HRCI

Recertification Policies and Procedures Handbook

Foundational	aPHR® aPHRi™
Professional	PHR® PHRca® PHRi™
Strategic	SPHR® SPHRi™ GPHR®

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❗ *Denotes possible and important scenarios a candidate might encounter that fall out of the "normal" candidate application process.*

Revised January 2025

A Message From Our CEO



Welcome!

The HRCI® community is made up of dedicated HR professionals — just like you — who are the best and brightest in our profession.

Since its establishment, HRCI was founded on a commitment to credentialing excellence through providing a suite of certifications for HR and non-HR professionals and is constantly introducing innovative ways to better serve the global HR practitioner.

Maintaining your earned designation means you are serious about your HR or management career and continue to make a difference in your organization.

In this Handbook, you will find an overview of the HRCI recertification process. Thank you for being a champion of people and organizations and for maintaining your HRCI certification as an important part of your HR career journey.



Amy S. Dufrane, Ed.D., SPHR, CAE

HRCI was established in 1973 as an internationally recognized certifying organization for the HR profession. More than 500,000 professionals from over 150 countries have earned certifications from HRCI. Our certifications represent a high level of professional achievement and are valued by employers and organizations across the globe.

Impartiality Statement

HRCI executive leadership and its management adhere to all principles of impartiality to ensure that its certification and other activities are undertaken fairly and objectively. HRCI is intentionally structured to segregate responsibilities within the organization in order to facilitate this commitment and to continually monitor processes to that end. We understand the importance of impartiality when carrying out our certification activities, managing conflict of interest and ensuring the objectivity of our certification activities. Any complaint or indication of concern over impartiality is taken seriously and acted on for immediate resolution.

Nondiscrimination Statement

We do not discriminate based on race, color, national origin, sex, gender, gender identity, age, religion, marital status, sexual orientation or any other status that is protected by applicable U.S. laws.

Terms and Conditions

As part of the certification program application process, you must acknowledge that you have both read and understood the following key items:

1. Global Privacy Policy
2. Use of Information Policy
3. Code of Ethical and Professional Responsibility
4. Certification Policies and Procedures Handbook

In addition, you must agree to the following statements:

- I agree to inform HR Certification Institute, without delay, of matters that can affect my capability to continue to fulfill the certification requirements.
- In the event of suspension of my certification, due to not recertifying within the 3-year cycle, I will refrain from any use and/or further promotion of myself as certified once the credential is suspended.
- When my HRCI certification is in suspension or withdrawn, I will discontinue the use of any claims or reference to HRCI certification(s) in any professional and/or social media venues. Should I have any purchased HRCI paper certificate(s), I will promptly return to HRCI for disposal.
- I will comply with the relevant provisions of the certification. I will only make claims regarding certification that are within the scope for which the certification has been granted.
- I will not use the certification in such a manner as to bring the certification body into disrepute, and will not make any statement regarding the certification which HRCI considers misleading or unauthorized.
- I will discontinue the use of all claims to certification that contain any reference to HRCI or the certification upon being in suspension or the withdrawal of such certification issued by HRCI.
- I will not use my certification status or the certificate credentials in a misleading manner.
- I understand that HRCI conducts random audits on recertification applications. In order to maintain my HRCI certification I must comply with all requirements if selected for audit.

Accreditation

The aPHR®, PHR®, PHRca®, PHRi™, SPHR®, SPHRi™, and GPHR® are all accredited by the National Commission for Certifying Agencies (NCCA). NCCA is an independent, third-party organization that accredits more than 315 programs from 130 organizations in a variety of professions and industries. The aPHRi™ is designed to meet the high-quality standards established by NCCA. Certification programs must demonstrate compliance with rigorous standards that represent the best practices in the professional certification industry to earn and maintain accreditation status.

For more information on NCCA accreditation, visit www.credentialingexcellence.org.

Questions or Comments?

Thank you for being certified by HRCI. The recertification process is a critical component of maintaining professional certification, and HRCI is here to support you during this process. If you have questions or comments, please feel free to contact us:

Email: info@hrci.org

Phone (US toll free): +1.866.898.4724 | +1.571.551.6700

Website: www.hrci.org

Recertification

Earning your HRCI certification was the initial step in committing yourself to the HR profession, but the journey doesn't stop there! Your ongoing success depends on your dedication to performance excellence. HRCI recertification enables you to demonstrate that continued dedication and helps you stay on top of the rapidly changing HR profession.

Holding an HRCI credential requires that you actively demonstrate continued competence to stay up to date with changes in the HR profession through continued professional development and recertification. To keep your HRCI certification active, you are required to recertify every three (3) years. This can be done either by accumulating the required HR-related recertification credit hours through Professional Development or Professional Achievement or by testing again to re-earn that credential.

To recertify by exam, the exam must be taken before the individual's recertification cycle end date. Otherwise, the certification will be considered a new one. If the exam is not passed, a person may still recertify via continuing education, as long as it is done by the end of the suspended period.

This handbook will guide you through the recertification policies and processes.

HR-Related Activities

All your recertification activities must be HR-related to qualify. In general, if an activity can be tied to the specific HRCI Exam Content Outline associated with your designation and adds to a professional's knowledge of the HR field, it will be awarded recertification credit. When you submit your recertification application, you must show how the activities are all HR-related.

Activities that focus on personal development are not eligible or accepted for recertification credit. Examples of personal development courses or activities are "How to Reduce Stress," "Developing Your Network for Success," and "Time Management."

Self Reporting

If an activity has not been pre-approved by HRCI, through its HRCI Learning Center and/or Recertification Provider Program, you must be prepared to explain how it is related to your HR responsibilities. When describing such activities, you should always relate them to the relevant Exam Content Outline associated with your credential(s). Additionally, uploading any relevant documents for such activities will provide reviewers with relevant documentation in support of your request.

On occasion, a random audit or an HRCI Reviewer may not accept an activity if it does not seem to be HR-related. In that case, we will contact you and ask for more information to better understand if such activity is appropriate for the requested recertification credit(s).

Certification Cycle Dates

- Your recertification account will be created once HRCI receives and uploads your official exam results.
- Your certification cycle will end on the last day of your birth month. Depending on when you earn your certification, your initial certification cycle could be longer than three years.
- The earliest you may submit your recertification application is exactly 12-months after the cycle start date and only after the recertification requirements for the designation have been auto-created by HRCI in your profile.
- Recertification credits must be earned during your current three-year recertification cycle.
- Your subsequent 3-year recertification cycle will always begin the day after the previous cycle ended.
- Your certification cycle dates may be found in your online profile "My Recertification" and by clicking on your digital badge.
- **Early Recertification:** If you recertify early, your three-year recertification cycle timing for renewal will not change. For example, you are due to recertify by 8/31/2023. You realize that you have an abundance of activities and credits to meet the recertification requirements. Therefore, you decide to submit these early, in March 2022. Your next three-year recertification cycle will still be on 8/31/2026, based on the current recertification requirements.
- **Earning Additional Credentials and Recertification:** When an HRCI-certified professional earns an additional HRCI designation, the cycle dates for the newest credential requirements are pro-rated and synchronized into the current cycle dates of that first designation. The end date of the new designation will now be the same as the end date of the designation that was earned first.
- This simplifies the recertification process resulting in you submitting one application to recertify two (or more) designations only one time during the 3-year cycle period.

