

# A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

1. Once on your Recertification Application, you will see your name and cycle dates at the top.
2. The requirements progress bar displays the total number of hours required to submit your recertification application and how many credits you have submitted to date. This includes specified credit hour requirements (if needed) and category limitations.
3. To see the category limitations, click the Show Limits link.

HR CERTIFICATION INSTITUTE™

Welcome Test Record Cycles: 5/1/2011 - 1/31/2016 My Account Logout

Support | FAQ

My Application

Recertification Application (5/1/2011 to 1/31/2016) [Show Details](#) [Return to: Learning Plans](#)

Complete Application 13 Hours Submitted Complete Application

Requirements

Collapse Legend  
Hours Submitted Remaining Not Counted

Collapse Requirements 2  
60 total credit hours required (13 of 60)  
Business (15 credit hours required) (13 of 15)

Show Limits 3

Collapse Limits

Self-Directed (0 of 30)  
Professional Achievement (0 of 40)  
HR Membership (0 of 12)

# A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

4. Credit hours for submitted activities will tally in each category header.
5. The total will display at the top of the page and in the progress bar.

Recertification Application (5/1/2011 to 1/31/2016) [Show Details](#) Return to: [Learning Plans](#)

**Complete Application** 5 13 Hours Submitted [Complete Application](#)

**Requirements** 5

**Collapse Legend**  
 Hours Submitted  Remaining  Not Counted

**Collapse Requirements** 5

60 total credit hours required (13 of 60)

Business (15 credit hours required) (13 of 15)

[Show Limits](#)

**Professional Development: Pre-Approved** 4 0 Hours

An Activity ID is required to submit activities in this category. [Add Activity](#)

**Professional Development: Continuing Education (Instructor Led)** 4 13 Hours

[Show Instructions](#)  
Earn credits by completing a course offered by a college or university, by attending a program or conference that is not pre-approved that adds to your HR knowledge, by participating in online training, in-house work training, or by attending a professional HR chapter program. Courses that are led by an instructor whether in-person or online, live or recorded may be awarded credit. [Add Activity](#)

**Professional Development: Self-Directed** 4 0 Hours (30 max)

[Show Instructions](#)  
Earn credits for HR-related activities that have no formal structure or instructor, but which facilitate a better understanding of one or more aspects of the HR profession. Specific applications to HR knowledge must be demonstrated upon submission of activity. There is a 30 hour recertification credit maximum for this category. [Add Activity](#)

**Professional Achievement** 4 30 Hours (40 max)

[Show Instructions](#) [Add Activity](#)

Activity Title	Specified Credit	Hours	Activity Type	Next Step
Participation in Focus Group		30	Leadership	<a href="#">Submitted</a> <a href="#">Print</a> <a href="#">Refresh</a> <a href="#">Delete</a>

[Show Less](#)  
Start Date: 1/5/2016 End Date: 1/5/2016 Submission Date: 1/19/2016

**IMPORTANT NOTE:** Activities will only count toward your requirement once they are submitted. Activities are not reviewed until the entire application is submitted with payment.

# A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

**IMPORTANT NOTE:** The total hours presented in the Progress Bar reflect the category limitations (i.e. if you add 50 credits to the Professional Achievement category, only 40 will be added to the total in the progress bar). However, the number of hours listed at the very top display the total activities submitted, regardless of category limitations (i.e. if you add 40 credits to the Professional Achievement category, all 40 will be added to the total presented).

6. To see a summary of a submitted activity, click the clipboard.
7. To edit an activity submission, click the blue recall arrow and then the back button.
8. To delete an activity, click the blue trash can.
9. To add a new activity, click the Add Activity button at the top of the applicable category.
  - 9a. Select Activity Type for Professional Development Continuing Education (Instructor Led)
    - a. Click the Add Activity button at the top of the Professional Development: Continuing Education category.
    - b. Complete the form and click Next.

