How to Submit an AP Application
How to Create an AP Account and Application

The Approved Program allows organizations to submit unlimited HR-related continuing education activities, training and programs during a 12-month period. To become an Approved Provider, you need to create a provider account and complete an application.


2. Select “Get Started” under the Approved Provider box. Please note: If you are an existing provider, please click on the “Login” button. If you already have an individual HRCI account that you would like linked to your provider account, use the same email and password to login and click on “Create Provider Account” button on your individual profile page. If choose to not use your individual HRCI account, you may create a new login account and begin the AP application process following the steps below.
3. Sign Up using a unique email address and password. Passwords must include at least 8 characters and should contain lower-case and upper-case letters and numbers. *Please note: If you attempt to use an email address that already has an account with HRCI you will cannot complete this step.*
4. Complete your organization’s information to register. All information with a red line indicator or asterisk is required. If you select Affiliated with a Chapter, you will be able to complete this section but must wait for confirmation of your Affiliate status before you can proceed.

5. To start an Approved Provider application, click “Select” on your newly created Conference Provider account.
6. Once you are on your Provider account page, click on “Submit AP Application” to start your Approved Provider Application.

7. After reviewing the available resources, especially the AP Policies & Procedures, click on “Start Application.” To navigate back to your account profile page, you can use the back button or click on the account name in the left-hand corner.
8. Complete all questions in the Approved Provider application, including background information, examples of programs with **uploaded supporting documentation**. Once you complete the required information your progress tab will turn green. If not, the tab will be red, and an error message will appear.

9. Use the “Back” and “Continue” buttons on the bottom of the page to navigate through the application. **Please note: To save your application entry to return at a later time, you must click “Continue” to advance to next screen.**
10. Once you have completed all parts of the application, proceed to check out and complete your payment information.

11. If needed, you can print an invoice by clicking the “Print Invoice” button at the bottom of the payment page.

12. Once you have submitted your application with payment, HRCI will review in the date-order it was received and may take up to seven (7) business days. You will receive an status email once the review is complete.
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