Here are some examples of how the recertification cycles are determined:

If the month in which you are due to recertify is the same as your birth month, your cycle end-date will remain the same.

Test Date	**5/12/2022**
3 Year Cycle	**5/31/2026**
Birth Month	**May**
Birthday Rule Adjustment	**5/31/2026**

If the month in which you are due to recertify occurs earlier in the year than your birth month, your cycle end-date will be extended to the end of your birth month, later that same year.

Test Date	**5/12/2022**
3 year Cycle	**5/31/2026**
Birth Month	**July**
Birthday Rule adjustment	**7/31/2026**

If the month in which you are due to recertify occurs later in the year than your birth month, your cycle end-date will be extended to the end of your birth month in the following year.

Test Date	**5/12/2022**
3 year Cycle	**5/31/2026**
Birth Month	**March**
Birthday Rule Adjustment	**3/31/2027**

Recertification Credits and Cycles for Multiple Designations

Prorating Specified Credit Hours for Multiple Designations

If you earn a second designation in the middle of your current certification cycle, the end date of the second certification will be synchronized to the end of your initial certification cycle that coincides with your birth month. Additionally, if required, the specified credit hours needed to recertify the second designation will be prorated. After the initial recertification period is complete, all credentials will remain on the same recertification cycle.

If you are earning prorated credit hours, you must still earn the specified credit hours on that prorated basis. The section below explains this process further and gives helpful example:

- For instance, if you earn the GPHR designation after the PHR, SPHR, or SPHRi, the requirement to obtain 15 global recertification credit hours over a three-year period would be adjusted on a biannual basis (for example, 2.5 global HR recertification credit hours every six months) for the first certification cycle.
- Or, if you earn the SPHR or SPHRi designation after the GPHR, the requirement to obtain 15 business credit hours over a three-year recertification period would be adjusted on a biannual basis (for example, 2.5 business recertification credit hours every six months) for the first certification cycle.

In some cases, one continuing education activity may count toward specified credit hours for more than one certification. For example, a five-hour seminar on global demographic workforce trends could count toward meeting the specified credit hours requirement for both the GPHR and SPHR designations. However, those five hours can only be counted once toward the overall requirement of earning 60 credit hours.

Your prorated specified recertification credit hours will be available in your online profile along with your certification cycle dates.

Recertification Requirements

Some designations are distinguished by the specific HR experience needed to pass the exam (SPHR®, SPHRi™, GPHR®, and PHRca®). Likewise, the standards to recertify these designations include activities specific to this expertise.

Ethics Requirement

HR professionals play an important role while leading ethical practices in today's workplace.

Effective January 1, 2021, all certificants (excluding Lifetime and Emeritus) must fulfill one ethics credit as part of the total 45/60 recertification credits requirement. This requirement ensures our certificants remain aware of crucial ethical practices and behaviors in the workplace. There is NOT a specific "Ethics Credit" designation to select from when entering the activity. Simply include one ethics-themed activity in your recertification plan and check the required "ethics affirmation box" to submit your recertification application.

Please note, this ethics credit is one of the UNCHANGED total number of recertification credits requirement: 45 for aPHR®/aPHRi™ and 60 for PHR®/PHRi™/SPHR®/SPHRi™/ GPHR®/PHRca®.

The chart below illustrates the updated ethics credit requirement for all HRCI certifications.

Recertification activities/credit hours requirements are as follows:

Designation	aPHR®	aPHRi™	PHR®	PHRi™	PHR ca®	SPHR®	SPHRi™	GPHR®
Total # of Credit Hours	45	45	60	60	60	60	60	60
Specified Credit Hours	None	None	None	None	15 California	15 Business	15 Business	15 Global
Ethics Credit Required	1 Ethics	1 Ethics	1 Ethics	1 Ethics	1 Ethics	1 Ethics	1 Ethics	1 Ethics

Note: If you hold multiple credentials, as an example the SPHR and SPHRi, you only need to meet the 15 business credit AND 1 ethics credit a single time to satisfy your recertification requirement.

Defining Specified Credit

As an SPHR, GPHR, and/or PHRca certified professional, a certificant must demonstrate expertise in specific areas of HR. To recertify and maintain these designations, professionals are expected to pursue specialized experiences and continuing education options to remain current in those specialized areas.

SPHR/SPHRi Recertification Requirements:

The specialized Business and Strategy credits are in line with the "Responsibilities & Knowledge" requirements of "Functional Area 01" of the SPHR / or the SPHRi designations. A certificant must demonstrate:

- Pursuit of results-focused experiences that enhance business strategy and HR expertise.
- Measurable impact to organizational values: revenue, bench strength, community involvement/recognition, employee satisfaction, customer satisfaction, etc.
- Experiential learning focused on leading/developing/aligning with human capital strategy, people mentoring/coaching, change management, relationship building and risk mitigation.

GPHR Recertification Requirements:

The specialized global credits require a GPHR certificant to demonstrate:

- Understanding of US Employment Law and regulations and how to integrate with the employment law, culture and environment impacting employees in other countries.
- Practical experience in managing cross-border employees while supporting organizational growth through balancing and prioritizing business operations between these separate cultural/geographic environments.
- Experiential learning focused on global HR strategies, policies, global staffing and talent development, compensation and benefits, and risk mitigation.

PHRca Recertification Requirements:

The specialized California credits require a PHRca certificant to demonstrate:

- Understanding and practicing California-specific business operations to maximize employee performance and organizational success.
- Experiential learning focused on employment, compensation and benefits, employee relations, health and safety laws and regulations specific to state of California.

Recertification Surplus Credit Carry-Over Allowance

HRCI® offers certificants the option to carry-over surplus recertification credits. The surplus activities must be earned during the last 12 months of a certificant's active three-year recertification cycle. To qualify, actively-certified individuals must submit more than the normally required 45 credits for aPHR®/aPHRi™ OR the 60 credits for PHR®/PHRi™/SPHR®/SPHRi™/GPHR®/PHRca®).

