

2016

HR Certification Institute® (HRCI®)

Recertification Handbook

Policies and Procedures

Table of Contents

| | |
|--|-----------|
| Why Recertify? | 3 |
| Professional Development | 3 |
| Professional Achievement | 3 |
| Recertification by Re-Examination | 3 |
| Recertification Notifications | 3 |
| Defining “HR-Related” | 4 |
| Specified Credit Hour Requirements | 4 |
| GPHR®-Certified | 4 |
| SPHRi™- or SPHR®-Certified | 4 |
| California (PHRca®) Certified | 4 |
| Prorating Specified Credit Hours for | |
| Multiple Designations | 4 |
| Questions or Comments? | 4 |
| Certification Cycle Dates | 5 |
| Here Are Some Examples: | 5 |
| Recertification Credits and Cycles for | |
| Multiple Designations | 5 |
| Recertification Application Fee | 5 |
| Recertification Fees for Multiple Designation Holders | 6 |
| PHR® or SPHR® Designation..... | 6 |
| PHRca® Designation..... | 6 |
| Suspended Status | 6 |
| Expired Status | 7 |
| Emeritus Status | 7 |
| Life Certification | 7 |
| Recertification Application Processing | 7 |
| Incomplete Applications | 7 |
| Recertification Audit | 8 |
| Name Changes | 8 |
| Duplicate/Replacement Certificates | 8 |
| Recertification Activity Categories and Subcategories | 9 |
| Category A: Professional Development | 9 |
| Subcategory: Pre-Approved Programs by HRCI..... | 9 |
| Subcategory: Instructor-Led Continuing Education..... | 9 |
| Subcategory: Self-Directed Learning | 10 |
| Category B: Professional Achievement | 11 |
| Subcategory: Instruction | 11 |
| Subcategory: On-the-Job Activity | 11 |
| Subcategory: Leadership | 12 |
| Subcategory: Research And Publishing..... | 12 |
| Subcategory: HR Membership | 12 |
| APPENDIX | |
| Code of Ethical and Professional Responsibility | 14 |
| Overview | 14 |
| Professional Responsibility | 14 |
| Professional Development | 14 |
| Ethical Leadership..... | 14 |
| Fairness and Justice | 14 |
| Conflicts of Interest | 15 |
| Use of Information | 15 |

When you became certified, you showed your commitment to the HR profession, but in a profession where change is constant, success depends on one's continued dedication to excellence. Recertification enables you to demonstrate that dedication and to stay on top of the rapidly changing HR field. Your journey has just begun.

WHY RECERTIFY?

Recertification is an essential part of an accredited certification process, enabling certified HR professionals to stay up to date on developments in their profession and ensuring that the knowledge they demonstrated by passing the exam remains current. Recertification is what distinguishes professional certification from other types of learning and development activities.

When you recertify every three years, you show your continuing competence and commitment to the HR profession. There are many ways to meet your recertification requirements, some of which you may already be doing! This handbook will provide resources for you to learn about the types of activities that can help you meet recertification requirements.

This handbook has information on how you can recertify by taking part in HR-related continuing education and activities.

Holding an HR Certification Institute (HRCI) credential requires that you actively demonstrate your dedication to remaining up to date with the rapidly changing HR profession through continued professional development and recertification. To keep your Professional in Human Resources (PHR®), Senior Professional in Human Resources (SPHR®), Global Professional in Human Resources (GPHR®), California Certification (PHRca®), Human Resource Business Professional (PHRi™), and/or Human Resource Management Professional (SPHRi™) designation(s), the HR Certification Institute requires all certified HR professionals to recertify every three (3) years, either by testing again or by accumulating 60 recertification credit hours through Professional Development or Professional Achievement. The credit hours earned should fall into one of these categories:

Professional Development

- Pre-Approved Programs
- Continuing Education
- Self-Directed Learning

Professional Achievement

- Instruction
- On-the-Job Experience
- Research/Publishing
- Leadership
- HR Membership

RECERTIFICATION BY RE-EXAMINATION

Most certified HR professionals prefer to recertify through continuing professional development. Some professionals, however, prefer to recertify by retaking the exam.

NOTE: If you live in a country that is subject to economic sanctions imposed by the U.S. Government, you MUST recertify by exam at a test site that is not located in a country under embargo.

