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

 Don't remember your password?

 your password

LOG IN >
Enter your User ID and Password. Your USER ID is a 4 or 6 digit number.
Click on “Add Activity” Button to start activity submission process.

Under Provider’s Tab “Click on Add Activity”.
Click on “Select” button.

Enter the Title of the activity.

Cancel will take you back to the previous page.

Please note: Once the activity type is selected; it cannot be changed.
Activity ID is the number for your event. For an example: Activity ID 2446271

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

Enter the title of your activity

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

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 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.

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

Please either type or upload the Presenter’s Biography.
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.

**Session Grid Template**

<table>
<thead>
<tr>
<th>Date (MM/DD/YYYY)</th>
<th>Session start (hr:min)</th>
<th>Session end (hr:min)</th>
<th>Type of Session</th>
<th>Title of Session</th>
<th>Learning Objectives (capacity of at least 3)</th>
<th>Has the program been approved by HSET?</th>
<th>Presenter's Designated Number?</th>
<th>Speaker Name (provide one paragraph bio summary)</th>
<th>Notes from Reviewer</th>
<th>Hours Calculated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(to achieve a minimum time of content 2:00-3:00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please click on this link to download session Grid.

Upload the session grid here.
Please fill out the recertification credit form if you are seeking specific credit hours for your conference for an example: Business, Global, CA.
Enter the cities where you will be hosting the event.

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

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.

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.

Click on this button if you want to save the information you have entered or click on “Next” to submit the program.
Please select “yes” to complete attestation and to submit your program and click on next to make payment.

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.

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.