Surplus credits are any additional qualifying activities/continuing education courses submitted that are more than, or in addition to, your respective 45/60 recertification credits requirements. Having surplus credits is optional. **You do NOT have to participate or submit additional credits if all you want is to just meet the standard 45/60 recertification credits requirements.**

To participate, submitted activities/credits must meet specific requirements. Here is a list of some of the major rules:

Situation	Allowed	Not Allowed
Certification Status	**Active**, within 3-year recertification cycle	**Suspended**, 12-months before expiring
Carry-over Limit	Maximum 15 credits	Unqualified/incomplete credits
Activity/Credit Status	HRCI pre-approved or self-reported credits: • General HR • Specified (Business, Global or California) credits • A combination of the credit types listed above	Any activities/credits: • being audited/waiting for additional information • that do not meet/qualify for the requested credit type, etc. • HR Association membership
Carry-over Credit Status	Surplus credits are auto-calculated and conditionally carried over as general HR Credits	Surplus credits above the maximum 15 will not be carried/ re-used in future three-year recertification cycle
Date Range	Surplus credits must have been most recently earned within the **last 12-months** prior to submitting your renewal application during an active three-year recertification cycle. **For example:** Certificant's three-year recert cycle begins in 2020 and ends on 31 July 2023. The qualified and allowed carry-over credits must be earned between 1 July 2022 to 31 July 2023	Surplus credits earned during the **first two-years** of a three-year recertification cycle or while in **Suspended Status.** **For example:** Certificant's three-year recert cycle started in May 2019 and ends on 31 May 2022, credits earned between 1 June 2019 and 31 May 2021 do not qualify and cannot be allowed as carry-over credits
Conditionally Approved Credit -Type	Regardless of which surplus credit types are conditionally carried over, HRCI automatically considers these as **General HR credits**	No exceptions, carried-over surplus activities will automatically become **General HR credits**

Recertification Application Fee

Once you complete your recertification continuing education credits, you can submit your recertification application for review and approval. HRCI cannot begin the review until all payments have been received and processed. Recertification fees are non-refundable.

Recertification Fees for Multiple Designations

HR professionals may hold any of HRCI's certifications separately or in combination with each other. HR professionals need to decide for themselves which of these certifications relate to their HR experience and bring value to their current and future career goals.

Below are the prices for recertifying your active designation within your three-year cycle:

Number of Designations*	Price
One Designation	169 USD
Two Designations	219 USD
Three Designations	269 USD
Four Designations	319 USD
Five Designations (or more)	369 USD

**All fees are subject to change without notice. Those holding multiple designations must meet recertification requirements for each of the designations that they wish to retain.*

Methods of Payment:

All payments and fees must be in U.S. Dollars (USD). HRCI accepts VISA, MasterCard, American Express, money order, certified check, cashier's check and company/organization checks. Certified and cashier's checks must be made payable to HR Certification Institute, in U.S. Dollars (USD) and drawn on a U.S. bank. Cash or personal checks are not accepted. *For payments by certified check or money order, the candidate must complete the online application, send payment via mail and include a photocopy of the recertification application summary page and the candidate's email address with payment.*

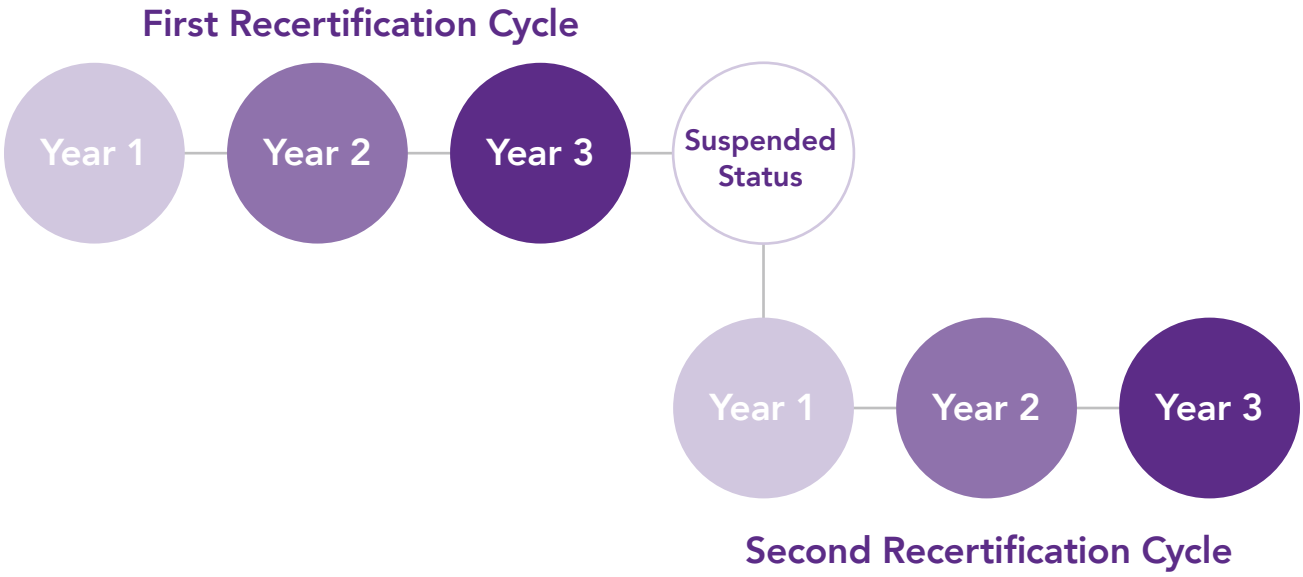
Suspended Status

It is your primary responsibility to keep your certification active by complying with all recertification requirements on or before your cycle end date. Your certification cycle end date occurs at the end of your birthday month and is displayed in your online profile and on the digital badge. HRCI will send periodic email reminders of recertification end dates and available opportunities to earn recertification credit hours.

NOTE - To receive these emails, make sure to keep your contact information current. Failure to receive any such reminders and/or e-mails are not grounds for missing your cycle end date AND not recertifying on time.

Applications for recertification received the same day as the cycle end date, by 11:59PM, Eastern Time, are considered on-time submissions. If you fail to submit your application by the last day of your cycle, your credential(s) will be placed in Suspended status for up to 12 months.

Once your designation is in suspension, a $100 USD Suspended Fee is automatically added to the fees due when you submit the application for review.



While your credential(s) are in Suspended status:

- You cannot use or represent yourself as certified;
- Your name will not appear in our Directory of Certified Professionals; and
- HRCI will not be able to verify your credentials to your current or potential employers.

To regain use of the designation, you must successfully recertify to resume using the designation or apply, qualify, and successfully pass that corresponding exam type.

Expired Status

Failure to recertify during the 12-month Suspended Status period will result in the credential being **irrevocably** Expired. Once any credential is in the expired status, you must reapply, qualify, and successfully pass the current edition of the exam to regain the use of such credential(s).

HRCI does not grant credential extensions. On a case-by-case basis, we will review hardship cases with extenuating circumstances (i.e. serious health conditions, proof of termination of employment, etc.) if you submit the adequate and timely documentations when requested by HRCI. To inquire about such exception, please send an e-mail describing your hardship to the recertification team at info@hrci.org. including documentation of such hardship (lay-off, unemployment payment, etc.) Once you provide the requested documentation, it will be reviewed and a determination will be sent via email to inform you of HRCI's decision.

Emeritus Status

HRCI Emeritus status allows currently certified HR professionals whose status is still active (not suspended or expired) to continue to use their designation(s) after they retire from the HR profession. This means that the certificant will no longer have to recertify every 3-years going forward. There is a one-time $150 fee to apply for Emeritus status.

Please consider the Emeritus Status carefully before you apply and request this change. If you are awarded the Emeritus Status and later decide to re-enter the HR profession, you will forfeit the Emeritus Status and must re-apply and re-take the qualifying HRCI exam to regain the designation(s) you previously had. To apply, please complete the Emeritus application.