Candidates who recertify by examination must:

- Take the exam before their certification cycle ends.
- Recertify only at their current certification level.
- Wait 12 months from their certification start date to apply to take the exam.

The HR Certification Institute reviews all recertification by examination applications. If you recertify by examination, you must follow the same exam application policies, procedures and fees as first-time exam takers. Please refer to the Certification Handbook for this information or visit our website at www.hrci.org.

You must meet the current eligibility requirements at the time you apply to be recertified by exam.

RECERTIFICATION NOTIFICATIONS

The HR Certification Institute will send you reminder emails throughout your certification cycle. In order to receive email reminders from HRCI, please make sure to keep your email address current.

To make changes to your street address or email address, log into your online profile and click on the "edit primary contact information" (located under your profile picture on the left side of the page). Remember to check the primary box when changing your information, to ensure all communications from HRCI will be sent to the updated address(es) in your profile.

We will not change your certification cycle or the submission requirements because you did not receive email reminders.

DEFINING “HR-RELATED”

In general, if an activity can be tied to the [Exam Content Outline](#) for that certification and it adds to a person’s knowledge of the HR field, we award recertification credit. You can find the GPHR®, PHRI™, SPHRI™, PHR®, PHRca®, and SPHR® certification [Exam Content Outline](#) at www.hrci.org. All recertification activities must be HR-related. Activities that focus on personal development are not eligible for recertification credit. Examples of personal development courses or activities are “How to Reduce Stress,” “Developing Your Network for Success,” and “Time Management.” When you submit your recertification application, you must show how the activity is HR-related if it is an activity that has not already been pre-approved by the HR Certification Institute. Additionally, when you describe your activities, you should relate them to the [HR Exam Content Outline](#). In some cases, the HR Certification Institute reviewer may not accept the activity if it does not seem to be HR-related. We may also contact you via email to ask for more information about an activity.

SPECIFIED CREDIT HOUR REQUIREMENTS

GPHR®-CERTIFIED

If you hold a GPHR designation, 15 hours of the required 60 recertification credit hours must be in Global HR Management. The HR Certification Institute defines Global HR Management as an activity that can be tied directly to a section of the GPHR [Exam Content Outline](#), which you can find on our website at www.hrci.org.

SPHRI™- OR SPHR®-CERTIFIED

If you hold an SPHRI™ or SPHR® designation, at least 15 hours of the 60 hours you earn must add to your knowledge of your organization and how it operates. Refer to the “HR as a Business Leader” functional area of the SPHRI™ [Exam Content Outline](#), or the “Business Management and Strategy” area of the PHR®/SPHR® [Exam Content Outlines](#) for the types of activities that meet this requirement. You will find them online at www.hrci.org. Programs that have been pre-approved for business credit have met this requirement.

NOTE: If you hold both the SPHR® and SPHRI™ credentials concurrently, you only have to meet the 15 business hours requirement a single time to satisfy the specified credit requirement.

CALIFORNIA (PHRca®) CERTIFIED

If you have a PHRca® designation, 15 hours of the required 60 recertification credit hours must be California specific activities, as defined by the California HR [Exam Content Outline](#), which you can find at www.hrci.org.

PRORATING SPECIFIED CREDIT HOURS FOR MULTIPLE DESIGNATIONS

If a certified HR professional earns a second designation, the credit hours for the second designation are prorated on a biannual basis. For instance, if the GPHR® designation is obtained after the PHR®, SPHR®, or SPHRI™, the requirement to obtain 15 global recertification credit hours over a three-year period would be adjusted (for example, 2.5 global HR recertification credit hours every six months) for the first certification cycle. If the SPHR® or SPHRI™ designation is obtained after the GPHR®, the requirement to obtain 15 business recertification credit hours over a three-year period would be adjusted on a biannual basis (for example, 2.5 business recertification credit hours every six months) for the first certification cycle. There are no specified credit hours required for the PHR® or PHRI™ designations.

Your prorated specified recertification credit hours and certification cycle dates will be available in your online profile upon receipt of your exam results.

QUESTIONS OR COMMENTS?

