Recertification: It’s Easier Than You Think

The Recertification Team
HR Certification Institute

Note: There is no recertification credit awarded for attending this presentation.
Linda Anguish, SPHR, GPHR

Linda K. Anguish is the Director of Certification Products and Services for the HR Certification Institute, where she has worked since 2004. Her responsibilities include Exam Development, Recertification and Approved Provider Programs. Prior to joining the Institute, Linda held various HR management positions in both the private and public sectors for more than 15 years. She is the author of *The Official GPHR Certification Guide*.

Stephanie Runyan, PHR

Stephanie Runyan is the HR Products Manager for the HR Certification Institute. Previously she was the Recertification Supervisor for HR Certification Institute. Stephanie has more than 6 years of HR experience that includes earning her PHR in January 2009. Previously, Stephanie has worked as an HR Generalist for an engineering firm in Virginia and as an HR Manager for a law firm in Washington, D.C.
Before we start

Get Recertified.

Download today’s presentation slides from:

Please note that this online event will be recorded.

To eliminate disruptions to the LIVE recording, please:
• Make sure that your phone is on ‘Mute’.
• Do not put us on hold, because we will be hearing your company’s on-hold music and message.

Use the teleconference line to dial-in or listen through VoIP dial-in.

There is no recertification credit awarded for attending today’s online event.
GET
RECERTIFIED.

TODAY’S GOALS

[What You Will Learn]

• What is Recertification
• Reasons to recertify
• How to calculate recertification credits
• What are specified hours
• Holding multiple certifications
• How to use your Online Profile
• Other recertification resources
WHAT IS RECERTIFICATION?

[Continual Development]

- Renewal of your certification
- Unique distinction of certification is that it must be renewed in order to retain it
- Demonstrates your commitment to growth and development within the HR field
- Validates that you are current and up to date on HR knowledge, experience, and skills
REASONS TO RECERTIFY

• Required to keep use of HR credentials
• Getting certified was not easy
• Adds credibility to your certification.
• Validates your HR experience and continuous learning
• Shows your commitment to HR profession and continued mastery of the field
GET RECERTIFIED.

CERTIFICATION CYCLE

[Recertification Requirements]

• Three-year Certification Cycle

• 60 credit hours to be earned within cycle or can re-take the exam

• You can begin earning credits the day you pass your certification exam (recertification start date)

• Cycle ends on the last day of the month 3 years from the date you became certified

• May 11, 2012 – May 31, 2015

• Recertification End Date – May 31, 2015
[Tips for Recertification Planning]

- Know your recertification end date
- Recertification begins as soon as you become certified
- Assess career plans
- Determine areas where you want to focus efforts
- Refer to your score report
- Specified credits hours (if applicable)
- Refer to the Body of Knowledge (BOK) to answer, “Will this add to my HR knowledge?”
**GET RECERTIFIED.**

**RECERTIFICATION OPTIONS**

<table>
<thead>
<tr>
<th>Recertification Categories</th>
<th>Recertification Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education</td>
<td>No max*</td>
</tr>
<tr>
<td>Instruction</td>
<td>20 hours max</td>
</tr>
<tr>
<td>On-the-Job Experience</td>
<td>20 hours max</td>
</tr>
<tr>
<td>Research/Publishing</td>
<td>20 hours max</td>
</tr>
<tr>
<td>Leadership</td>
<td>10 hours max</td>
</tr>
<tr>
<td>Professional Membership</td>
<td>10 hours max</td>
</tr>
</tbody>
</table>

OR you may take the exam again (at current certification level—before your certification cycle ends).
[CONTINUING EDUCATION]
- Conference sessions
- Seminars and workshops
- College and university HR courses
- Webcasts* and e-learning
- Pre-approved programs

[INSTRUCTION]
- Conducting training on an HR related subject
- Instructor of an HR course
- Presenter at a conference session

[ON-THE-JOB PROJECTS]
- Must add to your HR knowledge
- Research and design a new benefits plan
- Research, design and implement a mentoring program
EXAMPLES FOR EACH RECERTIFICATION CATEGORY

[RESEARCH/PUBLISHING]
• Articles published in journal or periodical written solely by the certificant
• Co-authored or edited work

[LEADERSHIP]
• Use your HR expertise to further a volunteer organization’s mission
• Chairing a committee
• Mentoring
• Holding a board position

[PROFESSIONAL MEMBERSHIP]
• Being a member of a national/international HR-related professional association
GET RECERTIFIED.