Life Certification

Prior to 1996, HRCI granted Life Certification to certified HR professionals who had successfully completed two sequential recertification cycles. In 1996, HR Certification Institute's Board of Directors discontinued this option, recognizing that a constantly changing profession requires continual professional development.

If you hold a Life Certification and then earn another designation, you will have to recertify by completing the required credit hours (including any specified credit hours) only for the additional designation.

Recertification Application Processing

Each certification holder with an active HRCI credential has an online recertification profile which may be accessed here.

1 Log on to record your recertification activities and upload documentation in your application every time you complete them.

We recommend that you do not wait until the end of your three-year cycle to record all the activities you've completed.

2 Enter the required number of recertification hours plus any specified hours if required for your designation.

3 Pay for and submit your recertification application online.

HRCI only reviews applications once they have been submitted with payment. Application fees are non-refundable.

4 Receive an approval email once your application is reviewed and approved. You will receive a confirmation email with instructions on how to claim, share, and print your digital badge.

Check out the many benefits of digital badging. if you still wish to purchase the optional paper certification, you may do so at the HRCI Online Store.

5 If selected for random audit, you will receive conditional approval* and instructions on how to complete the audit process.

***Conditionally-approved:** HRCI has pre-approved your application pending final review. If additional information is needed, you will be notified and must submit supporting documents. Once reviewed and approved, your recertification status will change from Conditionally Approved to Approved.*

Recertification Audit

HRCI randomly audits applications to ensure certification holders comply with the recertification requirements and to protect the quality and integrity of our certification programs. If your application is selected for an audit, you will immediately receive conditional approval via email with instructions on how to proceed. Conditional approval is valid for 60 days and allows you to submit the required audit documentation and maintain your active digital badge.

To assist you in a random audit, it is best practice that you fully describe your activities and how they are HR-related and in alignment with the HRCI Exam Content Outline(s). We encourage you to consistently upload any relevant documents, and follow the directions given within the application. Once your application is selected for an audit, it is considered incomplete until you submit and document all activities you had listed in your application.

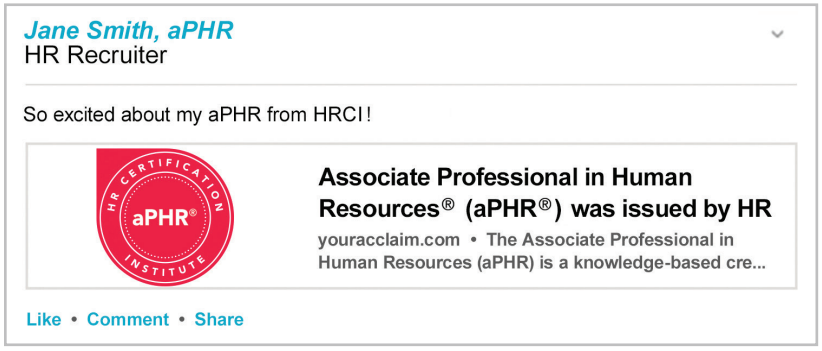
HRCI will assist you in successfully completing the audit process. Please follow these steps when entering audit documentation:

1. **Log in to your recertification application.**
2. **Find the activity and add the document and necessary information.**
3. **Follow the instructions and steps within the application. As an example, click on the "Submit Audit Docs" button to proceed.**
4. **In that section, upload documents and then click the submit button**
5. **To complete the entry please select "Yes" in the "I attest" box located at the bottom of the page.**
6. **Repeat this process to attach documentation for at least 60 hours of submitted activities.**
7. **Once you have submitted all the required credit hours of documentation, click "Submit for Audit." Please allow up to 14 business days to hear back on your Recertification audit submittals.**

Digital Badges

When a candidate recertifies, HRCI will send information on how to claim the digital badge. The digital badge is the official documentation of having earned an HRCI credential. It can be claimed to display your achievements and capabilities on social media, emails, personal websites and resumes. Additionally, learn how to access, claim or print a PDF version of this digital certificate by watching this video. A digital badge protects the integrity of a professional's credentials by providing a link to verified data from HRCI that cannot be falsified. HRCI digital badges allow the credentialed professional to provide employers with easy, valid verification of earned credentials, while positioning the professional at the forefront of this new technology for communicating professional skills.

LinkedIn Example



Optional Paper Certificate

In addition to the free digital badge, if a certificant still wishes to have a traditional paper certificate, HRCI works with a fulfillment vendor to provide this option. To purchase this optional paper certificate*, please login to access the online store at www.hrci.org.

Once ordered, the certificate will be sent using a traceable delivery service.

**Fees are subject to change at any time and without prior notice. Please refer to www.hrci.org for the most current information about fees.*

Request for Reconsideration (Appeal)

A request for reconsideration of a recertification decision allows an individual to appeal an adverse non-disciplinary decision made as part of the recertification processes.

A request must be made using the Request for Reconsideration (Appeal) Form and submitted within ten (10) business days of receiving the adverse determination. The written request must include date of determination, details of the circumstances, the reason for the appeal (including relevant supporting materials not previously submitted), and individual's email address, postal address, and a phone number at which the individual can be reached.

The request will be reviewed by an HRCI Customer Experience Manager in combination with any additional information relevant to the appeal within ten (10) business days of receipt of the request.

HRCI will notify the individual of the decision within five (5) business days of the determination. The determination will be final. There shall be no subsequent discriminatory action against the appellant.

Name Changes

Once you create your HRCI profile and submit your application, you must contact HRCI if there is a mistake or your name legally changes.

To change a legal name, complete and submit the Name Change Request form.

Recertification Activity Categories and Subcategories

The following section is a detailed outline of what is required and counted toward your recertification application and submittal:

Categories at-a-glance	Maximums
Professional Development *Pre-Approved Activities (activities that contain an HRCI pre-approval code:* • Webinars / Podcasts • Conferences • Workshop • Courses • In-House Training • Seminars • E-learning	No Maximum- All credits may be earned with these types of activities
Instructor-Led Continuing Education (Activities that do not have an HRCI pre-approval code but are HR-related:* • Webinars / Podcasts • Conferences • Workshop • Courses • In-House Training • Seminars • E-learning	No Maximum- All credits may be earned with these types of activities
Self-Directed Learning (Activities defined on pg. 21)	30-Hour Maximum
Professional Achievement *Subcategories include:* • Instruction • On-the-Job Activity • Leadership • Research and Publishing • HR Membership	40-Hour Maximum, including a 12-hour maximum for HR membership

All recertification activities must be HR-related. In general, if an activity can be related to the Exam Content Outline for the certification type an individual has earned and it adds to the certificant's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. Submitted recertification activities are all subject to HRCI's recertification review process.

