name *

Address 2

Country *

City *

Primary Phone *

Are you an Affiliate Chapter?

Yes, I am Affiliated with a Chapter

No, I am not Affiliated with any Chapter

4. To start a Recertification Provider application, select **My RP Applications**.



5. After that, select **Start Application**.

Active Applications Historical Applications

Complete this application to become a recertification educational provider for HRCI. The Recertification Provider program is for organizations that offer multiple HR-related continuing education activities per year. To identify which cycle account is best for your organization visit the [Recertification Provider section of the HRCI website](#).

START APPLICATION ←

The HR Certification Institute (HRCI) has created the Recertification Provider (RP) program to work with organizations that offer HR-related training and education in accordance with [HRCI Exam Content Outlines](#) and HRCI standards. These organizations become trusted providers that play a critical role in helping certified professionals earn recertification credits to maintain their HRCI credentials. Thanks to the RP program, certified professionals have access to a wide range of relevant and up-to-date recertification activities that help them stay current in their HR field.

Before Processing, please consult the HR Certification Institute’s Recertification Provider Policies and Procedures.

Available Resources HRCI Exam Content Outlines RP Policies & Procedures

DOWNLOAD **VIEW**

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.

Application: RP-Application Conference Provider

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

Organization * RP test

Website* |

Primary Phone * 5712356385

Address 1 * 1725 Duke St

Address 2

Address 3

City * Alexandria

State or Province * VA

Postal Code * 22314

Country * UNITED STATES

BACK SAVE AND EXIT CONTINUE

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

Conference Provider

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

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:

Your organization ensures that all learning events are (Select all that apply): *

- Disability Accessible
 Held in learning-friendly facilities/mediums/technology

Events are conducted via (Select one): *

BACK

SAVE AND EXIT

CONTINUE

Application: RP-Application

Conference Provider

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

Recertification Provider Planning and Instructional Resources:

In the field 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 used 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 *:

Choose from library or or

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 *:

Choose from library or or

Education Sample 2 (Optional)

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

Upload marketing materials used for this program :

Choose from library or or

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 :

Choose from library or or

Education Sample 3 (Optional)

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

Upload marketing materials used for this program :

Choose from library or or

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 :

Choose from library or or

8. After completing all sections of the application, proceed to checkout and select one of the following options for your Recertification Provider Program:

Application: RP-Application Conference Provider

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

Fees

Please select one Fee option to Continue.

- Recertification Provider Program - Three Years**
\$1,425.00 
- Recertification Provider Program - Two Years
\$1,000.00
- Recertification Provider Program - One Year
\$525.00

For detail information about pricing structure, see our Recertification Providers page.

BACK SAVE AND EXIT CONTINUE

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.

Application: RP-Application Conference Provider

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

HRCI Recertification Provider Agreement
PLEASE READ THIS HRCI RECERTIFICATION PROVIDER AGREEMENT CAREFULLY.

This is a legal agreement between the organization you represent (the HRCI Recertification Provider or "RP") and the HR Certification Institute, Inc. ("HRCI", also referred to in the Agreement as "we", "us", and "our"). This Agreement describes the term and conditions that apply to organizations seeking to become an RP and maintain their status as an RP. This Agreement also applies to Conference Providers, a category of RP that is limited to one conference, as more fully described below and in the HRCI Recertification Provider Program Policies and Procedures. The terms of this Agreement are so important that we cannot allow your organization to participate in the HRCI Recertification Provider Program ("RP Program") as an RP unless you accept them on behalf of your organization, by clicking "I AGREE" at the end of the Agreement. By clicking "I AGREE" and accepting these terms on behalf of your organization, you are representing and warranting to HRCI that your organization has authorized you to sign legally binding agreements on behalf of the organization, and that you will serve as the primary contact of your organization for the HRCI Recertification Provider Program.

