



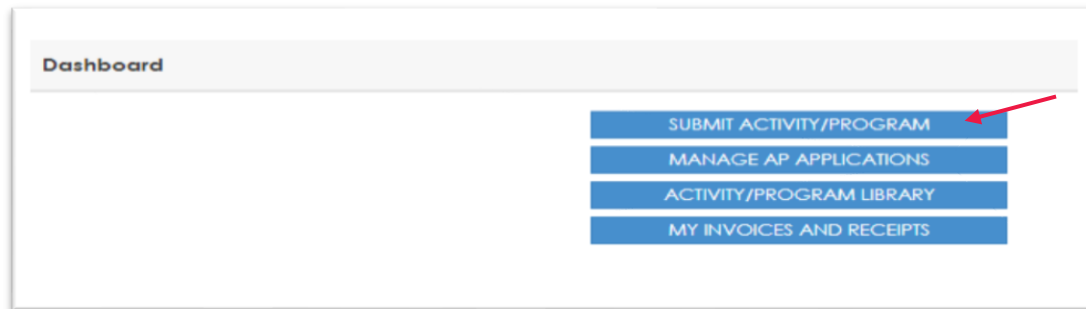
How to Submit an Activity or Program for Pre Approval



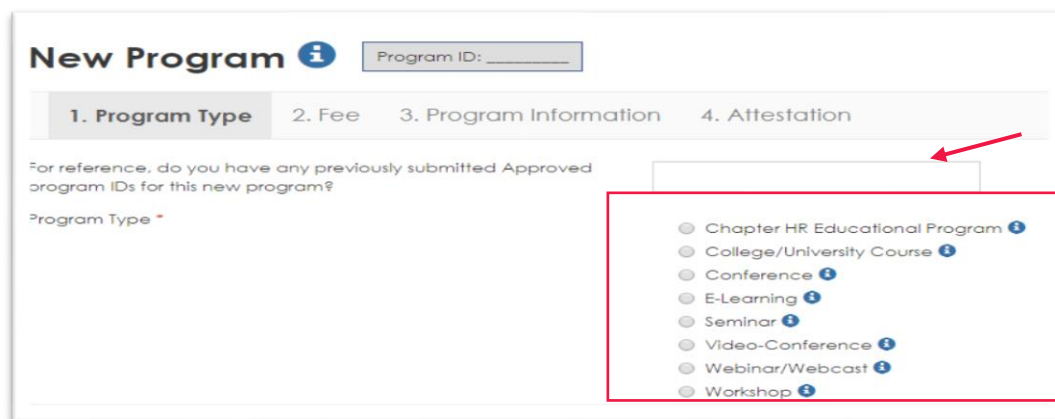
How to Submit an Activity or Program for Pre-Approval

As an active Approved Provider, you can submit unlimited HR-related continuing educational activities plus one free conference during your 12 months AP cycle. To submit activities/programs please follow the instructions below.

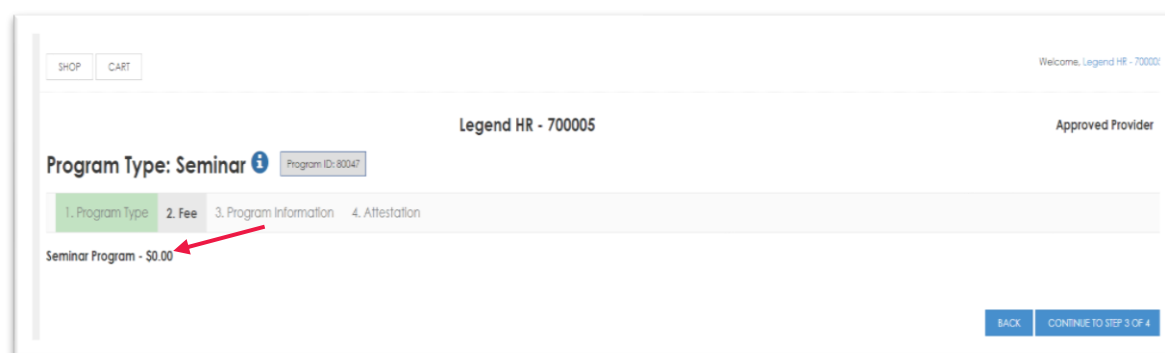
1. Once logged into your provider account, click the "Submit Activity/Program" button.



