

# 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.

The screenshot displays the HR Certification Institute's Recertification Application interface. At the top, the user is logged in as 'Test Record!' for the cycle '5/1/2011 - 1/31/2014'. The main heading is 'Recertification Application (5/1/2011 to 1/31/2014)'. Below this, there is a progress bar for 'Complete Application' showing '4 Hours' and buttons for 'Overview' and 'Complete Application'. The 'Requirements' section shows a table with progress bars and rules:

Progress	Rules
4 of 60	60 total credit hours required
4 of 15	Business (15 credit hours required)
0 of 15	California (15 credit hours required)

A 'Show Limits' link is located below the requirements table. A callout box titled 'Hide Limits' provides a detailed view of category limitations:

Progress	Category
0 of 20	Webinar/Webcast/Videoconference
0 of 20	Instruction
0 of 20	On-The-Job Experience
0 of 20	Research and Publishing
0 of 10	Leadership
0 of 10	Professional Membership

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

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**Complete Application** 5 14 Hours Overview Complete Application

### Requirements

Progress 5 Rules

<div style="width: 23%;"></div>	14 of 60	60 total credit hours required
<div style="width: 87%;"></div>	13 of 15	Business (15 credit hours required)
<div style="width: 0%;"></div>	0 of 15	California (15 credit hours required)

[Show Limits](#)

### Continuing Education: Pre-Approved Activities

4 1 Hours

Activity	Specified Credit	Hours	Activity Type	Next Step
You must have an Activity ID to submit activities in this category. <span style="float: right;"><a href="#">Add Activity</a></span>				
123456: Ahead of the trends: Washington update on retirement savings initiatives Provider: Lakes Area Human Resource Association Start Date: 1/1/2014 End Date: 1/1/2014 Submission Date: 9/15/2014	HR (General)	1	Chapter HR Educational Program	Submitted <span style="float: right;">🔍 🔄 🗑️</span>

### Continuing Education: Self-Reported Activities

4 13 Hours

Activity	Specified Credit	Hours	Activity Type	Next Step
<a href="#">Add Activity</a>				
Aligning HR Strategy with Business Strategy Start Date: 9/14/2011 End Date: 9/15/2011 Submission Date: 9/15/2014	Business	9	Workshop	Submitted <span style="float: right;">🔍 🔄 🗑️</span>
Workplace Communication Strategy Workshop Start Date: 6/25/2013 End Date: 6/26/2013 Submission Date: 9/15/2014	Business	4	Workshop	Submitted <span style="float: right;">🔍 🔄 🗑️</span>

**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).

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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.

Activity	Specified Credit	Hours	Activity Type	Next Step
Aligning HR Strategy with Business Strategy	Business	9	Workshop	Submitted

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.

Select Activity for Continuing Education: Pre-Approved Activities

**IMPORTANT NOTICE:** 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.

Activity ID\*:

Search

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

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

Ahead of the trends: Washington update on retirement savings initiatives: Add Activity✕

Enter the Start Date and End Date for this activity.

You can earn all 60 required credit hours in the Continuing Education category, if you wish. However, there are some limits on specific activities within this category. Please refer to the HR Certification Institute Recertification Handbook for details.

**Activity ID:** 123456

**Activity Type:** Chapter HR Educational Program

**Activity Title:** Ahead of the trends: Washington update on retirement savings initiatives

**Start Date\*:**

**End Date\*:**

**Upload Activity Documentation:** [Choose from library](#) or

**Credit Hours:** 1

**Credit Types:** HR (General)

**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.

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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.

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Report my own activity: Add Activity ✕

You can earn all 60 required credit hours in the Continuing Education category, if you wish. However, there are some limits on specific activities within this category. Please refer to the HR Certification Institute Recertification Handbook for details.

**Activity Title\*:**

**Activity Type\*:**

**Description\*:**

**Start Date\*:**

**End Date\*:**

**Upload Activity Documentation:** [Choose from library](#) or

**Specified Credit Hours:**   
California  
Global  
HR (General)

**Requested Credit Hours\*:**

**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.

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- 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.

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**Complete Application** 72 Hours [Overview](#) [Complete Application](#)

### Requirements

Progress	Rules
<div style="width: 100%;"><div style="width: 100%;"></div></div> <input checked="" type="checkbox"/> 72 of 60	60 total credit hours required
<div style="width: 100%;"><div style="width: 100%;"></div></div> <input checked="" type="checkbox"/> 15 of 15	Business (15 credit hours required)
<div style="width: 100%;"><div style="width: 100%;"></div></div> <input checked="" type="checkbox"/> 17 of 15	California (15 credit hours required)

[Show Limits](#)

- Click the Complete Application button, agree to the final attestation and click Next.

**Recertification Application: Complete Recertification Requirements** ✕

**Attestation:**

- I hereby attest that all facts presented on this application are correct and complete.
- I grant permission to the HR Certification Institute to make inquiries that the Institute may deem necessary to verify my submitted activities for recertification and to provide supporting documentation if deemed necessary.
- I further agree to abide by the Code of Ethical and Professional Responsibility (refer to the Recertification Handbook) as well as the rules and decisions of the HR Certification Institute and understand that falsification of this application is grounds for revoking certification.
- I further agree that if I manipulate any forms or falsify any information on my application that I can be barred from registering for any HR Certification Institute credential for three years.
- All candidates are bound by the policies and procedures outlined in the Recertification Handbook.
- You attest that you have read the handbook and agree to abide by all HR Certification Institute's policies.

I attest\*:

[Cancel](#) [Next](#)

- Click Pay Fees on the Make Payment window.
- Complete the credit card information and click Continue. Confirm your payment details on the Confirm Purchase page, then click Complete Purchase.
- The Payment Confirmation page appears and notifies you if you have been selected for audit.

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**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](mailto: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).