Throughout the rest of the Agreement, the terms "you", "your", and "RP" means the company, organization, or training program entering into this Agreement and participating in the RP Program.

1. Effective Date of Agreement and Incorporated Terms and Conditions

At the time you submit a new or renewal application to HRCI in order to participate in the RP Program, the terms and conditions of this Agreement shall apply in full force and effect, until terminated pursuant to the terms set forth below. The following additional terms and conditions apply to the RP Program, all of which are incorporated by reference into and made part of this Agreement: **HRCI Recertification Provider Program Policies and Procedures, HRCI Recertification Policies and Procedures Handbook, HRCI Privacy Policy, and HRCI Website Terms of Use** (the "Additional Terms"). When you accept the terms of this Agreement, you are representing and warranting to HRCI that you have read, understand, and accept all of the Additional Terms incorporated herein. While all of the Additional Terms are important and have legal effect and you are responsible for compliance with all of them, you should ensure that all of your staff who develop and administer your RP programs have a deep understanding of the policies and procedures set forth in the HRCI Recertification Provider Program Policies and Procedures and HRCI Recertification Policies and Procedures Handbook, all of which are critical to establishing and maintaining compliant RP programs that will be approved by HRCI. To the extent of any conflict between this Agreement and any of the Additional Terms, the terms shall take precedence in the following order: this Agreement, the HRCI Recertification Provider Program Policies and Procedures, HRCI Recertification Policies and Procedures Handbook the HRCI Privacy Policy and the HRCI Terms of Service. HRCI reserves the right to modify the Additional Terms at any time, in its sole discretion, and any such modified Additional Terms will take effect immediately upon written notice to you via email or by posting on the HRCI website.

2. Fees

In order to participate in the RP Program, you must pay the applicable fee before HRCI will consider your new or renewal application for participation in the RP Program. HRCI will notify you of the applicable fee at the time you submit your application. Different fees apply based on the RP category for which you are applying and the duration of RP status, which ranges from one to three years for all RPs other than Conference Providers. If you are applying as a Conference Provider, each fee is limited to one conference and additional fees must be paid for each additional conference. You understand that we may increase the fee for the RP Program at any time, and your renewal will be subject to the increased fees established in our sole discretion. If you do not pay the RP Program fee following renewal, we will terminate your participation in the RP Program. You understand and agree that all fees paid to HRCI are non-refundable, regardless of your actual use of the RP Program, except in limited instances as set forth in detail the HRCI Recertification Provider Program Policies and Procedures.

BY CLICKING THE "I AGREE" BUTTON BELOW, APPLYING FOR OR PARTICIPATING IN THE RP PROGRAM, YOUR ORGANIZATION AGREES TO BE BOUND BY THE TERMS OF THIS AGREEMENT AND ALL INCORPORATED ADDITIONAL TERMS, POLICIES AND WRITTEN INSTRUCTIONS OF HRCI.

I AGREE 

BACK SAVE AND EXIT CONTINUE TO CHECKOUT

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.

Cart

Cart Billing Shipping Payment

My Shopping Cart

Item Description	Qty	Price	+ / -
Recertification Provider Program - Three Years	1	\$1,425.00	

Add Promo or Voucher 

TOTAL
\$1,425.00

Estimated Subtotal **\$1,425.00**

Shipping and other charges will be calculated at checkout

Proceed to Checkout 

Checkout



Billing Information

HRCI Test
1725 Duke St
Alexandria, VA 22314
USA

rptes112@hrci.org

8668984724

Shipping Address

Not Applicable. No physical materials need to be shipped.

Payment Information

Payment Type*

Select a Payment Type

Please select a payment type to proceed.

TOTAL

\$1,425.00

Items

Recertification Provider Program - Three Years
Qty: 1 Price: \$1,425.00

Subtotal **\$1,425.00**

[^ Hide Cart Details](#)

[Edit Cart](#)

- [Submit Order](#)
- [Print Invoice](#)



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.

