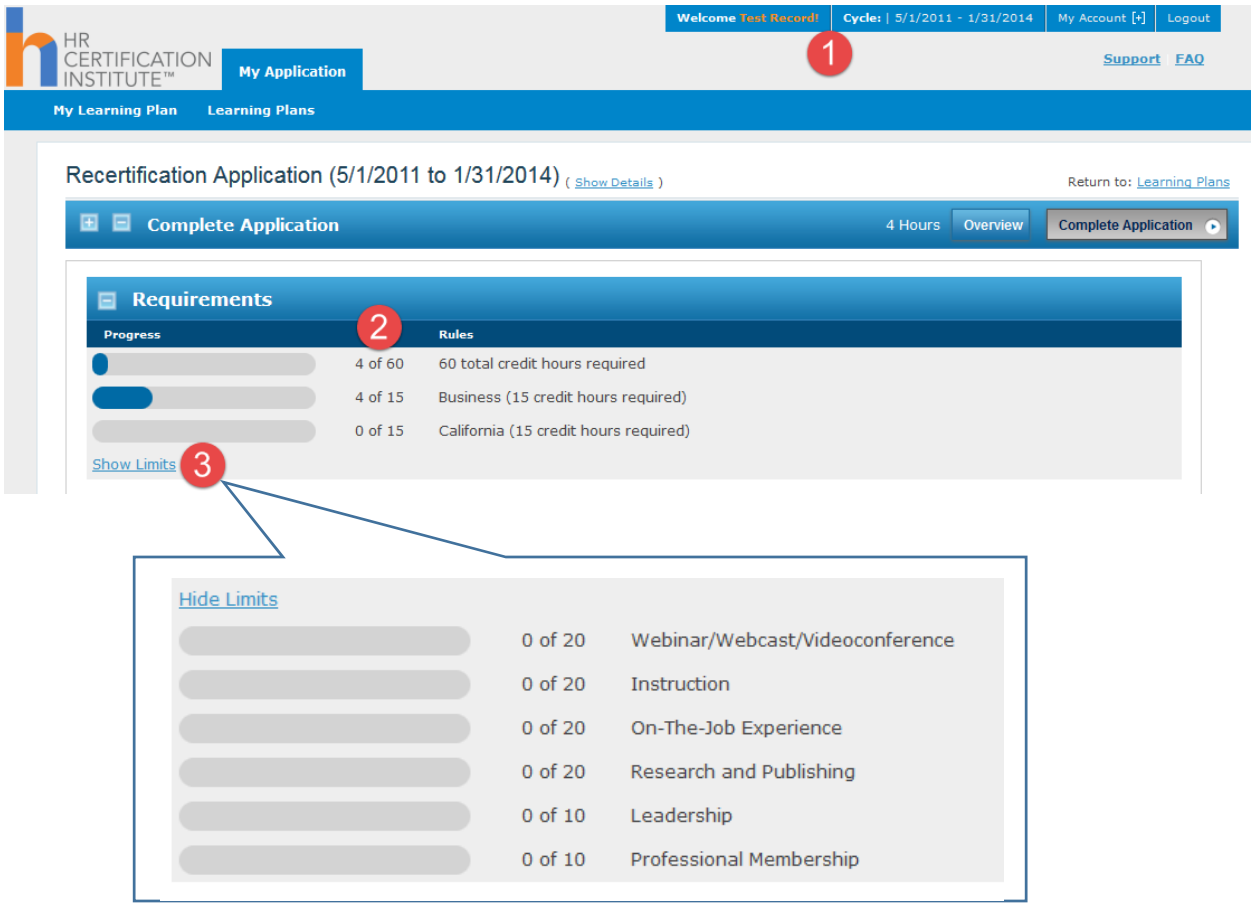
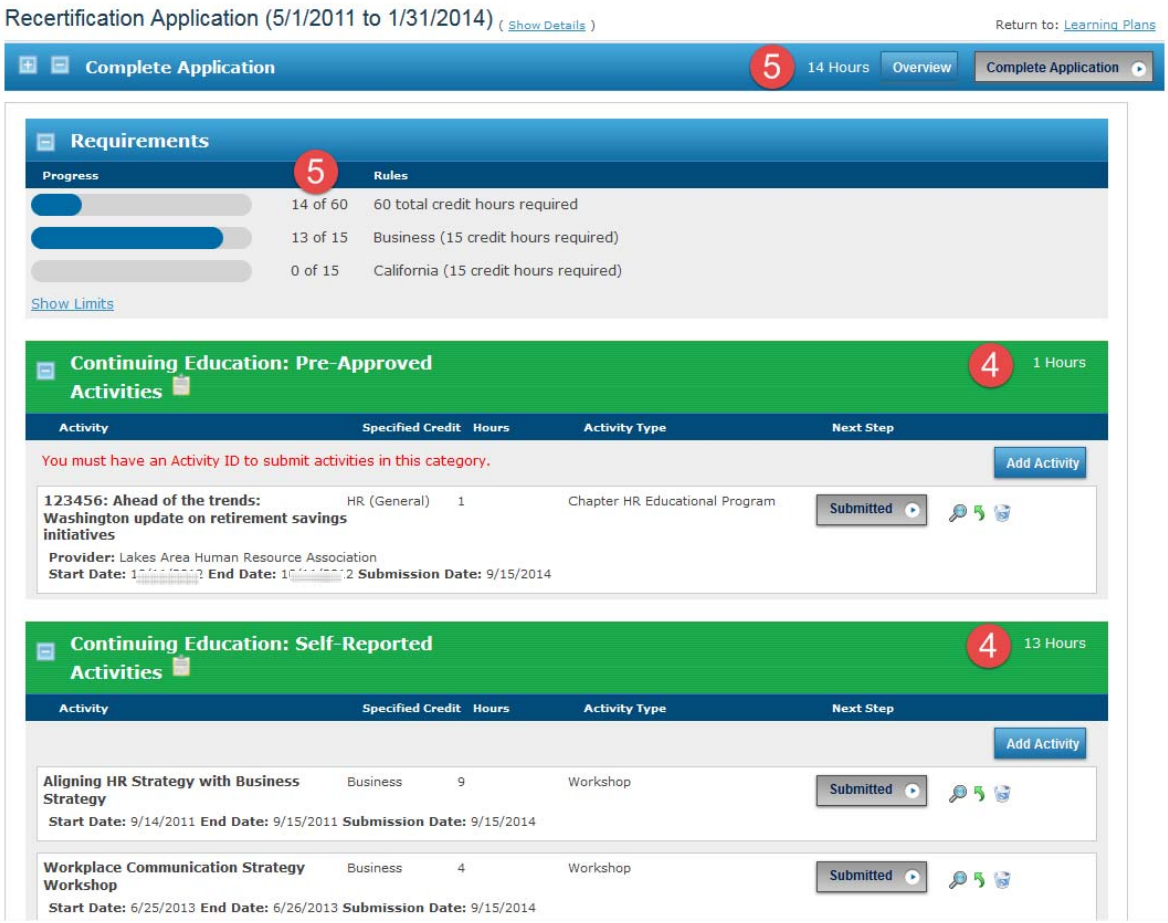
A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