Category /Sub-category	Rules/Exceptions/Audit Requirements
Professional Development An individual may earn all recertification credits in the Professional Development category. There are no credit limits for pre-approved or instructor-led programs. This includes classroom, e-learning, and web-based programs.	**Maximum** No maximum with the exception of Self-Directed Learning which has a limit of 30 credit hours. Self-Directed categories include HRCI pre-approved books and experiences where the recertification applicant was mentored by a peer.
Pre-Approved Program: You can earn credits from programs offered by the Recertification Provider Program. Attending pre-approved HR programs allows you to use the credits earned toward your recertification. All pre-approved programs can be viewed at: http://www.hrci.org/recertification/pre-approved-activity-search. **Business Rules** • The HRCI pre-approved program ID can **only** be obtained when you attend/complete a program and only distributed by the host organization. **HRCI cannot provide you this ID number directly.** • Once you enter the program ID, the corresponding credit type and hours will auto populate into your recertification application. • It is important that the program ID and **event dates exactly match the pre-approved date(s)** and conditions under which they were awarded to the organization. • Specified credit (business, global, and California) may also be earned through pre-approved programs.	**No Maximums** **Exceptions:** For conference submission: • For conferences, you can only use the pre-approval program ID to claim **general HR** credits. • Do not use a pre-approved code when reporting specified credits for conference sessions (Business, Global, California and Ethics). Instead, you must self-report these sessions individually under the Continuing Education (Instructor Led) Category. ***NOTE:*** *If you enter a pre-approved ID that results in an error message, please enter this activity under the "Professional Development; Continuing Education (Instructor Led)" Category.* **Audit Documentation** Certificate or letter of attendance, registration form, receipt, or email confirmation are all acceptable forms of documentation.

All recertification activities must be HR-related. In general, if an activity can be related to the Exam Content Outline for the certification type an individual has earned and it adds to the certificant's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. Submitted recertification activities are all subject to HRCI's recertification review process.

Category /Sub-category	Rules/Exceptions/Audit Requirements
Instructor-Led Continuing Education Courses that are led by an instructor whether live or recorded and have expected learning outcomes for participants. Credits can be earned by completing a course offered by: • a college or university, • attending a non-pre-approved program or conference that adds to your HR knowledge, • participating in E-learning, online training, in-house work training, or • attending a professional HR association hosted program. **Business Rules** • Programs must be HR-related and be at least 45 minutes long (30 minutes of content and 15 minutes of Q&A). • Credit(s) may be recorded in quarter-hour increments such as 1.25 for a program that is 1 hour, 15 minutes in length. • Pre-conference sessions may be awarded additional credit if submitted separately from the main conference. • Exam preparatory courses to attain a general HR certification (ex. HRCI or SHRM certifications) **cannot** be awarded recertification credits. **College and University Courses** HR Certification Institute accepts continuing education units (CEUs) awarded through the International Association for Continuing Education and Training (IACET). • If you audit a course (meaning you attend the class but are not responsible for completing coursework) an HR-related college or university course, you can claim a maximum of ten recertification credit hours on your recertification application. • For each college credit hour earned, ten recertification credits can be awarded. For example, a three-credit semester course, 30 recertification credit hours will be awarded. • To receive recertification credit for a college or university course, a maximum grade of "C" must be earned. Specified credit (Business, Global, California or Ethics) may be earned through continuing education/instructor-led courses.	**No Maximum** **Conferences and Seminars:** Credit may be given for a general (plenary) session if the presentation is at least one-hour long and is specifically HR-related. • Typically, a maximum of eight credit hours per one-day conference are awarded for attending all conference educational sessions. • Additional credit hours may be awarded for any HR-related activities if you provide/upload additional information and documentation about them on your recertification application. Specified credit (Business, Global, California or Ethics) may be earned through continuing education/instructor-led courses and must be self-reported. If you have additional questions about how to determine how much credit you can potentially earn for taking a college or university course, please contact our client relations team at info@hrci.org. **Examples of College and University Courses** • A course awarded three CEUs using IACET criteria is equivalent to 30 classroom hours. aPHR, PHR, PHRca, SPHR, GPHR, aPHRi, PHRi, and SPHRi certified HR professionals would receive 30 recertification credit hours for each course. • For courses containing more contact hours than the IACET guidelines allow, please upload documentation (like a detailed syllabus) to illustrate the requested number of hours. **Audit Documentation** Certificate or letter of attendance, registration form, course syllabus, unofficial transcript, grade report, or other course material are all acceptable forms of documentation.

All recertification activities must be HR-related. In general, if an activity can be related to the Exam Content Outline for the certification type an individual has earned and it adds to the certificant's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. Submitted recertification activities are all subject to HRCI's recertification review process.

Category /Sub-category	Rules/Exceptions/Audit Requirements
Self-Directed Learning Credit will be awarded in this category for 3 types of experiences: • Reading HRCI pre-approved books. • Facilitating a Book Discussion Group using books that have been submitted and approved by the HRCI Recertification Provider program • Being coached or mentored in HR by peer or professional coach **HRCI Pre-approved Books:** a facilitator of a pre-approved book discussion may earn credit for the discussion portion. For example, leading a discussion about the impact of a book on HR practices.	**Maximum: 30 hours/credits** Credit can be recorded in quarter-hour increments such as 1.25 for a program that is one hour and fifteen minutes in length. Specific applications to HR knowledge must be demonstrated upon submission of activity. **Policy** **Credit will only be awarded on an hour-for-hour basis if you are a mentee or are being coached.** Specifically, you are in a situation where you are the mentee and have a mentor/coach, OR you have read an HRCI pre-approved book. **Audit Documentation** Notes and specific learnings from the activity or a letter from a mentor or coach verifying time are acceptable forms of documentation.
Facilitated Book Discussion For a facilitated book discussion to be awarded credit through a facilitated book discussion, a book must be submitted by the facilitator for pre-approval through the Recertification Provider program. The following criteria must be met for the submitted book to receive pre- approval: • Book must be pre-approved through the HRCI the Recertification Provider program. • There must be an official facilitator for each book club discussion. • The facilitated book discussion must meet at least once for a minimum of one hour. • Specified credit (Business, Global, or California) may be earned.	**Maximum: 40 hours/credits** The 40 hours may come from one subcategory (except for membership which has a 12 hour maximum) or any combination of the five subcategories.
Professional Achievement (B) **Subcategories of Professional Achievement Activities:** A. Instruction B. On-the-Job Activity Leadership C. Research and Publishing D. HR Membership (12-Hour Maximum)	

All recertification activities must be HR-related. In general, if an activity can be related to the Exam Content Outline for the certification type an individual has earned and it adds to the certificant's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. Submitted recertification activities are all subject to HRCI's recertification review process.

Category /Sub-category	Rules/Exceptions/Audit Requirements
Subcategory A: Instruction Presenting on an HR topic using different resources. You can earn credits for making a formal HR-related presentation such as: A Workshop; In-House Training; External Training; A College/University Course Book; An industry specific required reading that is HR-relevant; A podcast/webcast/webinar Upload any proof/syllabus/e-mail related to one of these categories. **Business Rules** Presentations/podcasts/webcasts/webinars must be at least 60 minutes in length and HR-related. To account for course preparation time, instructors earn two recertification credit hours for each hour of presentation time. Credit will **only** be awarded the first time a presentation is given. Presentations that communicate company policies do not earn credit.	**Audit Documentation** A copy of the presentation, syllabus/agenda, or the book discussion questions are all acceptable forms of documentation. **Specified credits:** Business, Global, or California credits may be earned through this category.

