How to Submit a Conference for Pre Approval
How to Submit A Conference for Pre-Approval

The Conference Provider Program allows an organization to submit singular conferences with concurrent sessions.

1. If you do not already have one, create an HRCI Conference Provider account. Under “Be A Provider” in the Navigation, click on Get Started.

2. Select “Get Started” under the Conference Provider box. Please note: If you 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” on your profile page. If you choose not to use your individual HRCI account, you may create a new login account and begin the conference approval 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 submit your conference for pre-approval, click “Select” under your newly created Conference Provider account.
6. Once you are on your Provider account page, click on “Submit Conference” to begin the submission process.

7. Confirm the conference fee and click “Continue.”

8. Enter information about the conference dates, times, and locations. Then download the Conference Session Grid.
9. Once you have completed the Session Grid with all the necessary information, upload it to the Program Information page, enter the requested credit type, select the relevant functional areas and responsibilities associated with your programming and the requested hours of pre-approval credits. Click “Continue”. For more detail on relevant functional areas and responsibilities, please review the HRCI Exam Content Outlines at www.hrci.org/eco.

10. Complete the attestation on the last page of the conference application and continue to checkout.
11. Complete payment. If needed, you can print an invoice by clicking the “Print Invoice” button at the bottom of the payment page.

12. Once you submit your conference with payment, your program will be reviewed in the date-order it was received and may take up to 4 weeks. You will receive a status email once the conference has been reviewed.
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