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.



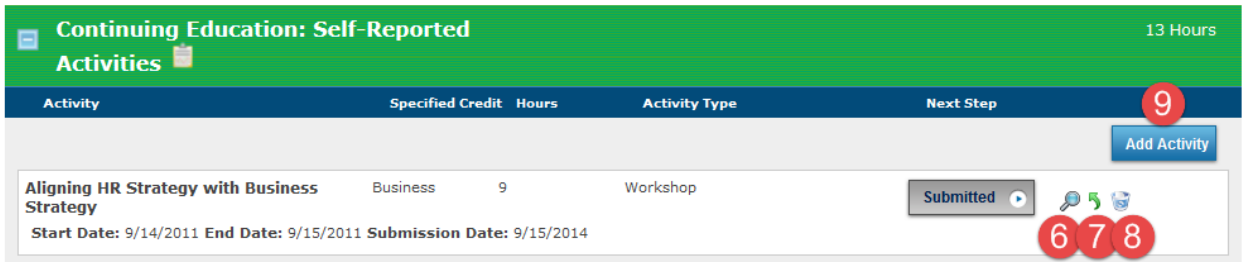
4. Credit hours for submitted activities will tally in each category header.
5. The total will display at the top of the page and in the progress bar.



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.*

IMPORTANT NOTE: *The total hours presented in the Progress Bar reflect the category limitations (i.e. if you add 20 credits to the Leadership category, only 10 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 20 credits to the Leadership category, all 20 will be added to the total presented).*

6. To see a summary of a submitted activity, click the magnifying glass.
7. To edit an activity submission, click the green recall arrow and then the back button.
8. To delete an activity, click the recycle bin.
9. To add a new activity, click the Add Activity button at the top of the applicable category.

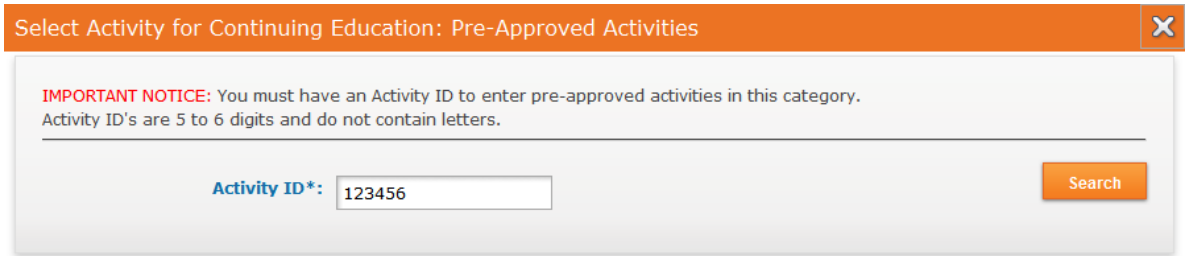


The next few pages will walk you through examples of submitting two different activity types.

10. In our first example, we will add an activity to the "Continuing Education: Pre-Approved Activities" category.

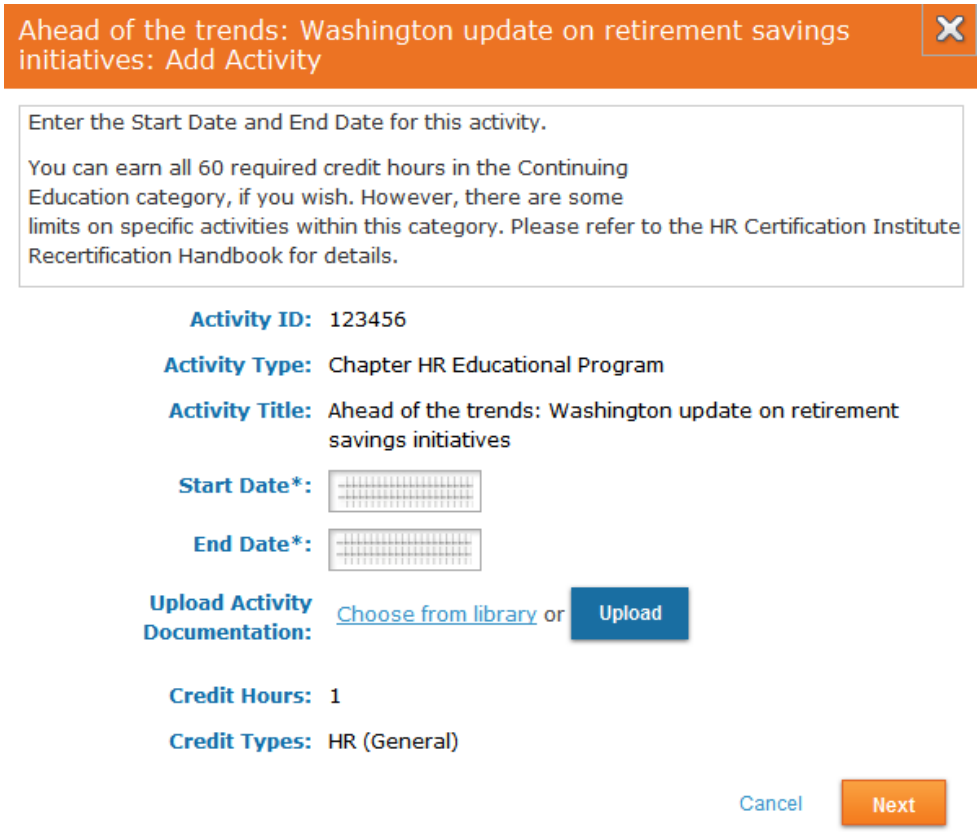
IMPORTANT NOTE: *You must have an Activity ID to enter pre-approved activities in this category.*

a. Click the Add Activity button at the top of the Continuing Education: Pre-Approved Activities category.
b. Enter the Activity ID and click Search.