All recertification activities must be HR-related. In general, if an activity can be related to the Exam Content Outline for the certification type an individual has earned and it adds to the certificant's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. Submitted recertification activities are all subject to HRCI's recertification review process.

Category /Sub-category	Rules/Exceptions/Audit Requirements
Subcategory B: On-the-Job Activity Work-related activities that lead to new HR learning. Earn credit for an HR activity that adds to your HR knowledge gained through work experience: • **First-Time Activity:** If the HR activity is something that you have never done before, credit will be earned for first-time on-the-job activities. • **First-Time Activity Example:** If you need to create a performance appraisal program for your company, you would submit the activities undertaken to accomplish this goal as your documentation for recertification credit. Other examples: Creating a Handbook; Implementing and HRIS system, Merging & Acquisition; completing an OSHA audit • **Repeat Activity:** If the overall HR experience is something you have done before, credit will be earned only if something has been added or changed that requires you to learn something new. • **Repeat Activity Example:** You have already implemented a performance appraisal program, but you decide to add a new feature, such as 360-degree feedback. Likewise, change in industry or regulations that necessitated you to revise an HR process would also qualify (ex. Acquired a new plant and had to do an additional OSHA audit, create a new onboarding procedure; etc.). You must learn the details of this approach so that you can present to key stakeholders. These new HR-related learnings would be eligible for recertification credit.	**Business Rules** Hour-for-hour credit is awarded up to the maximum amount in the Professional Achievement Category. If you spend more than 40 hours on a single project, submit for the maximum amount of 40 hours. The following information will be required upon submission: • Title and description of the activity. • Description of specific role in the project and length of time spent on the activity. • Related Exam Content Outlines functional areas. **Audit Documentation** A detailed letter from your employer; an example of the work done, email proof, etc. in pdf and uploaded to your recertification record.

All recertification activities must be HR-related. In general, if an activity can be related to the Exam Content Outline for the certification type an individual has earned and it adds to the certificant's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. Submitted recertification activities are all subject to HRCI's recertification review process.

Category /Sub-category	Rules/Exceptions/Audit Requirements
Subcategory C: Leadership Volunteer your HR knowledge and expertise outside of your organization.	Earn credit by contributing your HR expertise to individuals or organizations (non-compensated time only).
Business Rules: Credit may be earned in the following ways (role must be HR-related):	
• **Restricted to HRCI Exam Development Panel**	• **3 credits per full meeting day**
• **Officer position on a board**	• **10 credits per year**
• **Committee chair**	• **5 credits per year**
• **Committee member**	• **2.5 credits per year**
• **Mentoring or coaching others***	• **Awarded hour-for-hour credit**
• **Focus group participation**	• **1 credit hour of focus group**
• **Human resources Competency Study (HRCS) surveys**	• **1-3 credits (1 credit for taking the survey 2 credits if you serve as the designated organizational champion)**
• **Survey related to HR work or practices**	• **1 credit per year, maximum**
Audit Documentation Letter from organization that includes a description of the panel, board, or committee and your specific role in the group, exam development panel, or focus group invitation/agenda, mentor guidelines, survey invitation, and proof that survey was completed are all acceptable forms of documentation.	**Only if you were the mentor/coach to someone else. You cannot submit in this category if you were the mentee. That must be reported under, Professional Development, Self-Directed Learning Subcategory.*

All recertification activities must be HR-related. In general, if an activity can be related to the Exam Content Outline for the certification type an individual has earned and it adds to the certificant's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. Submitted recertification activities are all subject to HRCI's recertification review process.

Category /Sub-category	Rules/Exceptions/Audit Requirements
Subcategory D: Research and Publishing Earn credit for HR-content professionally published in a journal, article, or book, or for HR-related videos/webinar/blogs. **Business Rules** Credit on an hour-for-hour basis may be earned in the following ways for an HR-related publication, provided it was published within the recertification cycle you are submitting: • Authored a professionally-published book can earn up to 40 recertification hours. • Co-authored or content edited a professionally published book for up to 30 recertification hours. • Authored an article appearing in a professional publication or academic journal for up to 30 recertification hours. • Co-authored or content edited an article for up to 20 recertification hours. • A published PhD. dissertation can earn up to 40 recertification credits. • Created content and production for an HR-related video/webinar can earn up to ten recertification hours.	**Policy** Earn credit by conducting primary research on an HR-related topic for publication. **Blog Requirements:** • HR-themed and contain 700 words or more. • Must be available. • The link must be provided to the post in the "Description" box when submitting the blog for credit. **Audit Documentation** Summary of publication, documentation of time, letter from publisher are all acceptable forms of documentation.
Subcategory D: HR Membership Participation in an HR association at the national or local level. **Policy** Earn credit for participation in a national, international, and local HR association. **Business Rules** Must be a member for at least six months to earn one recertification credit.	**Blog Credits** Each blog post is awarded one recertification credit. Maximums: Two recertification credits per year for a maximum of six for a three-year recertification cycle. **Maximum: 12 hours/credits** Only two credits per year per organization, not to exceed 12 in a 3-year recertification cycle. **Audit Documentation** Membership card, dues receipt, or a letter from the association are all acceptable forms of documentation.

All recertification activities must be HR-related. In general, if an activity can be related to the Exam Content Outline for the certification type an individual has earned and it adds to the certificant's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. Submitted recertification activities are all subject to HRCI's recertification review process.

APPENDIX

HRCI Code of Ethics

The HRCI Code of Ethics has been adopted to advance and uphold the highest standards of service and conduct recognized by all certificants using any of the following credentials: aPHR™, aPHRi™, PHR®, PHRi™, PHRca®, SPHR®, SPHRi™ and GPHR®.

An HRCI certification implicitly obligates the user to comply with the mandates and requirements of all applicable laws and regulations. Certificants are required to act in an ethical and professional manner by adhering to these standards and ensuring public confidence in the integrity of their professionalism.

Those holding an HRCI credential commit to the following:

Professional Responsibility

As an HRCI certificant, you accept professional responsibility for both your individual decisions and actions. As an advocate for the HR profession, you engage in activities that enhance the credibility and value of the organizations, while contributing to their ethical success.

You will:

- Adhere to the highest standards of ethical and professional behavior.
- Effectively achieve the organization's HR goals.
- Work consistently within regulatory requirement of the HR profession.
- Strive to achieve the highest levels of service, performance and social responsibility.
- Appreciate and value the contributions of employees and associates.
- Advocate within established forums to influence innovative decision-making and results.

Professional Development

As an HRCI certificant, you must meet the highest standards of competence and commit to strengthen your competencies.

You will:

- Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the success of the organizations you serve.
- Contribute to the body of HR knowledge, the evolution of the profession and the growth of individuals through teaching, research and global dissemination of sound practices.

Ethical Leadership

As an HRCI certificant, you are expected to exhibit individual leadership and serve as a role model while maintaining the highest standards of ethical conduct.

