

Low Cost Ways to RECERTIFY

Demonstrate Your Commitment

Recertification is more than just renewing your certification. It encourages you to keep pace with new ideas and practices that can help your organization succeed. **HR Certification Institute® (HRCI®)** believes that continuous knowledge and competency enhancement advances not only your career but also your organization - and the entire HR profession. Maintain your hard-earned HRCI credentials and show your commitment to the HR profession. Recertification enables you to demonstrate your dedication to continuous learning and development and boosts your professional achievement.

Low-Cost Credit Opportunities

Every 3 years, HRCI certification holders must earn recertification credits through activities and programs that relate to the exam content outline. There are many convenient ways to earn your recertification credits, including these free or low-cost ideas:

Pre-approved Programs	Find thousands of free or low-cost webinars in our online searchable directory.
Self-reported Programs	Programs, such as in-house trainings, can qualify for recertification credit even if those programs have not been pre-approved.
HRCI Resources	HRCI hosts several free webinars each year and shares partner websites with free resources. Find them at hrci.org/recertify .
On-the-job Experience	Earn up to 40 free credits for activities and projects that are new to you.
Leadership	Earn up to 40 credits for volunteer positions in HR-related organizations, in a local chapter, or HR organization board.
Instruction	Teaching a class or leading a workshop can also qualify for credits.
HR Membership	Earn up to 12 credits per cycle for participation in an HR association at the national or local level.

5 Tips for Recertification

1 Verify Your Contact Information

Log into your account and make sure your email, telephone number, and postal address are correct so HRCI can contact you with updates and recertification resources.

2 Read the Recertification Handbook

Understanding the policies and procedures at the start of your recertification cycle and knowing what types of programs qualify for recertification credits will help you develop a solid recertification plan.

3 Confirm Your Recertification End Date

The deadline for submitting your recertification credits is the last day of your birth month within a 3-year recertification cycle. You can verify this in your online profile.

4 Enter Your Recertification Activities As You Go

Enter your credits in your online profile as soon as you earn them. For each activity, provide a detailed description of how the activity related to the exam content outline and upload any supporting documentation.

5 Submit Your Recertification Application Early

Submit your application with payment before your 3-year-cycle's end date to avoid suspension of your earned credentials. Always consider submitting a few extra credit hours just to be safe. Remember: HRCI randomly audits a portion of all recertification applications.

Earn
10+ FREE
recertification
credits at
hrci.org/recertify

Credit Hour Requirements

Designation								
Total # of Credit Hours	45	45	60	60	60	60	60	60
Specified Credit Hours				15 California		15 Business	15 Business	15 Global



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 HRCI Voices

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