

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"> Pre-approved Program 		<ul style="list-style-type: none"> Instruction 	
<ul style="list-style-type: none"> Continuing Education 		<ul style="list-style-type: none"> On-the-Job 	
<ul style="list-style-type: none"> Self-directed Learning 		<ul style="list-style-type: none"> Leadership 	
	(Up to 30 Credits)	<ul style="list-style-type: none"> Research/Publishing 	
		<ul style="list-style-type: none"> HR Membership 	(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 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

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. 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