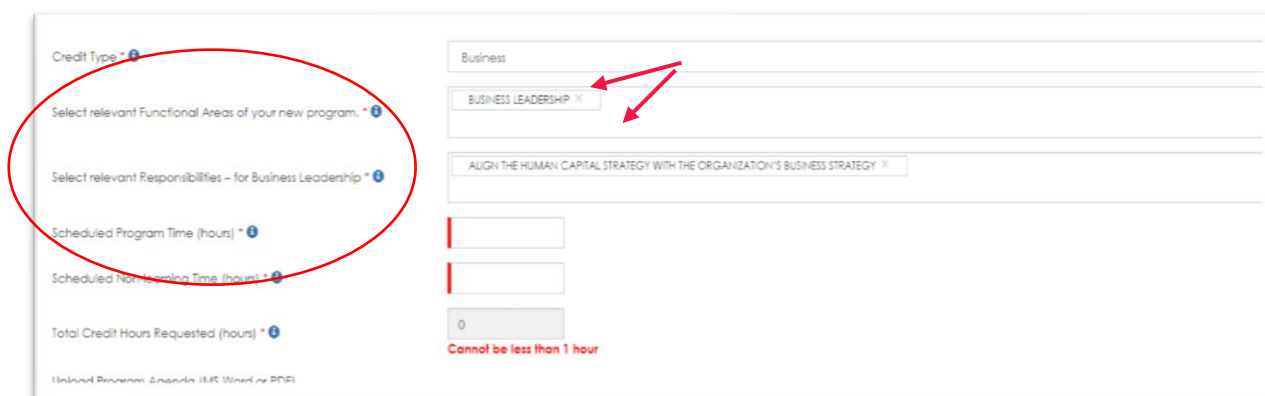
2. Select the program type, and, if available, add the previously provided Activity/Program ID number to help in the review process.



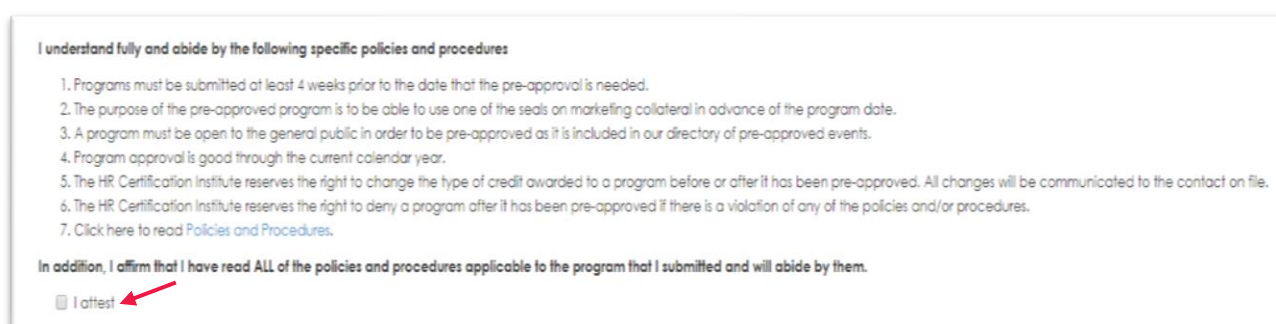
3. As an active Approved Provider, the fee shown is \$0.00. To proceed, Click "Continue" to proceed.



4. Complete all fields marked with a red asterisk*. This includes information about the activity, the program title, dates, speaker bios, activity description, type of credit and hours requested (minimum of 1 hour), locations and how a program relates to the [HRCI Exam Content Outline\(s\)](#). Start by selecting a "credit Type" then select as many of the Knowledge and Functional items that are applicable to the content of the activity/program.



5. After providing all the required information, read and attest to acknowledge your understanding of the HRCI Approved Provider Policies & Procedures. Click "Submit" button to continue.



6. If you are an Approved Provider, you do not have to complete any more steps.



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