Thank you for being certified by the HR Certification Institute. The recertification process is a critical component of maintaining professional certification, and the HR Certification Institute is here to support you during this process.

If you have any questions or comments, please feel free to contact us:

Email: info@hrci.org

Phone (US toll free): +1.866.898.4724 | +1.571.551.6100

Website: www.hrci.org

CERTIFICATION CYCLE DATES

Your certification cycle end date will coincide with your birth month. This is set up after you are newly certified and may make the initial certification cycle longer than three years. You can begin earning recertification credit hours immediately after you have passed the exam; however, your recertification account will be created in conjunction with the upload of exam results. You can access your recertification account once you have received your exam results notification.

Here are some examples:

- If you took your exam and passed on 1/16/2013 and your birth month is July, you would be due to recertify on or by 7/31/2016. Thereafter, you would recertify every three years by July 31.
- If the month in which you are due to recertify (for example, June 2014) is the same as your birth month listed in our records (for example, June 2014), your cycle date will remain the same.
- If the month in which you are due to recertify (for example, June 2014) occurs earlier in the year than your birth month listed in our records (for example, December 2014), your cycle date will be extended to the end of your birth month, later that same year (in this example, December 31, 2014).
- If the month in which you are due to recertify (for example, June 2014) occurs later in the year than your birth month listed in our records (for example, January 2014), your cycle end date will be extended to the end of your birth month in the following year (in this example, January 31, 2015).

Your certification cycle dates may be found on your certificate and in your online profile.

You must earn your recertification credit hours during your current certification cycle. You can begin adding information to your online file the day after your certification cycle ends. For example, if your recertification end date is December 31, you may start earning recertification credit toward the next certification cycle on January 1. However, you will not be able to record these activities on your recertification application until your previous recertification application has been approved.

You may submit your recertification application 12 months after the cycle start date and after the recertification requirements for the designation have been met. However, your certification cycle will always begin the day after the previous cycle ended. Additionally, if you recertify early, you may not carry activities forward to the next certification cycle. For example, if your certification dates are December

2009 to December 2012, and you submit your recertification application in June 2012, any activities you take part in from July 2012 through 2012 would NOT count toward your next certification cycle.

RECERTIFICATION CREDITS AND CYCLES FOR MULTIPLE DESIGNATIONS

A total of 60 recertification credit hours are required whether you hold one or 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, which is your birth month. Additionally, the specified credit hours required to recertify the second designation will be prorated. After the initial recertification period is complete, the beginning and end dates of all concurrent designations will be synchronized.

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 examples.

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, it contributes only five hours toward the overall requirement of earning 60 credit hours.

RECERTIFICATION APPLICATION FEE

The recertification application fee is *150 USD* for a single certification, if paid by your certification cycle end date.

Make this payment when you submit your application. The application fee is nonrefundable, even if we do not approve your application. If you submit your PHR recertification application and then take and pass the SPHR, your recertification fee will not be refunded. If you complete the application online, you must pay the fee when you submit your application. You can pay the online application fee with Visa, MasterCard or American Express credit cards.

To pay with a check, please submit all your recertification activities online and then complete the [Recertification Payment Form](#). You may find this form at www.hrci.org/certification-handbooks/forms.

Please do not send cash. Include your name and home telephone number (including area code) on your check.

RECERTIFICATION FEES FOR MULTIPLE DESIGNATION HOLDERS

The cost to recertify more than one designation is *150 USD* for the first designation and *50 USD* for each additional designation. For example, the total cost for a candidate who is recertifying the GPHR® designation and the PHR®

| NUMBER OF DESIGNATIONS | PHR |
|------------------------|---------|
| One Designation | 150 USD |
| Two Designation | 200 USD |
| Three Designation | 250 USD |
| Four Designation | 300 USD |
| Five Designation | 350 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.

PHR® or SPHR® Designation

While you can hold multiple designations at the same time, you cannot hold both the PHR® and the SPHR® levels at the same time. This is because these two certifications share the same [Exam Content Outline](#). While both exams assess different aspects of Human Resources — with the PHR® being more operational and the SPHR® more strategic — the person who holds the SPHR® designation has demonstrated mastery of both levels. Therefore, an individual may NOT hold both a PHR® and an SPHR®. Also, recertification activities completed for the PHR® will NOT count toward the new SPHR®, because a new certification cycle date is assigned when the SPHR® is earned.