IMPORTANT NOTE: *Activity IDs are 5-6 digit numbers. Do not enter ORG-PROGRAM before the number or any alpha characters.*

c. Click the Select button when the activity appears.
d. Enter the Start Date and End Date you attended the activity and click Next.



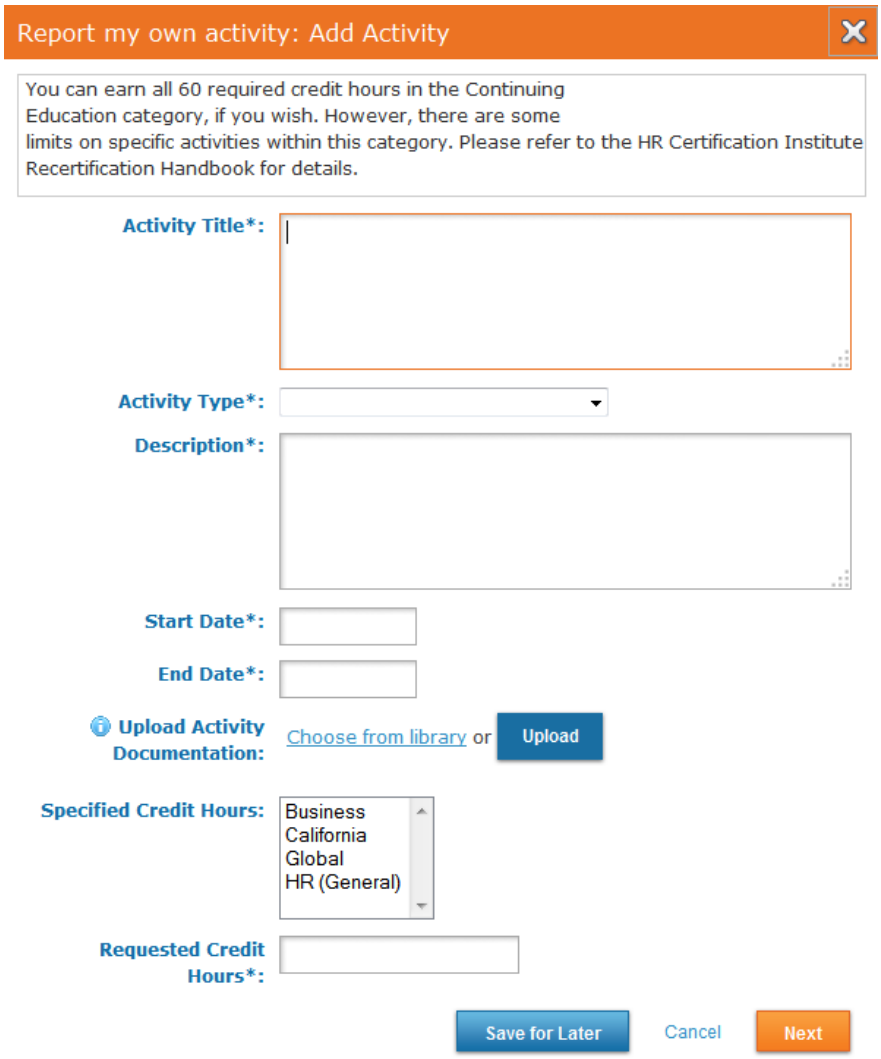
IMPORTANT NOTE: *These dates are validated against the dates the provider submitted. If you get an error message for invalid attendance dates, please contact the provider to confirm the dates. Or you can add the activity to the Continuing Education: Self-Reported Activities category.*

e. Agree to the attestation statement and click Submit. The activity appears in your Continuing Education: 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 "Continuing Education: Self-Reported Activities" category.

> ***IMPORTANT NOTE:*** *The Continuing Education: Self-Reported Activities 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. Click the Add Activity button at the top of the Continuing Education: Self-Reported Activities category.
   b. Complete the form and click Next.

