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.
HRCI
1725 Duke Street, Suite 400
Alexandria, VA 22314 USA

info@hrci.org
www.hrci.org

+1.866.898.4724 (U.S. only)
+1.571.551.6700

HRCI® is the premier global credentialing organization for the human resources profession. For more than 45 years, HRCI has set the standard as the most well-regarded and rigorous certification provider. HRCI develops and administers certifications that benefit the careers of HR professionals and the organizations they serve—advancing worldwide HR mastery and excellence. The HRCI suite of credentials is designed to meet the standards of the National Commission for Certifying Agencies (NCCA). With a community of HRCI-certified professionals in more than 100 countries, HRCI ensures, strengthens and advances the strategic value and impact of HR.