For all of the other certifications (GPHR®, PHRi™ and SPHRi™), the HR Certification Institute conducted independent practice analysis studies that resulted in separate and distinct bodies of knowledge. HR professionals may hold any of these certifications separately or in combination with each other or with the PHR® or SPHR®. 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.

SUSPENDED STATUS

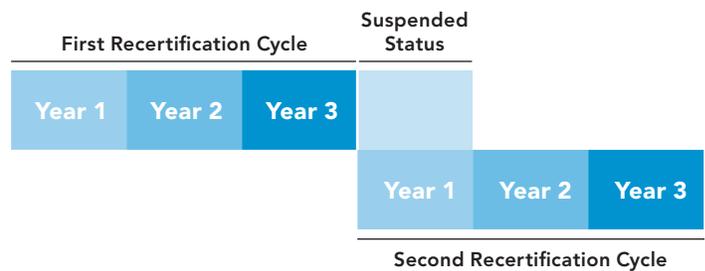
You have the primary responsibility for keeping your certification current. Since the HR Certification Institute sends periodic reminders of recertification end dates, please keep your email address current. However, failure to receive reminders is not grounds for missing your cycle end date. Your certification cycle end dates are also displayed in both your online profile and on your certificate.

Applications for recertification that are received online or postmarked the same day as the end date of the certification cycle 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.

While your credential(s) are in Suspended status, you will not be able to represent yourself as certified. Your name will not appear in our [Directory of Certified Professionals](#), and the Institute will not be able to verify your credentials to your current or potential employers. However, once you successfully recertify, they will be reinstated.

You will be able to submit your Recertification Application during this 12-month period and retain your credential(s) by paying a fee of *100 USD* (in addition the regular recertification fee). You will also be able to earn additional credits during this time towards the requirement of 60 credit hours.

However, the time spent in Suspended status will not change your cycle dates. Therefore, it will shorten your next certification cycle as indicated below:



It is therefore to your benefit to remain in Suspended status for as short a time as possible.

EXPIRED STATUS

If you fail to recertify by the end of the 12-month period during which your credential(s) are in Suspended status, your status will be changed to Expired. Once your credential(s) expire, you will need to reapply and successfully pass the current edition of the exam(s) to regain the use of your credential(s).

Although we will no longer allow for Extensions, we will review hardship cases with extenuating circumstances (i.e. serious health conditions, termination of employment, etc.). In hardship cases, individuals may be permitted to use their credential(s) while in Suspended status by paying the *100 USD* fee at the time of approval.

If you would like to inquire about your own hardship request, please send a description of your hardship to the recertification team at info@hrci.org.

Once you have submitted your request, you will receive a response from our recertification manager.

EMERITUS STATUS

Emeritus status allows currently certified HR professionals whose status is Member-Active to continue to use their designation(s) after they retire from the HR profession without having to recertify. GPHR®, PHRI™, SPHRI™, PHR®, PHRca®, SPHR®-certified HR professionals may request emeritus status if they are age 60 or older and are retiring from the HR profession. They may be retiring from work that includes consulting, private and public-sector HR work and/or part-time teaching at a college or university. Those who plan to continue doing part-time HR work — perhaps as a consultant or as a lecturer — are not considered retired and are not eligible for emeritus status.

To request emeritus status, please mail the HR Certification Institute a letter saying you plan to retire, the name of your organization and the date you plan to retire. Include proof of your age, for example a copy of your driver's license. Include in the letter your name, email address, designation(s), certification cycle(s) and retirement date. There is a one-time processing fee of *100 USD*, and payment can be made via Visa, MasterCard or American Express credit cards or with a check made payable to the HR Certification Institute.

Please consider this status carefully before you request it. Certified HR professionals awarded emeritus status who later decide to re-enter the HR profession will have their emeritus status removed and will have to retake the exam. Anyone granted emeritus status will receive a new certificate indicating this retired status.

LIFE CERTIFICATION

Prior to 1996, the HR Certification Institute granted Life Certification to certified HR professionals who had successfully recertified their designation at least twice. In 1996, the 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 later earn another designation, you will have to recertify by completing 60 recertification credit hours (including any specified credit hours). If you hold a Life Certification and then later obtain the California certification, you are only required to get 15 California-specific credit hours to recertify.

