



# Low Cost Ways to **RECERTIFY**

Recertification is more than just renewing your certification. It encourages you, as a credential holder, to keep pace with new ideas and practices that can help your organization succeed. There are many convenient ways to recertify your HR Certification Institute® (HRCI®) credentials. In fact, you are probably already carrying out tasks and responsibilities that qualify.

## Recertification Credit Categories

Every three years, HRCI certification holders must earn 45-60 recertification credits through qualified activities and programs. You can earn these credits in a variety of ways. Here are the main categories for recertification credit:

Professional Development <b>No Max</b>	Professional Achievement <b>40 Max</b>
<ul style="list-style-type: none"><li>• Pre-approved Program</li></ul>	<ul style="list-style-type: none"><li>• Instruction</li></ul>
<ul style="list-style-type: none"><li>• Continuing Education</li></ul>	<ul style="list-style-type: none"><li>• On-the-Job</li></ul>
<ul style="list-style-type: none"><li>• Self-directed Learning <b>(Up to 30 Credits)</b></li></ul>	<ul style="list-style-type: none"><li>• Leadership</li></ul>
	<ul style="list-style-type: none"><li>• Research/Publishing</li></ul>
	<ul style="list-style-type: none"><li>• HR Membership <b>(Up to 12 Credits)</b></li></ul>

## Find Free- or Low-Cost Continuing Education Programs

Activities related to the functional areas of each credential's exam content outline may count toward recertification credits.

- 1 Pre-approved Programs: HRCI has pre-approved thousands of programs, even free and low-cost webinars, that you can find in our online searchable directory at [hrci.org](http://hrci.org)
- 2 Self-reported programs: Take advantage of programs, such as in-house trainings, that relate to each credential's exam content outline, even if those programs have not been pre-approved.

## No- and Low-Cost Recertification Activities

Activities related to the functional areas of your credential's exam content outline may count toward recertification credits.

### Recertification Credit Hours Can be Earned Through Any of These Activities\*:

- Membership in a national or international HR association (HR Membership).
- Mentoring an HR professional or HR student through a formal mentoring program (Leadership).
- Holding an HR volunteer job at a professional organization (Leadership).
- Creating an HR budget (On-the-Job).
- Developing an employee handbook (On-the-Job).
- Teaching a sexual harassment prevention workshop (Instruction).
- Leading a performance management workshop (Instruction).
- Visit [hrci.org/recertification-resources](http://hrci.org/recertification-resources) for free recertification webinars.

**Earn 9+**  
recertification  
credits  
for FREE at  
[hrci.org/recertify](http://hrci.org/recertify)

## Tips for Recertification

Go to your online profile at [hrci.org/login](http://hrci.org/login) to submit your recertification activities.

- ✓ Enter qualified recertification activities as soon as you complete them to ensure you do not omit them on your application.
- ✓ Upload any related documents as part of your submission.
- ✓ For each activity you submit, provide a detailed description, including how the activity relates to an HR functional area within your credential's exam content outline. An activity's title alone will not suffice.
- ✓ Enter a few extra recertification credit hours just to be safe.
- ✓ Submit payment along with your application, so we can start the review process.
- ✓ Apply well ahead of your deadline date, so you have enough time to earn more hours should your submission fall short of 60 credits.
- ✓ Keep your supporting documents for six months after your recertification due date in case you are audited.

HRCI believes that continuous knowledge and competency enhancement advances not only your career, but also your organization—and the entire HR industry as a whole. Maintain your hard-earned credential and show your continued commitment to the HR profession.



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