

RECERTIFICATION CREDIT CARRY-OVER ALLOWANCE

FREQUENTLY ASKED QUESTIONS

Updated: January 12, 2021

Q: What is HRCI®'s recertification surplus credits carry-over policy?

A: Effective 1 January 2021, HRCI® offers certificants the option to carry-over surplus recertification credits. To qualify, **actively-certified** individuals must submit more than the normally required **45** credits for aPHR®/aPHRi™ **OR** the **60** credits for PHR®/PHRi™/SPHR®/SPHRi™/GPHR®/PHRca®.

Q: Will the HRCI® recertification surplus credits carry-over policy be applied retroactively to previous cycles?

A: No. If you already recertified before 1 January 2021, HRCI® cannot retroactively offer this carry-over allowance. It is only available as an option from 1 January 2021 and onward. **The surplus activities must be earned during the last 12 months of a certificant's active three-year recertification cycle.**

Q: How does HRCI® define surplus credits?

A: Surplus credits are any additional qualifying activities submitted that are more than, or in addition to, your respective 45/60 credits recertification requirements. **Having surplus credits is optional.** If you simply want to recertify by meeting the standard 45/60 recertification credits requirements, you do not have to participate or submit any additional activities.

Q: What are the requirements to qualify for carry-over additional/surplus credits?

A: To participate, submitted activities/credits must meet the following overall requirements:

Situation	Allowed	Not Allowed
Certification Status	Active , within 3-year recertification cycle	Suspended , 12-months before expiring
Carry-over Limit	Maximum 15 credits	Unqualified/incomplete credits
Activity/Credit Status	HRCI pre-approved or self-reported credits: <ul style="list-style-type: none"> • General HR • Specified (Business, Global or California) credits • A combination of the credit types listed above 	Any activities/credits: <ul style="list-style-type: none"> • being audited/waiting for additional information • that do not meet/qualify for the requested credit type, etc. • HR Association membership
Carry-over Credit Status	Surplus credits are auto-calculated and conditionally carried over as general HR Credits	Surplus credits above the maximum 15 will not be carried/re-used in future three-year recertification cycle
Date Range	Surplus credits must have been actively earned within the last 12-months of your three-year recertification cycle. For example: Certificant's three-year recert cycle begins in 2020 and ends on 31 July 2023. The qualified and allowed carry-over credits must be earned between 1 July 2022 to 31 July 2023	Surplus credits earned during the first two-years of a three-year recertification cycle or while in Suspended Status . For example: Certificant's three-year recert cycle started in May 2019 and ends on 31 May 2022, credits earned between 1 June 2019 and 31 May 2021 do not qualify and cannot be allowed as carry-over credits
Conditionally Approved Credit -Type	Regardless of which surplus credit types are conditionally carried over, HRCI automatically considers these as General HR credits	No exceptions, carried-over surplus activities will automatically become General HR credits

Q: Do I have to submit additional/surplus credits to maintain my HRCI® certification(s)?

A: No! The carry-over of surplus credits is an optional process. Typically, certificants submit more credits than needed to recertify. HRCI® is simply allowing those surplus credits to be counted toward the next three-year recertification cycle.

Q: What if I do not have any surplus/enough activities to meet the 15 credits carry-over requirement?

A: Surplus credits are optional. If you decide to participate, beginning 1 January 2021 and beyond, you can add one to 15 additional qualifying activities. If you simply want to recertify by meeting the standard 45/60 recertification credits requirements, you do not have to participate or submit any additional activities.

Q: How can I find the auto-calculated surplus credits that HRCI® will carry-over into my next three-year recertification cycle?

A: The conditionally carry-over (0-15) credits will appear as a message above the “submit recertification application” button.

Q: Will my auto-calculated surplus carry-over credits automatically appear in my next three-year recertification cycle?

A: When you first logon to begin your future recertification application, you will have to add one new activity first. This will trigger the progression meter to display the previously allowed general HR carry-over (0-15) credits to appear. You can then continue to add other activities until you reach the required recertification credits.

Q: What happens to my carry-over credits if I am randomly audited by HRCI®?

A: Any surplus carry-over credits already approved/allowed in a previous recertification cycle will not be impacted in a future recertification-cycle random audit.

Q: Does the surplus recertification credits carry-over option impact the one ethics credit requirement?

A: No. The ethics credit requirement is to ensure certificants remain aware of crucial ethical practices and behaviors in the workplace. There is **not** a specific “Ethics Credit” designation to select from when entering such activity. Simply include one ethics-themed activity in your recertification plan and check the required “ethics affirmation box” to submit your recertification application.



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