RECERTIFICATION APPLICATION PROCESSING

Each individual holding an HR Certification Institute credential has an online recertification profile which may be accessed here, goo.gl/5t4k97

You may record your recertification activities and upload documentation as you complete them in your profile. When you have entered the necessary minimum of 60 recertification hours plus any specified hours, you may pay for and submit your application online. HRCI reviews applications once they have been submitted with payment.

Once you submit your online application, you will receive an email letting you know that we received it. We will contact you again after we have reviewed your application. If your application is incomplete, we will email you with a request for more information. When your application is approved, we will send you a notification email and a new certificate. Your new certificate will display your next certification start and end dates.

Please allow up to four (4) weeks from the time we receive your application for us to review and then notify you about your application.

INCOMPLETE APPLICATIONS

When we are reviewing your application, we may contact you for more information. When we ask for more information, we will give you a deadline for when you must respond. If you do not meet this deadline, your application may not be approved.

If we ask you for more information, we will not ask you to pay any additional fees. If you fully describe your activities, we are less likely to ask you for additional information. We highly recommend that you fully describe your activities and show how they relate to the relevant HR [Exam Content Outline](#).

RECERTIFICATION AUDIT

A certain percentage of recertification applications are randomly selected for audit upon submission. If you are selected for our audit, you will be notified immediately when you submit your recertification application for review. The HR Certification Institute randomly audits applications as part of our NCCA accreditation to ensure the quality and integrity of our certification programs.

We recommend that as you enter your activities into your application throughout your cycle, you upload documentation that demonstrates you have completed an activity. Completing this step as you enter activities will make your recertification plan a reference tool to store your certificates of completion and documentation and will make participation in our audit process streamlined and simple. Since the audit selection process is completely random, you should keep all supporting documents for reference until the audit of your applications has been completed. Should your application be selected for an audit, it will not be considered complete until documentation of all activities listed has been provided.

Further information and instructions will be provided to you at the time your application is selected for audit. The HR Certification Institute will work with you to successfully complete the audit process.

Here are the steps below to assist you with entering audit documentation.

1. Please log in to your recertification application. Once you are in the application, find the activity that you want to add the document to.
2. There is will be an orange button located on the right that reads "Submit Audit Docs." Please click to access the pop-up box.
3. Once you have accessed the pop-up box you can upload documents where it reads "Upload Activity Documentation."
4. When you have uploaded the document, please click the submit button to access the pop-up screen.
5. To complete the entry please select "Yes" in the "I attest" box located at the bottom of the page. Please repeat this process for each of the activities that have been entered.
6. Once you have submitted 60 credit hours of documentation, please click "Submit for Audit" at the top right for review.

NAME CHANGES

The only way to process a name change in your online profile is to follow the steps below. Only the HR Certification Institute has the access needed to change your name in our online system. For security reasons, we require that you send us legal documents to allow us to make a name change. These legal documents include a driver's license, marriage license, or other legal notification. Once we have made the name change, we will shred any legal documents you have sent us.

Send your request for a name change in writing to the HR Certification Institute and include the following:

- The name under which you became certified.
- Your home address.
- Your email address.
- Your certification cycle.
- Your new name as you would like it to appear in our records (must be consistent with the legal documents you have sent).
- Any legal document or documents attesting to the name change.

We will not reissue a new certificate with your new name during a certification cycle unless you complete the Additional Certificate Request Form (<http://www.hrci.org/certification-handbooks/forms>). However, we will add your new name to your online profile and use your new name on future certificates. If you submit your name change request and documents at the time you are recertifying, your new certificate will have your new name.

DUPLICATE/REPLACEMENT CERTIFICATES

You may request duplicate or replacement certificates. To request a duplicate or replacement certificate, complete the Additional Certificate Request Form (www.hrci.org/certification-handbooks/forms) and make a 25 USD payment.

You may pay with Visa, MasterCard, or American Express or with a check made payable to the HR Certification Institute. Your name must appear on all checks.

