

# No- and Low-Cost Ways to Recertify



There are many convenient ways to recertify your HR Certification Institute™ (HRCI™) credentials. In fact, you are probably already carrying out tasks and responsibilities that qualify.

## HOW RECERTIFICATION BENEFITS YOU

Every three years, HRCI certification holders must earn 60 recertification credits through qualified activities and programs. Recertification helps you accomplish two goals:

- (1) Boost your competencies and stay on top of HR trends through professional development
- (2) Propel your professional achievements.

Here are some ways you can earn recertification credit:

PROFESSIONAL DEVELOPMENT	NO MAX	PROFESSIONAL ACHIEVEMENT	40 MAX
<ul style="list-style-type: none"> <li>Pre-approved Program</li> </ul>		<ul style="list-style-type: none"> <li>Instruction</li> </ul>	
<ul style="list-style-type: none"> <li>Continuing Education</li> </ul>		<ul style="list-style-type: none"> <li>On-the-Job</li> </ul>	
<ul style="list-style-type: none"> <li>Self-directed Learning</li> </ul>		<ul style="list-style-type: none"> <li>Leadership</li> </ul>	
	(Up to 30 Credits)	<ul style="list-style-type: none"> <li>Research/Publishing</li> </ul>	
		<ul style="list-style-type: none"> <li>HR Membership</li> </ul>	(Up to 12 Credits)

## NO- AND LOW-COST RECERTIFICATION ACTIVITIES

Activities related to the functional areas of your credential's exam content outline may count toward recertification credits.



### RECERTIFICATION CREDIT HOURS CAN BE EARNED THROUGH ANY OF THESE ACTIVITIES\*:

- Membership at a national or international HR association (HR Membership).
- Mentoring an HR professional or HR student through a formal mentoring program (Leadership).
- Holding an HR volunteer job at a professional organization (Leadership).
- Creating an HR budget (On-the-Job).
- Developing an employee handbook (On-the-Job).
- Teaching a sexual harassment prevention workshop (Instruction).
- Leading a performance management workshop (Instruction).

*\*Only first-time activities are counted for recertification credits.*

## TIPS FOR RECERTIFICATION

Go to your online profile at [www.hrci.org](http://www.hrci.org) to submit your recertification activities.

- Enter qualified recertification activities as soon as you complete them to ensure you do not omit them on your application.
- For each activity you submit, provide a detailed description, including how the activity relates to an HR functional area within your credential's exam content outline. An activity's title alone will not suffice.
- Earn a few extra recertification credit hours just to be safe.
- Submit payment along with your application, so we can start the review process.
- Apply well ahead of your deadline date, so you have enough time to earn more hours should your submission fall short of 60 credits.
- Keep your supporting documentation for six months after your recertification due date in case you are audited.

Earn up to **9**  
recertification credits  
for **FREE** at  
[hrci.org/recertify](http://hrci.org/recertify)

## FIND CONTINUING EDUCATION PROGRAMS FOR RECERTIFICATION CREDIT

Recertification is more than just renewing your certification. It encourages you, as a credential holder, to keep pace with new ideas and practices that can help your organization succeed. HRCI has approved thousands of programs that you can find on [hrci.org](http://hrci.org). You may also take advantage of programs that relate back to the functional areas of your credential's exam content outline, even if these programs have not been pre-approved by HRCI.

HRCI believes that continuous knowledge and competency enhancement advances not only your career, but also your organization—and the entire HR industry as a whole.

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 HRCI Voices