Activity	Specified Credit	Hours	Activity Type	Next Step
			College or University Coursework	Submit Activity
<a href="#">Show Less</a> Start Date: End Date: Submission Date:			College or University Coursework	Submit Activity
<a href="#">Show Less</a> Start Date: 6/25/2013 End Date: 6/26/2013 Submission Date: 9/15/2014	Business	4	Workshop	Submitted
<a href="#">Show Less</a> Start Date: 10/14/2014 End Date: 10/15/2014 Submission Date: 10/1/2014	Business	9	Workshop	Submitted

- 9b. Select Activity Type for Professional Development: Self Directed (Non-Instructor Led 30 credit hour max).
  - a. Click the Add Activity button at the top of the Professional Development: Self Directed category.
  - b. Complete the form and click Next.

# A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

The screenshot shows a web interface for 'Professional Development: Self-Directed' with a 20-hour limit. It features a table with columns for Activity Title, Specified Credit, Hours, Activity Type, and Next Step. There are two rows of activity data, each with a 'Show Less' link and a 'Submit Activity' button.

Activity Title	Specified Credit	Hours	Activity Type	Next Step
			Other	Submit Activity
<a href="#">Show Less</a> Start Date: End Date: Submission Date:				
Mentoring Activity	HR (General)	20	Other	Submitted
<a href="#">Show Less</a> Start Date: 1/1/2016 End Date: 1/5/2016 Submission Date: 1/15/2016				

The next few pages will walk you through examples of submitting two different activity types.

10. In our first example, we will add an activity to the “Professional Development: Pre-Approved Activities” category.

**IMPORTANT NOTE:** You must have an Activity ID to enter pre-approved activities in this category.

- a. Click the Add Activity button at the top of the Professional Development: Pre-Approved Activities category.
- b. Enter the Activity ID and click Search.
- c. Click the Select button when the activity appears.
- d. Enter the Start Date and End Date you attended the activity and click next.

The dialog box has an orange header with the title 'Select Activity for Professional Development: Pre-Approved' and a close button. Below the header is a white box containing an 'IMPORTANT NOTICE' in red text: 'You must have an Activity ID to enter pre-approved activities in this category. Activity ID's are 5 to 6 digits and do not contain letters.' Below the notice is a form with a label 'Activity ID\*:' and a text input field containing '123456'. A 'Search' button is located to the right of the input field.

## A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

**IMPORTANT NOTE:** *These dates are validated against the dates the provider submitted. If you get an error message for invalid attendance dates, please contact the provider to confirm the dates. Or you can add the activity to the Continuing Education: Self-Reported Activities category.*

- e. Agree to the attestation statement and click Submit. The activity appears in your Professional Development: Pre-Approved Activities category and the credit hours are added to the header tally.
11. In our second example, we will add an activity to the “Professionals Development: Continuing Education” category.

**IMPORTANT NOTE:** *Professional Development: Continuing Education category is for reporting HR-related activities that were not offered by an HRCI-affiliated Approved Provider. They may include formal educational opportunities such as E-Learning, workshops, conferences, etc. but you were not given an HRCI Activity ID for attending it. You must explain how the activity ties back to the HRCI body of knowledge to earn credit for these activities.*

# A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

## College or University Coursework: Add Activity



**Overview:** You can earn all 60 required credit hours in the Continuing Education category, if you wish.

**Activity Type:** College or University Coursework

**Activity Title\*:**

**Instructions:** Describe how this activity added to your HR knowledge.

**Description\*:**

**Start Date\*:**

**End Date\*:**

**Upload Activity Documentation:**

[Choose from library](#) or

**Upload**

**Specified Credit Hours:**

- Business
- California
- Global
- HR (General)

**Requested Credit Hours\*:**

**Save for Later**

Cancel

**Next**


# A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

**IMPORTANT NOTE:** The Activity Documentation is not required but recommended for all activity submissions. If your application gets selected for audit, this documentation will be required.

If you do not make a selection in the Specified Credit Hours field, your activity will be submitted for HR (General) credit by default.