RECERTIFICATION ACTIVITY CATEGORIES AND SUBCATEGORIES

You must accumulate 60 credit hours during the three-year certification cycle. You can obtain credit hours through any combination of the following activities:

| PROFESSIONAL DEVELOPMENT | MAXIMUM |
|-------------------------------------|--|
| Pre-Approved Programs | No Maximum |
| Instructor-Led Continuing Education | No Maximum |
| Self-Directed Learning | 30-Hour Maximum |
| PROFESSIONAL ACHIEVEMENT | 40-HOUR MAXIMUM The 40 hours may come from one subcategory (except for membership) or any combination of the five subcategories. |
| Instruction | |
| On the Job (OTJ) Activity | |
| Leadership | |
| Research & Publishing | |
| Professional 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 an individual has earned and it adds to the certification holder's knowledge of the HR field, it is considered "HR-related" and recertification credit will be awarded. The GPHR®, PHRi™, SPHRi™, PHR®, SPHR®, and California certification **Exam Content Outlines** may be found online at www.hrci.org (p. 3).

CATEGORY A: PROFESSIONAL DEVELOPMENT

An individual may earn all recertification credit 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.

Exception: Self-Directed Learning has a limit of 30 credit hours. This includes activities that have no formal structure or instructor.

Subcategory: Pre-Approved Programs by HRCI – No Maximum

Programs offered by HRCI Approved Provider Organizations.

Policy

Earn credits by attending programs pre-approved by the Institute. All pre-approved programs can be viewed here: <http://www.hrci.org/recertification/pre-approved-activity-search>.

Business Rules

The program ID will be distributed by the host organization only. The program credit hours and type of credit will auto populate into an individual's recertification file as long as the program ID and dates of the event match exactly.

Note on conference submission: Only use the program ID for a conference when applying for general credit or if an entire conference has been awarded specified credit. If you need specified credit and the conference has been awarded general credit, please enter each session separately in the Continuing Education/Instructor Led Subcategory.

Specified credit (business, global, and California) may be earned through pre-approved programs.

Audit Documentation

Certificate or letter of attendance, registration form, receipt, or email confirmation are all acceptable forms of documentation.

Subcategory: Instructor-Led Continuing Education – No Maximum

Courses that are led by an instructor whether live or should be recorded and have structure to the program

Policy

Earn credits by completing a course offered by a college or university, by attending a non-pre-approved program or conference that adds to your HR knowledge, by participating in e-learning, online training, in-house work training, or by attending a professional HR chapter program.

Business Rules

Programs must be at least 45 minutes long (30 minutes of content and 15 minutes of Q&A is the minimum) and HR-related. Credit may be recorded in quarter-hour increments such as 1.25 for a program that is one and fifteen minutes in length. Programs held during a meal must be at least 1.5 hours long in order to be eligible for one hour of credit. For a one-day conference, six credit hours are awarded. Documentation must be included to be considered for more than six hours. Pre-conference workshops may be awarded additional credit if a separate registration is required.

For each semester credit hour, 10 recertification credits will be awarded. For a three-credit semester course, 30 recertification credit hours will be awarded. If a course is audited rather than attended for credit, a maximum of 10 credit hours will be awarded. To receive recertification credit for a college or university course, a grade of "C" must be earned.

Specified credit (business, global, and California) may be earned through continuing education/instructor-led courses.

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.

College and University Courses

The HR Certification Institute accepts continuing education units (CEUs) awarded through the International Association for Continuing Education and Training (IACET). IACET guidelines state that an agency can award one CEU (comparable to one semester credit hour) for every 10 hours of classroom time.

For example, a course awarded three CEUs using IACET criteria is equivalent to 30 classroom hours. PHR®, SPHR®, GPHR®, PHRca®, PHRI™, and SPHRI™ certified HR professionals would receive 30 recertification credit hours for one course. If you can provide documentation demonstrating your course contained more contact hours than the IACET guidelines allow, please upload documentation (like a detailed syllabus) to illustrate the requested number of hours. You may earn hour-for-hour credit for all classroom contact hours.

If you audit (meaning you attend the classes, but are not responsible for completing coursework) an HR-related college or university course, you can claim a maximum of 10 recertification credit hours on your recertification application.

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.

NOTE: To receive recertification credits for college/university coursework, you must pass the course with a grade of "C" or better.

