



Recertification Activity Documentation Guide

What type of supporting documentation do I need?

Supporting documentation for recertification credits should:

- Prove that activities are within the HR field, add to your knowledge of HR and be connected to the HR body of knowledge as defined in the HR Certification Institute® (HRCI®) [handbook](#).
- Confirm participation in the approved category for each activity: continuing education, instruction, on-the-job experience, instruction, leadership or professional membership.
- Verify authorship in a scholarly publication when submitting research or published materials in this category.
- Validate dates and times of participation in the activities listed on your recertification application.
- Confirm that the dates occurred within your recertification cycle.

Examples of acceptable supporting documentation for various recertification categories:

- **Continuing Education**
 - ✓ Certificate of successful completion of a course.
 - ✓ Copy of payment or registration receipts.
 - ✓ Email showing dates of attendance for a webinar or course.
 - ✓ An unofficial transcript to show courses and grades for a university or college course completed.
 - ✓ Conference recertification credit form.
- **Instruction**

Documentation should verify that you were the instructor for the class or event. HRCI only requires a sample of your presentation. This may consist of at least the first five pages. You do not have to submit the whole presentation. For example:

 - ✓ Course syllabus with date, time and objectives.

- ✓ Instructor's outline for a workshop or seminar.
- ✓ Power Point presentation with your contact information.
- ✓ Copy of a brochure, identifying you as an instructor/presenter.

- **On the Job**

Documentation should show your contribution to an experience that resulted in an actual work product. Sample work is sufficient. You do not have to include budget or other confidential information. We understand some information may be confidential. Therefore, we ask that you send sample work only. This does not need to include budget or confidential information. For example:

- ✓ Sample of the work product:
 - The first 2-3 pages of a new/revised employee handbook.
 - An executive summary from a RIF, RFP or major activity that required your involvement.
- ✓ Letter from your supervisor, detailing your contribution to an activity.

- **Research /Publishing**

- ✓ An email that includes a copy of article and journal with dates of the publication.
- ✓ Reference or cited material you used for the research.

- **Leadership**

- ✓ A letter from an organization or professional chapter that verifies your leadership position and the dates you held the position.
- ✓ Summary of the content covered (one page maximum) in a mentoring role.
- ✓ An email confirmation email of your participation in a survey or focus group.

- **Professional Membership**

- ✓ Copy of your membership card, including membership dates.
- ✓ Receipt of payment for membership, including membership dates.