

Understanding CE Credits

Continued education (CE) credits are courses that provide professionals with the continued education to maintain their license or practice their profession. From professional development to compliance training, CE credits are required by many different industries and cover a wide variety of topics.

For first time applicants, most authorities require an exam in order to be approved for certifications. For recertification, applicants must either retake the exam or complete a certain amount of recertification credits. Recertification credits can be acquired by attending conferences and seminars, elearning, volunteer activities, books and ebooks, webinars, and more.

Within the HR and learning and development fields, BizLibrary offers continued education credits for:

- Society for Human Resource Management (SHRM)
- HR Certification Institution (HRCI)
- Project Management Institute (PMI)

How to Earn Credits with Bizlibrary

Submitting a BizLibrary course for credit is easy. Here are three easy-to-follow steps to guide you through submitting your continued education credits.

- 1.** Earn your CE credits through activities like keynote presentations, webinars, and online learning courses. As you complete courses and activities, keep records of your completions. Many activities will have an activity-id number that can be entered into your authority's website for credit.
- 2.** Log your courses and activities through your certification authority's website.
- 3.** Once you've logged enough credits you can submit them for recertification. Keep in mind there's usually a recertification fee that you will be charged. This varies based on the authority and certification.

The BizLibrary Collection

Within The BizLibrary Collection are hundreds of videos that count for different certifications. For PMI, SHRM, and HRCI recertification, some of the content we offer covers areas in:



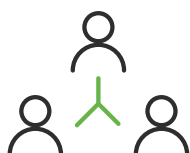
TEAMWORK



LEADERSHIP



ETHICS



**EMPLOYEE
ENGAGEMENT**



COMMUNICATION