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, six credit hours are awarded for attending all conference educational sessions during a one-day conference.
- Additional credit hours may be awarded for preconference workshops if you give additional information about them on your recertification application.

Subcategory: Self-Directed Learning – 30 Credit Hours Maximum

HR-related activities that have no formal structure or instructor, but which facilitate a better understanding of one or more aspects of the profession.

Policy

Earn credits for self-directed activities such as:

- **Being mentored or coached.** Credit awarded on an hour-for-hour basis.
- **Additional activities** may be considered if the activity is HR-related and it can be documented how the activity improved HR knowledge. Credit awarded on an hour-for-hour basis.

Business Rules

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.

Books published by the Institute will have a pre-approved ID associated with them with no more than three recertification credits per book.

In order for a book to be awarded credit through a book club, a book must be submitted by the book club organizer for pre-approval through the Institute. The following criteria must be met in order for the submitted book to receive pre-approval:

- Book must be on an HR-related subject that aligns with knowledge or a responsibility listed in one of the Institute's [Exam Content Outlines](#).
- There must be an official facilitator for each book club discussion who is responsible for submitting the book to the Institute for pre-approval credit.
- The book club discussion questions must be submitted with book information for pre-approval credit.
- Four hours of credit will be awarded per book.
- The book club must meet at least once for a minimum of one hour.
- Specified credit (business, global, or California) may be earned through self-directed learning.

Audit Documentation

Notes and specific learnings from the activity or a letter from a mentor or coach verifying time are acceptable forms of documentation.

CATEGORY B: PROFESSIONAL ACHIEVEMENT

An individual may earn up to 40 recertification credit hours in this category. The 40 hours may come from one subcategory (except for membership) or any combination of the five subcategories.

Professional Achievement Activities

- Instruction
- On-the-Job Activity
- Leadership
- Research and Publishing
- HR Membership (12-Hour Maximum)

Subcategory: Instruction

Presenting on an HR topic, facilitating a book club.

Policy

Earn credit for making a formal HR-related presentation such as:

- A Workshop
- In-House Training
- External Training
- A College/University Course
- Book Club Facilitation
- A Webinar

Business Rules

Presentations 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.

A facilitator of a book club may earn credit for the discussion portion of the book club. For example, leading a discussion about the impact of a book on HR practices.

Specified credit (business, global, or California) may be earned through this category.

Audit Documentation

A copy of the presentation, syllabus/agenda, or the book club discussion questions are all acceptable forms of documentation.

Subcategory: On-the-Job Activity

Work-related activities that lead to new HR learning.

Policy

Earn credit for an HR activity that adds to your HR knowledge gained through work experience.

If the activity is something that you have never done before, credit will be earned for first-time on-the-job activities. For 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.

If the overall 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. For example, you have already implemented a performance appraisal program, but you decide to add a new feature, such as 360-degree feedback. 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, then submit for the maximum amount of 40 hours. A template that includes the following information will be required upon submission:

- Title and description of the activity.
- Description of length of time spent on the activity.
- Indication as to which of the [Exam Content Outlines](#) areas the activity related.
- Description of specific role in the project.

Audit Documentation

A detailed letter from your employer

Specified credit (business, global, or California) may be earned through this category.

Subcategory: Leadership

Volunteer your HR knowledge and expertise outside of your organization.

Policy

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):

| | |
|--|--|
| 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 |
| Mentor or coach* | Awarded hour-for-hour credit |
| Focus group participation | 1 credit per hour of focus group |
| HRCS survey | 1-3 credits (1 for the survey and 2 for the organizational champion) |
| Survey related to HR work or practices | 1 credit |

*If you were coached or mentored, please report this in the Self-Directed Learning Subcategory.

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.

Subcategory: Research and Publishing

Earn credit for HR-content professionally published in a journal, article, or book, or for HR-related videos.

Policy

Earn credit by conducting primary research on an HR-related topic for publication

Business Rules

Credit on an hour for hour basis may be earned in the following ways for an HR-related publication:

- Author a professionally-published book for hour-for-hour credit up to 40 credit hours.
- Co-author or content edit a professionally published book for hour-for-hour credit up to 30 credit hours.