- a. Agree to the attestation statement and click Submit. The activity appears in your Continuing Education: Pre-Approved Activities category and the credit hours are added to the header tally.
12. When you have reached your credit requirements, your progress bar(s) will show complete and a green check mark will appear beside them. In addition, the Complete Application button will change from grey to orange and will be actionable.
  13. Click the Complete Application button, agree to the final attestation and click Next.

Recertification Application: Complete Recertification Requirements ✕

Name:	Test Record
Attestation:	<ul style="list-style-type: none"><li>You must inform the HR Certification Institute, without delay, of matters that can affect your capability to continue to fulfill the certification requirements.</li><li>In the event of suspension of certification, you will refrain from any use and/or further promotion of the certification while it is suspended.</li><li>In the event of withdrawal or revocation of certification, you will refrain from use of all references to a certified status.</li></ul> <p><b>You will:</b></p> <ul style="list-style-type: none"><li>comply with the relevant provisions of the certification.</li><li>make claims regarding certification only with respect to the scope for which certification has been granted.</li><li>not use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which HRCI considers misleading or unauthorized.</li><li>discontinue the use of all claims to certification that contain any reference to HRCI or the certification upon suspension or withdrawal of certification, and to return any certificates issued by HRCI.</li><li>not use certification status or the certificate in a misleading manner.</li></ul> <p><b>Recertification Fees</b></p> <ul style="list-style-type: none"><li>I acknowledge that the recertification fees are non-refundable.</li><li>I understand that recertification fees will not be refunded if my online application is not approved.</li><li>I understand that HRCI reserves the right to change fees without notice.</li></ul> <p><b>Recertification Audit</b></p> <ul style="list-style-type: none"><li>I acknowledge that by submitting my online application I may be selected for a random audit.</li><li>I adhere that I must submit my documentation and participate in HRCI's audit to comply with my certification.</li><li>I understand that incomplete submissions will not be processed and will result in failure of the audit.</li><li>I acknowledge that failure to comply with the audit may result in the loss of my certification.</li></ul> <p><b>Recertification Handbook</b></p> <ul style="list-style-type: none"><li>All candidates are bound by the policies and procedures outlined in the Recertification Handbook.</li><li>You attest that you have read the handbook and agree to abide by all HRCI policies.</li></ul>
I attest*:	 <input type="text" value="Yes"/>
<span>Cancel</span> <span>Next</span>	

## A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

14. Click Pay Fees on the Make Payment window.

Recertification Application: Make Payment

**Recert Payment\*:** **Title:** Recertification Fee **Pay Fees**

**Amount:** \$ 150.00

**Back** **Cancel** **Save**

15. Complete the credit card information and click Continue. Confirm your payment details on the Confirm Purchase page, then click Complete Purchase.

16. The Payment Confirmation page appears and notifies you if you have been selected for audit.



## A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

**IMPORTANT NOTE:** Your application may have been selected for audit. You will be notified immediately on the Payment Confirmation page.

Clicking the Continue link will bring you back to your recertification application for next steps. You will also receive an email with additional details.

The HR Certification Institute's audit is random and is required to ensure the integrity of our certifications.

**IMPORTANT NOTE:** You will receive a Payment Confirmation email and a Recertification Application Submitted email.

If your application is selected for audit, you will also receive a Recertification Audit Notification email.

17. A formal PDF receipt of your payment will display on the Payment Confirmation page. This will also be available to you anytime in the future. To access, go to My Account and click the Payment History link.
18. Click the Continue link on the Payment Confirmation screen.
19. Your recertification application will re-appear.
  - a. If you have been selected for audit, you will see all activities with the option to submit documentation next to each activity.
  - b. If you have not been selected for audit, your application will show as Submitted.

## **A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES**

If you have specific questions regarding your recertification application, please send us an email to [certdirector@hrci.org](mailto:certdirector@hrci.org). Our Client Relations Representatives are also available to answer questions during our normal business hours Monday through Friday. They can be reached at +1.866.898.4724 (U.S. Toll Free) or +1.571.551.6700 (Toll).