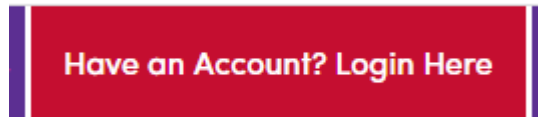




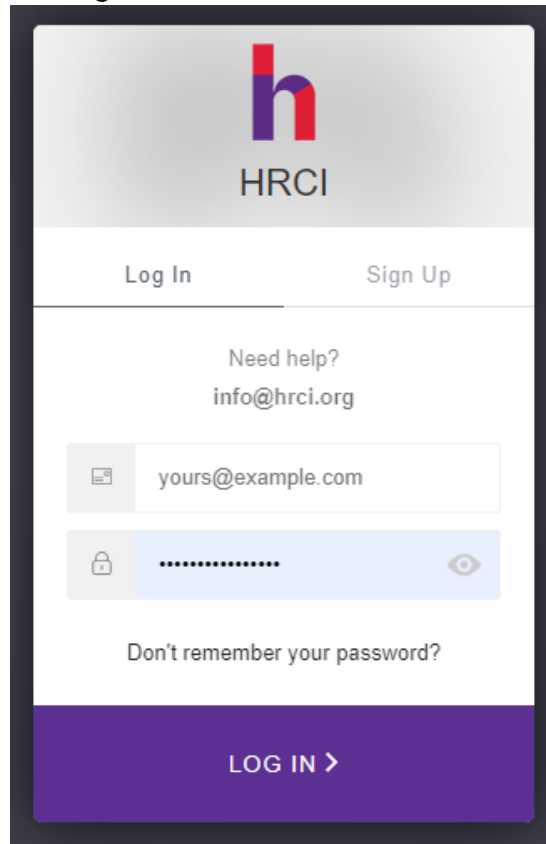
Instructions on How to Submit Association Membership and Webinar Credits on an HRCI Recertification Application

For Entering Membership Recertification Information:

1. Go to www.hrci.org.
2. On the top navigation, click on "Have an Account? Login Here."
 - a. The button looks like this:

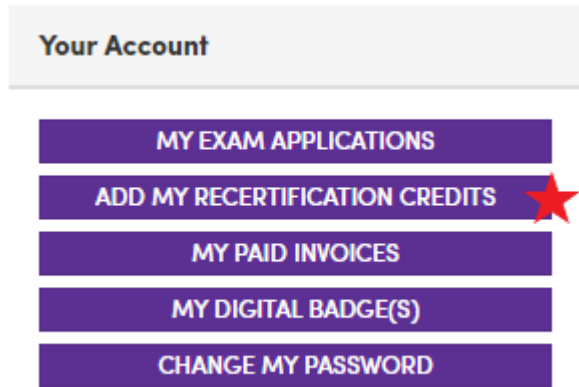


3. Next, you will login with your HRCI username and password.
 - a. The login screen looks like this:

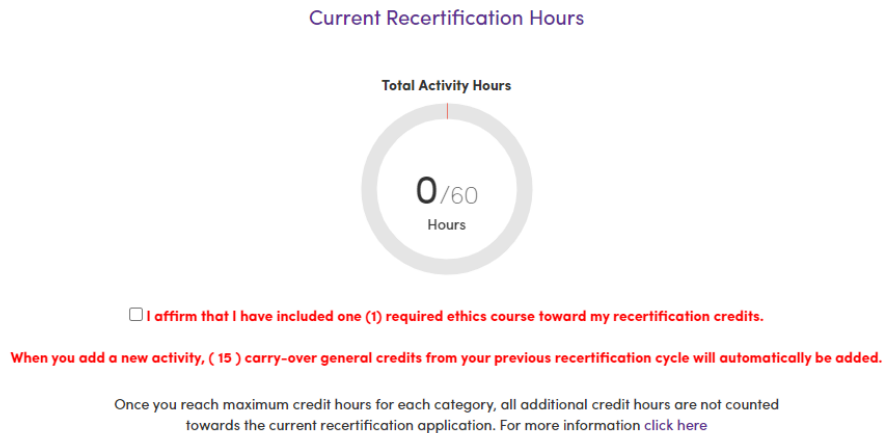




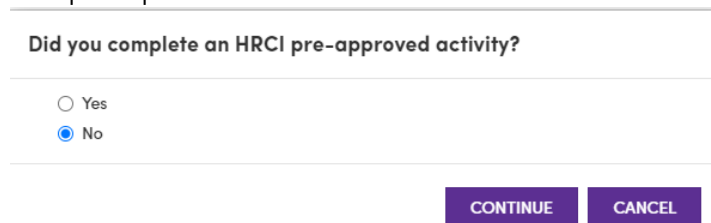
4. After you have logged in, you will land on your individual HRCI account page. To begin entering recertification credits, you will click on "Add My Recertification Credits."
 - a. The button looks like this:



5. Scroll down to the "Current Recertification Hours" section. Click on "Add Activities."
 - a. The button looks like this:

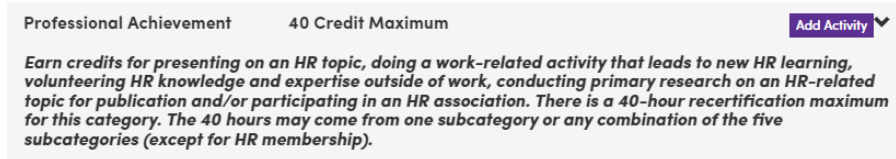


6. A prompt will come up that asks "Did you complete an HRCI pre-approved activity?" Select "No," and then click to continue.
 - a. The prompt looks like this:

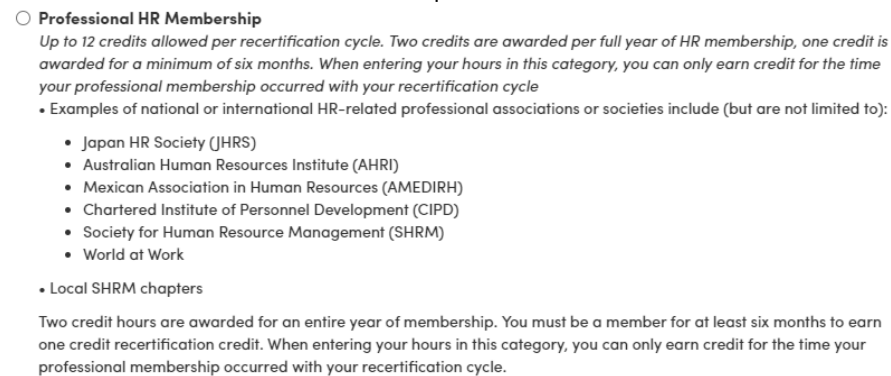




7. A prompt will come up to determine where you will enter your membership credit. In the middle brick, called "Professional Achievement," click to "Add Activity."
 - a. The prompt will look like this (view of the middle brick):



8. After you click to "Add Activity," the screen will expand. Click the radio button beside "Professional HR Membership."
 - a. The Professional HR Membership selection will look like this:



- b. Please note that the bottom sentence indicates that being a professional membership for an entire year is only eligible for 2 credit hours. Because of the arrangement with your Association, you are eligible for 3 credit hours per year.
9. After you click the "Professional HR Membership," radio button, scroll to the bottom of that page and click "Continue."
 - a. The button looks like this:





10. The “Add a new Activity,” prompt will open. Enter in all of the information (but leave the URL field as blank.”

a. The prompt looks like this:

Add a new Activity

Activity Type * Professional HR Membership

Provider Name

Activity Name *

URL

Date activity began *

MM/DD/YYYY

Date activity ended *

MM/DD/YYYY

Activity Description *

Credit Type *

Requested Activity Hours *

Additional Documentation

Attestation Confirmation * I certify that I attended, hosted, or presented at the activity described above.

- b. Please note that at this step, you will enter in the dates that your organization has been a member of this association.* In addition, you can also upload the “Association Membership Verification Form,” at this step (for documentation purposes), or you can leave it blank. This document would potentially be required in the event you are selected for a random audit.
- c. Under the “Credit Type,” you will select, “HR.”
- d. Under the “Requested Activity Hours,” you will enter 3.
- e. Click the box on the “Attestation Confirmation,” to indicate this is an accurate and true entry.
- f. When you are finished, click on, “Add Activity.”
- i. *Please note that the dates your organization has been a member must match with your own recertification cycle dates!



For Entering Webinar Recertification Information:

1. Start back at Step 5, above. Click on "Add Activities."
 - a. The button looks like this:

Current Recertification Hours

Total Activity Hours

0/60
Hours

I affirm that I have included one (1) required ethics course toward my recertification credits.

When you add a new activity, (15) carry-over general credits from your previous recertification cycle will automatically be added.

Once you reach maximum credit hours for each category, all additional credit hours are not counted towards the current recertification application. For more information [click here](#)

ADD ACTIVITIES

2. A prompt will come up that asks "Did you complete an HRCI pre-approved activity?" Select "Yes."
 - a. Next, you will be asked to enter the Activity ID. Please refer to the information given to you by your membership association.
 - i. They will provide you with an activity after you have successfully attended and completed the requirements for the webinar.
 - b. The prompt looks like this:

Did you complete an HRCI pre-approved activity?

Yes
 No

Activity ID:

CONTINUE **CANCEL**



3. When you enter in the pre-approved activity ID, the following prompt will auto populate with the information below:
 - a. Activity type, provider name, activity name, activity description, credit type, and requested activity hours.
 - i. The information already added below is only for demonstration purposes!
 - b. You will need to enter the date of the event - so a single day event, just enter the same date in the activity began and ended fields.

Add a new Activity

Activity Type *	<input type="text" value="E-Learning"/>
Provider Name	<input type="text"/>
Activity Name *	<input type="text" value="FOUNDATIONS OF DIVERSITY, EQUITY AND INCLUSION TRAINING (DEI) 2023"/>
URL	<input type="text"/>
Date activity began *	<input type="text" value="MM/DD/YYYY"/>
Date activity ended *	<input type="text" value="MM/DD/YYYY"/>
Activity Description *	<input type="text" value="What is diversity, equity and inclusion (DEI)? What are the benefits of DEI to your company? In today's workplace, employers are realizing the need to diversify their workforces, provide an inclusive atmosphere, and implement strategies to address inequities across the organization. More and more companies agree that an increased focus on DEI ultimately will create workplaces that embrace everyone regardless of race, gender, sexual"/>
Credit Type *	<input type="text" value="HR (General)"/>
Requested Activity Hours *	<input type="text" value="1"/>
Additional Documentation	<input type="button" value="UPLOAD"/>
Attestation Confirmation *	<input type="checkbox"/> I certify that I attended, hosted, or presented at the activity described above.

- c. You have the option to upload documentation here, so if you have a copy of the email from your association about completing the event, you can upload it here (not required, but may be asked for in the event of a random recertification audit).
- d. Click the box on the "Attestation Confirmation," to indicate this is an accurate and true entry.
- e. When you are finished, click on, "Add Activity."