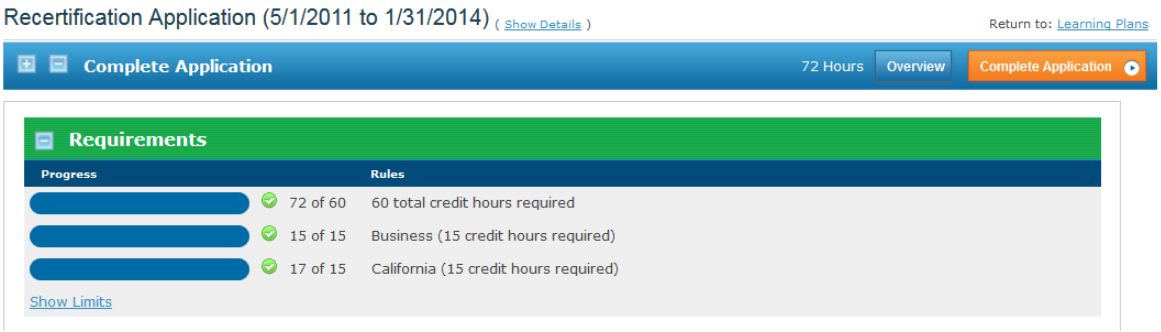


IMPORTANT NOTE: *The Activity Documentation is not required but recommended for all activity submissions. If your application gets selected for audit, this documentation will be required.*

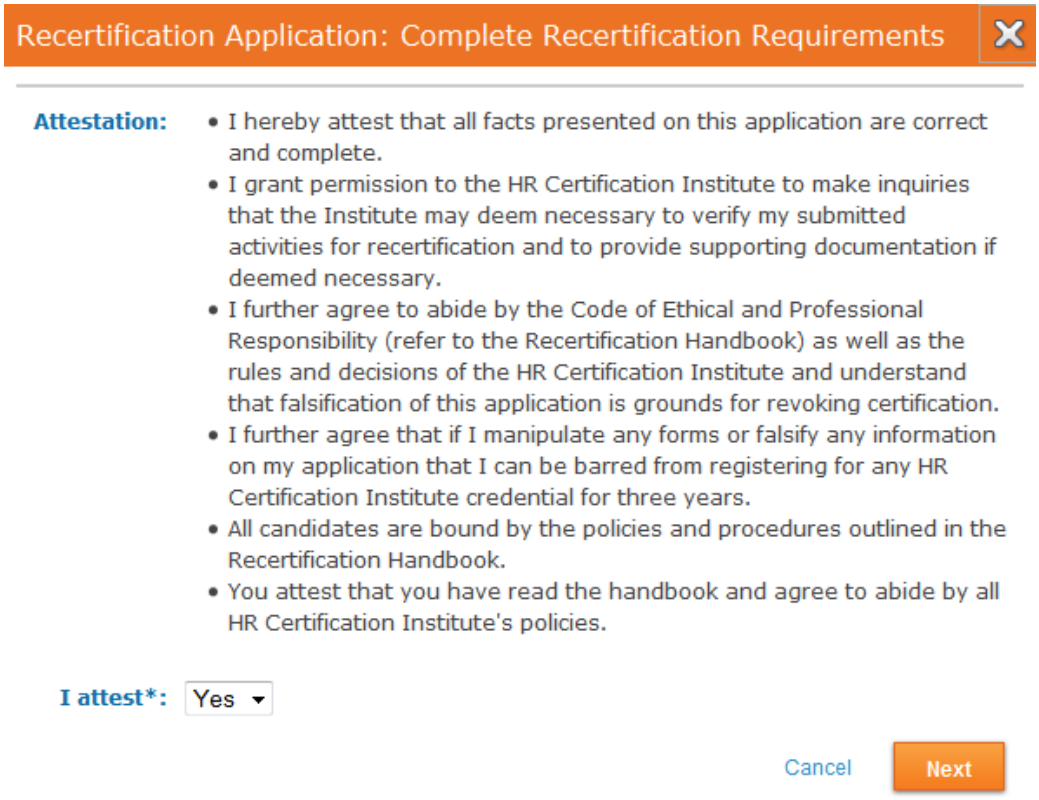
If you do not make a selection in the Specified Credit Hours field, your activity will be submitted for HR (General) credit by default.

c. 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.



14. Click Pay Fees on the Make Payment window.
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.

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 audit documentation next to each activity.
    b. If you have not been selected for audit, your application will show as Submitted.

If you have specific questions regarding your recertification application, please send us an email to recert@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).