How to Submit a Conference

Please click on Log in button
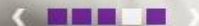
HR Certification Institute

Log In | Sign Up

If you are an **Approved Provider** or **Conference Provider**, Click **Here**

First time logging in since February 19th? You will need to reset your password below.

Need help? Click **Here**

yours@example.com

your password

Don't remember your password?

LOG IN >

Please click on Organization Login

Login

Enter your User ID and Password below to log in.

User ID   600661

Password   ••••••••••••

[Login]   ☐ Remember me

Forgot your password?

Enter your User ID and Password.
Your USER ID is a 4 or 6 digit number.

Under Provider's Tab "Click on Add Activity".

Welcome The HR Certification Institute!   My Account [+]   Logout

HR CERTIFICATION INSTITUTE™

My Application   Provider   Support   FAQ

Activities

Activities

- Click here to see a list of all of your activities.
- Use the filters to refine your search results.
- Click the **Add Activity** button to submit a new activity.
- Click the **My Application** tab to submit or view an Approved Provider application.

Activity ID: [____]   Activity Date Range: [____] to [____]

Activity Name: [____]

Activity Type: [All ▼]   Status: [All Activities ▼]

Submission Date Range: [____] to [____]

Filter   Clear

Add Activity

Click on "Add Activity" Button to start activity submission process.

Add Activity

Name*: Labor Law Conference

Enter the Title of the activity.

Provider*: The HR Certification Institute [Provider: 600661]

Activity Type

Conference
Select this option if you are submitting a single or multi-day HR conference with multiple sessions.

Select

Click on "Select" button.

E-Learning
Select this option if you are submitting an E-Learning program (has a presentation followed by a graded quiz).

Select

Cancel

Cancel will take you back to the previous page.

Please note: Once the activity type is selected ; it cannot be changed

Labor Law Conference : Submit Activity ✕

You are about to submit this program as a conference. Once submitted, the conference submission fee of $150 USD will be NON-REFUNDABLE. Please review all information before submission to ensure that the activity meets HRCI definition of a conference. HRCI defines a conference as an event that consists of multiple concurrent sessions held periodically for a set time period. Approved Providers and SHRM Affiliates should disregard this message.

Complete the fields below and click Next at the bottom of the window. Once approved, your activity will appear in the Pre-Approved Activity Search.

Recertification Credit Hours are based on the amount of time a person is able to attend HR-related activities during the conference. For example:

1. If you have 3 sessions, all occurring from 8:00am-9:00am – we would only award 1 credit hour for that entire time – since an attendee could only attend
2. If you have 3 sessions running at the same time – but 2 are from 8 1 is from 8:00am-8:45am – we go by the lesser amount and would for that entire time.
3. If any of the session blocks are not eligible for credit (meaning it wa no credit is given for that block of time. Using our example above, i sessions is not eligible for credit then no credit would be awarded for

If you wish to grant Recertification Credit Hours for activities during a block that is concurrent with ineligible activities, you may submit each activity as a Session activity.

Activity Id: 248410

Activity Type: Conference

Activity Title*: Labor Law Conference

Activity ID is the number for your event. For an example : Activity ID 2446271

Enter the title of your activity

Activity Type is a Conference. This field can't be edited.

Please note: Once the program is approved, the title can be updated by the HR Certificate Institute. Please send an email to AP@hrci.org.

If this event is the exact duplicate of the previously approved program, then please enter the previously approved activity number here.

Previously Approved ID:

Start Date*:

End Date*:

The Start date of event. The event can be only submitted for the future dates.

The end date of the event

Please note : Your description of the conference will appear in the "Directory of Pre-approved" activities for the HR Professionals Seeking HRCI credits.

Description*:

Provide the names of all the Presenters that will speak at the event.

Presenter Name*:

Presenter Biography*:

Presenter Biography Upload: Upload

Please either type or upload the Presenter's Biography.

Please click on this link to download session Grid.

Upload the session grid here.

We highly recommend you to fill out the "Session Grid Template" for a conference. Please provide all the requested information asked in the "Session Grid Template". Please note that if you don't provide complete information at the time of submitting your program it will cause delay in the approval process.

Please click on the link to download Recertification Credit Form

Upload the Recertification Credit form here.

Recertification Form Template: Click here to download

Recertification Form for Conferences: Upload

HR CERTIFICATION INSTITUTE™

Conference Name
RECERTIFICATION CREDIT FORM
Conference Location   Conference Date

If an attendee is seeking specified credit hours they *will not* be submitting a program ID number. Each set of specified credits will need to be listed as a separate recertification activity. The balance of the conference should be entered as:

(Conference name) HR Sessions

Note: A PHR may attend any of the sessions for HR credit as long as it has been pre-approved for credit.