You will:

- Act ethically in every professional interaction.
- Advocate for the ethical application of all transactions, regardless of the source.
- Ensure decisions are of the highest ethical standards.
- Acquire expert guidance, as needed, about ethical proprieties.
- Champion and mentor the development of other ethical leaders.

Fairness and Justice

As an HRCI certificant, you are ethically responsible for promoting and fostering fairness and justice for all employees and their organizations.

You will:

- Respect the uniqueness and intrinsic worth of every individual.
- Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation and unlawful discrimination.
- Assure an environment of diversity and inclusivity.
- Confirm everyone can develop their skills and new competencies.
- Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all, regardless of geographical location.
- Regardless of personal interests, support decisions made by your organizations that are both ethical and legal.

Conflicts of Interest

As an HRCI certificant, you must maintain a high level of trust and protect the interest of your stakeholders, as well as your professional integrity. You should refrain from engaging in any activities that create actual, apparent or potential conflicts of interest.

You will:

- Adhere to and advocate the use of published policies on conflicts of interest within your organization.
- Refrain from using your position for personal, material or financial gain or the appearance of such.
- Abstain from giving or seeking preferential treatment in the human resources processes.
- Prioritize your obligations to identify conflicts of interest or the appearance thereof. When conflicts arise; you will disclose them to relevant stakeholders.

Use of Information

As an HRCI certificant, you must consider and protect the rights of individuals, especially in the acquisition and dissemination of information, while ensuring truthful communications and facilitating informed decision-making.

You will:

- Acquire and disseminate information through ethical and responsible means.
- Ensure only appropriate information is used in decisions affecting the employment relationship.
- Investigate the accuracy and source of information before allowing it to be used in employment-related decisions.
- Maintain current and accurate HR information.
- Safeguard restricted or confidential information.
- Take appropriate steps to ensure the accuracy and completeness of all communicated information about HR policies, training and practices.

HRCI Complaints and Disciplinary Policy

A. Introduction

1. HR Certification Institute (HRCI) is an independent certifying organization for the human resources profession. As a certifying organization, HRCI evaluates individuals who wish to enter, continue and/or advance in the profession through the certification process. HRCI is governed by the Board of Directors (Board). HR Certification Institute Certification Council (Council) was established in 2016 as a Special Purpose Council within HR Certification Institute. The Council is established

in HR Certification Institute Bylaws, which authorize the Council to have autonomy in decision making regarding the development and administration of HR Certification Institute's certification programs.

2. Those certified by HRCI (referred to as "certificants") have successfully completed the required certification process, which includes meeting certain eligibility requirements and passing a certification examination. HRCI certificants subscribe to a Code of Ethical and Professional Responsibility. By applying for certification or recertification, HR professionals agree that they have read and will comply with the Code of Ethical and Personal Responsibility, the Complaints and Disciplinary Policy and other certification program policies. These disciplinary procedures are not formal legal proceedings, thus many formal rules and practices of a court proceeding are not observed. The rules are intended to afford due process and fairness.

3. Successful candidates are granted certification by HRCI and may hold themselves to the public as such. In order to maintain and enhance the credibility of HRCI certification programs, HRCI has adopted these Administrative Procedures (the "Procedures") to allow consumers and others to bring complaints concerning a certificant's conduct to HRCI. If a violation constitutes grounds for sanctions as set forth below, the Certification Council established by the HRCI Board may reprimand or revoke the individual's certification.

   The grounds for sanctions under these Procedures are as follows:

   a. Violation of established HRCI certification program policies, rules, and requirements;

   b. Fraud or misrepresentation in the application for, or maintenance of, certification;

   c. An irregular event in connection with HRCI examination, including (but not limited to) copying examination materials, causing a disruption in the testing area, and failure to abide by reasonable test administration rules;

   d. Taking the exam for any purpose other than that of becoming credentialed in the area referenced in the title of the exam;

   e. Disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting any portion of the exam in any form or by any means, verbal, written, electronic or mechanical, without the prior express written permission of HRCI;

   f. Unauthorized possession or misuse of HRCI credentials, examinations, and other intellectual property, including but not limited to: aPHR, aPHRi, PHR, PHRca, PHRi, SPHR, SPHRi, and GPHR;

   g. Misrepresentation of credential status;

   h. Failure to provide requested information in a timely manner;

   i. Conviction of a felony under federal or state law in a matter related to the practice of, or qualifications for, professional activity.

4. HRCI will ensure that information concerning the complaint process, as developed by the Certification Council, will be available to applicants, certificants, consumers and the public at appropriate locations. These Procedures apply to all complaints or inquiries received about an HRCI certificant.

5. It should be emphasized that actions taken under these Procedures do not constitute enforcement of the law, although referral to appropriate federal, state, or local government agencies may be made by HRCI regarding the conduct of the certificant in appropriate situations.

Individuals who submit complaints are not entitled to any relief or damages by virtue of these Procedures, although they will receive notice of the actions taken if the submitter agrees in advance and in writing to maintain any such information in confidence.

B. HRCI Certification Council

1. The Certification Council is responsible for development and administration of the HRCI certification programs and for the implementation of these Procedures.

2. The Certification Council Chair is specifically responsible for ensuring that these Procedures are implemented and followed.

3. All Certification Council members, HRCI staff, and other individuals engaged in investigations or decisions with respect to any complaint under these Procedures may be indemnified and defended by HRCI from and against liability arising from HRCI-related activities to the extent provided by law.

C. Complaints

1. Complaints must be submitted in writing by an individual or entity. Inquiries or submissions other than complaints may be reviewed and handled by HRCI at its discretion.

2. The submitter may be asked to complete the HRCI Complaint Submission Form and include the specific grounds for sanctions as reference above in Section A.

3. HRCI will not review or further pursue any complaints which:

   a. Contain unreliable or insufficient information;

   b. Are patently frivolous or inconsequential;

   c. Allege general unethical or unprofessional behavior by a certificant;

   d. Do not expressly reference specific grounds for sanctions;

   e. In HRCI's sole reasonable discretion may choose not to review or further pursue a complaint based on the date of the violation; or

   f. In HRCI's sole reasonable discretion, are more appropriately addressed by an administrative, regulatory, or law-making entity.

   Upon receipt and preliminary review of a submission involving an HRCI certification program or the grounds for sanction, the Manager, Customer Experience

("Manager") may conclude, in his/her sole discretion that the submission does not constitute an actionable complaint as described above. If not an actionable complaint, the submission is disposed of by notice from the Manager to its submitter, if the submitter is identified. All such preliminary dispositions by the Manager are reported to the Certification Council in writing in an annual summary. If the Manager determines that the submission is a valid and actionable complaint, the Manager may contact the submitter or the accused for any additional information that may be necessary. The individual will have 30 days to submit any and all applicable documentation. This documentation may be presented to the Certification Council. If no applicable documentation is submitted within the 30 days, the Manager may proceed with making a determination. The Manager may consult with the additional HRCI staff and/ or legal counsel as needed to make either determination.

