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**Conference Name**

**RECERTIFICATION CREDIT FORM**

**HR Celebrates**

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 #**

🞎 Session Title -Date -Time -number of recertification hours

🞎 Session Title -Date -Time -number of recertification hours

**Sessions NOT pre-approved for credit**

🞎 Session Title -Date -Time

🞎 Session Title -Date -Time

**How to Submit a Conference for Specified Recertification Credit:**

For 1st Activity Submission:

* Select **Professional Development: Continuing Education**
* Click on **Add Activity**
* For **Activity type,** select Conference
* Enter **Activity name** (title of event)
* Enter **Start and End date**
* Under **Description of Program** enter Conference Title- Business Sessions (you can put the activity id number in this field)
* For **Host Organization** enter organization name
* For **Specified Credit Hours** - select “Business” and enter number of credit hours.
* Hit Submit!

For 2nd Activity Submission:

* Select **Professional Development: Continuing Education**
* Click on **Add Activity**
* For **Activity type**, select Conference
* Enter **Activity name** (title of event
* Enter **Start and End date**
* Under **Description of Program** enter Conference Title- HR Sessions (you can put the activity id number in this field)
* For **Host Organization** enter organization name
* For **Specified Credit Hours** - select “HR” and enter number of credit hours.
* Hit Submit!

\* If there are any questions, refer to the recertification policies and procedures located at [www.hrci.org](http://www.hrci.org).