- Author an article appearing in a professional publication or academic journal for hour-for-hour credit up to 30 credit hours.
- Co-author or content edit an article for hour-for-hour credit up to 20 credit hours.
- Create content and produce an HR-related video for hour-for-hour credit up to 10 credit hours.

Audit Documentation

Summary of publication, documentation of time, letter from publisher are all acceptable forms of documentation.

Subcategory: HR Membership – 12 Credit Maximum

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

Two credits per year, per association, for a maximum of 12 credits per recertification cycle may be earned. Credit will be awarded for the period in which the membership overlapped with the recertification cycle.

Must be a member for at least six months to earn one recertification credit.

Certain local HR memberships may count toward global or California-specific credit.

Audit Documentation

Membership card, dues receipt, or a letter from the association are all acceptable forms of documentation.

Appendix

Code of Ethical and Professional Responsibility

Overview

The HR Certification Institute's Code of Ethical and Professional Responsibility has been adopted to promote and maintain the highest standards of service and conduct for all persons it has recognized and certified to use any of its certification marks: GPHR®, PHRI™, SPHRI™, PHR®, PHRca®, and SPHR®.

The HR Certification Institute's Board of Directors determines who is certified and thus authorized to use the marks. Implicit in the acceptance of this authorization is an obligation not only to comply with the mandates and requirements of all applicable laws and regulations but also to take responsibility to act in an ethical and professionally responsible manner. Adherence to these standards is expected from all who hold an HR Certification Institute credential and serves to ensure public confidence in the integrity of these individuals.

Those holding an HR Certification Institute credential commit to the following:

Professional Responsibility

As an HR Certification Institute certification holder, you are responsible for adding value to the organizations you serve and contributing to the ethical success of those organizations. You accept professional responsibility for your individual decisions and actions. You are also an advocate for the HR profession by engaging in activities that enhance its credibility and value. You will:

- Adhere to the highest standards of ethical and professional behavior.
- Measure the effectiveness of HR in contributing to or achieving organizational goals.
- Comply with the law.
- Work consistently within the values of the profession.
- Strive to achieve the highest levels of service, performance, and social responsibility.
- Advocate for the appropriate use and appreciation of human beings as employees.
- Advocate openly and within the established forums for debate in order to influence decision making and results.

Professional Development

As an HR Certification Institute certification holder, you must strive to meet the highest standards of competence and commit to strengthen your competencies on a continuous basis. You will:

- Commit to continuous learning, skills development and application of new knowledge related to both HR management and the organizations you serve.

- Contribute to the Exam Content Outline, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.

Ethical Leadership

As an HR Certification Institute certification holder, you are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct. You will:

- Be ethical and act ethically in every professional interaction.
- Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
- Seek expert guidance if ever in doubt about the ethical propriety of a situation.
- Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

Fairness and Justice

As an HR Certification Institute certification holder, 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.
- Ensure that everyone has the opportunity to develop their skills and new competencies.
- Assure an environment of inclusiveness and a commitment to diversity in the organizations you serve.
- Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
- Regardless of personal interests, support decisions made by your organizations that are both ethical and legal.
- Act in a responsible manner and practice sound management in the country or countries in which the organizations you serve operate.

Conflicts of Interest

As an HR Certification Institute certification holder, you must maintain a high level of trust with our stakeholders. You must protect the interests of those stakeholders as well as your professional integrity and should not engage in 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.
- Refrain from giving or seeking preferential treatment in the HR 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 HR Certification Institute certification holder, 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 and practices.
- Take appropriate steps to ensure the accuracy and completeness of all communicated information used in HR-related training.



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Global Privacy Statement

Your privacy is important to the HR Certification Institute. We respect your confidentiality. We explicitly will not sell or rent your personal information. This includes name, address, phone number, email address, date of birth, certification status, or other information that identifies an individual personally. We are committed to setting and upholding the highest standards and offer this privacy policy as an extension of this commitment.

Information Security

The HR Certification Institute is committed to ensuring the security of your personal information. To prevent unauthorized access or disclosure, maintain data accuracy, and ensure the appropriate use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. We have in place reasonable commercial standards of technology and operational security designed to protect all personally identifiable information provided by visitors via HR Certification Institute website(s) from unauthorized third party access.

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