4. If a submission is deemed by the Manager to be a valid and actionable complaint, the Manager shall see that written notice is provided to the certificant whose conduct has been called into question. The certificant whose conduct is at issue shall also be given the opportunity to respond to the complaint. The Manager also shall ensure that the individual submitting the complaint receives notice that the complaint is being reviewed by HRCI. The Manager will determine if the submission is worthy of an investigation and gather information as necessary. Upon completion of the investigation, the Manager will provide the findings to the Certification Council for a decision.

5. The Manager shall make the decisions described above and provide the notices required here under within 60 days of receipt of the complaint.

D. Review of Complaint

1. For each submission involving an alleged violation of the grounds for sanctions that the Manager concludes is a valid and actionable complaint, the Certification Council authorizes an investigation by HRCI staff into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand, or corroborate the information provided by the submitter.

2. Both the individual submitting the complaint and the certificant who is the subject of the investigation (or his or her employer) may be contacted for additional information with respect to the complaint. HRCI may at its discretion contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.

3. All investigations and deliberations of the Certification Council are conducted in confidence, with all written communications sealed and marked "Personal and Confidential," and they are conducted objectively, without any indication of prejudgment. An investigation may be directed toward any aspect of a complaint which is relevant or potentially relevant. Formal hearings are not held, and the parties are not expected to be represented by counsel, although the Certification Council may consult HRCI's counsel.

4. HRCI shall undertake all reasonable efforts to ensure that the review process set forth in this section shall be completed within 90 days of the determination to investigate.

5. HRCI initially determines whether it is appropriate to review the complaint under these Procedures or whether the matter should be referred to another regulatory, administrative, or other entity engaged in the administration of law.

6. HRCI may be assisted in the conduct of its investigation by additional HRCI staff and/or legal counsel. The Manager, Customer Experience exercises general supervision over all investigations and is responsible for presenting the findings of any complaint investigation that has been escalated to the Certification Council for disciplinary action.

E. Determination of Violation

Upon completion of an investigation, the Certification Council may make a determination that there has been a demonstrable and serious violation based on the grounds for sanction. The determination of the disciplinary decision is prepared under the CEO's supervision and is presented to the Certification Council along with the record of the investigation.

1. If the Certification Council determines that a violation has not occurred, the complaint is dismissed with notice to the certificant and the individual or entity who submitted the complaint. The complaint is included in an annual summary Certification Council report.

2. If the Certification Council determines that a violation has occurred, the Council will decide on an appropriate sanction.

3. This determination and the imposition of a sanction are promulgated by written notice to the certificant and to the individual submitting the complaint, if the submitter agrees in advance and in writing to maintain in confidence whatever portion of the information is not made public by the Council.

4. In certain circumstances, the Certification Council may determine that the certificant who has committed an actionable sanction, should be offered an opportunity to submit a written assurance that the conduct in question has been terminated and will not recur. The decision of the Certification Council to make such a determination is within their discretionary power. If such an offer is extended, the certificant at issue must submit the required written assurance within 30 days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the Certification Council. If the Certification Council accepts the assurance, notice is given to the certificant and to the submitter of the complaint, if the submitter agrees in advance and in writing to maintain the information in confidence.

F. Sanctions

1. Any of the following sanctions may be imposed by the Certification Council upon a certificant whom the Certification Council has determined to have violated the grounds for sanctions, although the disciplinary decision applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the member and deterrence of similar conduct by others:

   a. Written reprimand to the certificant;

b. Suspension of the certificant for a designated period; or

c. Termination of the certificant's certification from HRCI.

The HRCI database and certificant's file will be promptly updated to reflect any certification suspension or termination.

2. Reprimand in the form of a written notice from the Certification Council normally is sent to a certificant who has received his or her first substantiated complaint. Suspension normally is imposed on a certificant who has received two substantiated complaints. Termination normally is imposed on a certificant who has received two substantiated complaints within a two (2) year period, or three (3) or more substantiated complaints. The Certification Council may at its discretion, however, impose any of the sanctions, if warranted, in specific cases.

3. Certificants who have been terminated shall have their certification revoked and may not be considered for HRCI certification in the future. If certification is revoked, any and all certificates or other materials requested by HRCI must be returned promptly to HRCI.

G. Appeal

1. Within 30 days from receipt of notice of a determination by the Certification Council that an individual committed an action resulting in grounds for sanctions, the affected certificant may submit to HRCI in writing a request for an appeal. Upon receipt of a request for appeal, the Chair of the Certification Council will appoint a three (3) person Appeal Panel. Individuals appointed to serve on the Appeal Panel cannot be current members of the HRCI Board of Directors or Certification Council. Appeal Panel members will sign a confidentiality and conflict of interest statement prior to beginning their service on the committee.

   This Appeal Panel may review one or more appeals, upon request of the HRCI Certification Council Chair. No HRCI staff may serve on the Appeal Panel; further, no one with any personal involvement or conflict of interest may serve on the Appeal Panel.

2. The Appeal Panel may only review whether the determination by the Certification Council was inappropriate because of:

   a. material errors of fact, or;

   b. failure of the Certification Council or HRCI to conform to published criteria, policies, or procedures.

   Only facts and conditions up to and including the time of the Certification Council's determination as represented by facts known to HRCI are considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding. Except as otherwise set forth herein, legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the HRCI Certification Council and the Appeal Panel. The Certification Council and Appeal Panel may consult HRCI legal counsel.

3. The Appeal Panel conducts and completes the appeal within 90 days after receipt of the request for an appeal. Written appellate submissions and any reply submissions may be made by authorized representatives of the appellant and of the Appeal Panel. Submissions are made according to whatever schedule is reasonably established by the Appeal Panel.

4. The decision of the Appeal Panel either affirms or overrules the determination of the Certification Council but does not address a sanction imposed by the Certification Council. The decision of the Appeal Panel, including a statement of the reasons for the decision, is reported to the HRCI Certification Council in writing. The Appeal Panel decision is binding upon the Certification Council, the certificant who is subject to the sanction, and all other persons.

H. Resignations

If a certificant who is the subject of a complaint voluntarily surrenders his or her HRCI certification(s) at any time during the pendency of a complaint under these Procedures, the complaint will be dismissed without any further action by the Certification Council or an Appeal Board established after an appeal. If this occurs, the information will be retained in HRCI's permanent file for future reference. However, the Certification Council may authorize the Certification Chair to communicate the fact and date of resignation, and the fact and general nature of the complaint which was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the person or entity who submitted the complaint are notified of the fact and date of resignation and that Certification Council has dismissed the complaint as a result.



HRCI is the premier credentialing and learning community for the human resource profession. For 50 years, HRCI has set the global standard for HR expertise and excellence through its commitment to developing and advancing those in the people business. HRCI helps HR professionals and businesses achieve new competencies that drive results by creating and offering world-class learning and by administering eight global individual certifications and three organizational certifications. HRCI's suite of eight credentials is designed to meet the standards of the National Commission for Certifying Agencies (NCCA). Today, more than 500,000 HR professionals in 150+ countries have achieved HRCI certification as a mark of high professional distinction.

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