Sessions pre-approved for Business credit   **Total _____**
☐ Session Title   -Date   -Time   -number of recertification hours
☐ Session Title   -Date   -Time   -number of recertification hours

Sessions pre-approved for Global credit   **Total _____**
☐ Session Title   -Date   -Time   -number of recertification hours
☐ Session Title   -Date   -Time   -number of recertification hours

Sessions pre-approved for Business and Global credit   **Total _____**
☐ Session Title   -Date   -Time   -number of recertification hours
☐ Session Title   -Date   -Time   -number of recertification hours

Sessions pre-approved for California specific credit   **Total _____**
☐ Session Title   -Date   -Time   -number of recertification hours
☐ Session Title   -Date   -Time   -number of recertification hours

If you are seeking *HR credit hours only*, please enter the **program ID # _____** with the conference dates for a pre-approval total of _____ **HR recertification hours**.

There may be the potential to earn more credits than associated with the program ID depending on the session(s) attended. If you attended a pre-approved session listed below, submit it as a separate recertification activity.

Sessions pre-approved but NOT included in program ID #

Please fill out the recertification credit form if you are seeking specific credit hours for your conference for an example: Business, Global, CA.

Upload the Presentation (Optional)

PowerPoint Slides: [Upload]

Enter the cities where you will be hosting the event.

ⓘ **States where the activity is offered (multi-select):**
- Alabama
- Alaska
- Alberta
- American Samoa
- Arizona

ⓘ **Locations where the activity is offered (please enter at least one; separate multiples with commas)*:**

Enter all the locations of your event. You can also send an email to HRCI to add more locations after you program is approved.

Website (include "http:// or https://")*:

Enter the URL of your website where you would offer the registration for your event. Please note: this link will be on the directory of Pre-approved activities.

We offer 4 credit types of credits: HR credit, Business, Global, and California credit. When we review programs, our administrators look at the body of knowledge and compare what the session's learning objectives state and how they relate to each of the six domains listed in our body of knowledge. For Business credits, we primarily focus on domain one of the SPHR exam content outlines.

Calculate the total number of educational credit hours for the conference .

Requested Credit Hours*:

Credit Type:
Business
California
Global
HR (General)

Click on this button if you want to save the information you have entered or click on "Next" to submit the program.

Save for Later Cancel **Next**

Select the Credit Type of the event. Please note that the conferences should be submitted for one credit type. HRCI will review your session grid to award specified credits: Such as Business ,Global, CA

FMLA: Affirmation Statement ✕

I understand fully and will abide by the following specific policies and procedures:

1. Programs must be submitted at least 4 weeks prior to the date that the pre-approval is needed.
2. The purpose of the pre-approved program is to be able to use one of the seals on marketing collateral in advance of the program date.
3. A program must be open to the general public in order to be pre-approved as it is included in our directory of pre-approved events.
4. Program approval is good through the current calendar year.
5. The HR Certification Institute reserves the right to change the type of credit awarded to a program before or after it has been pre-approved. All changes will be communicated to the contact on file.
6. The HR Certification Institute reserves the right to deny a program after it has been pre-approved if there is a violation of any of the policies and/or procedures.
7. Click here to read Policies and Procedures.

Click here to read about Online Activity Requirements.

In addition, I affirm that I have read ALL of the policies and procedures applicable to the program that I submitted and will abide by them.

I attest to the statement above*: Yes ▾

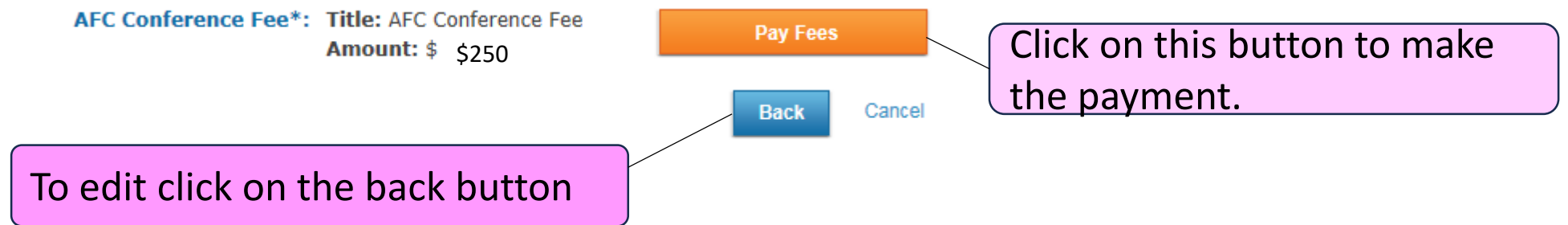Please select "yes" to complete attestation and to submit your program and click on next to make payment

Back   Cancel   **Next**

Click on back to make changes to your program.

Conference Provider pay $250 for each submission.
Approved Providers and SHRM Affiliates receive one free conference and additional conferences are $250 each.

AFC Conference Fee*: **Title:** AFC Conference Fee
Amount: $ $250

Pay Fees

Back   Cancel

Click on this button to make the payment.

To edit click on the back button

Please allow up to 4 weeks to review your program. The programs are reviewed in the order we receive them. An email notification is sent to the email address listed on the account upon approval or when the additional information is required for review.