**[SPHR®]**
- 15 Business Management and Strategy recertification credit hours
- 45 General recertification credit hours

**[GPHR®]**
- 15 International recertification credit hours
- 45 General recertification credit hours

**[HRMP℠]**
- 15 Business Management and Strategy recertification credit hours
- 45 General recertification credit hours
[DEFINITION]

- Requires you to learn about or partner with other functional areas in the organization
- For SPHR’s, tie to the Business Management and Strategy section in the Body of Knowledge
- For HRMP’s, tie to the HR as a Business Leader section in the Body of Knowledge
- Falls OUTSIDE traditional HR disciplines
- Could be either program or an activity
DETERMINING BMS CREDIT

[QUESTIONS TO HELP DETERMINE IF AN ACTIVITY QUALIFIES FOR BUSINESS MANAGEMENT AND STRATEGY CREDIT]

- Did it help you to learn more about your organization’s overall operations? (Example: participating in Strategic Planning)

- Did you increase your general business knowledge? (Example: attending courses dealing with finance, marketing, Information Systems)

- Did you increase your knowledge of your industry? (Examples: attending conferences, industry-specific training)

- Did the activity help influence a major organizational change? (Example: introducing an Ethics program)
INTERNATIONAL HR

[DEFINED]

- Recertification credits which are specific to global/international practices

- Tie to the International HR component of the GPHR Body of Knowledge
  - Strategic HR Management
  - Global Talent Acquisition and Mobility
  - Global Compensation and Benefits
  - Organizational Effectiveness and Talent Development
  - Workforce Relations and Risk Management

- Programs that increase your knowledge of other countries/cultures would qualify
[Tips on Calculating Credits]

- Ensure topic is HR-related
- Round recertification credits to nearest quarter hour (.25)
- Determine full length of activity
- Subtract non-educational time (registration, lunch, welcome, etc.)
### Calculating Continuing Education Credits

**[Continuing Education Credits = CEU]**

1 CEU = 10 recertification credit hours
1 CLE = 1 recertification credit hour

<table>
<thead>
<tr>
<th>CEU</th>
<th>Recertification Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 semester or quarter course at an accredited college and university</td>
<td>10 recertification credit hours per CEU awarded</td>
</tr>
<tr>
<td>1 audited college course</td>
<td>10 recertification credit hours</td>
</tr>
<tr>
<td>1 full-day seminar</td>
<td>(typically) 6 recertification credit hours</td>
</tr>
</tbody>
</table>
Your certification cycle will be matched with the first certification obtained (with prorated credit-hour requirements to accomplish this).

<table>
<thead>
<tr>
<th>MULTIPLE CREDENTIAL CYCLE SAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st credential obtained</td>
</tr>
<tr>
<td>Recertification cycle (example)</td>
</tr>
<tr>
<td>2nd credential obtained</td>
</tr>
<tr>
<td>Recertification cycle (example)</td>
</tr>
<tr>
<td>Recertification credit hours</td>
</tr>
</tbody>
</table>

Recertification fees:
- First certification: US $100
- Additional certification: US $25 (unless certification was acquired during the last 6 months of original certification)
[Online Profile]

- Access through www.hrci.org
- Update your contact information (as needed)
- Track your activities online
- Report recertification activities as they occur
- Keep documentation of your activities
- Save the program ID number
- Apply for online recertification after at least 60 recertification credit hours are completed
  - Including specified credit hours if needed
  - Eligible after 12 months
GET RECERTIFIED.

Your Online Profile

Welcome to HR Certification Institute Online Services!
Gayle G. Dahlman (220050400002)

Listed below is your current information on file with HRCI. Please verify that your address and contact information is correct. To update your profile, please click on the link under Action Items.

YOUR CURRENT PROFILE

Mailing Address
8542 Morning Meadow Drive
Alexandria, VA 22315

Alternative Address
HRCI
1800 Duke Street
Alexandria, VA 22314

Home Phone: 703-638-8238
Primary E-mail: gdahlman@hrci.org
Work Phone: 703-638-8238
Alternate E-mail: gayled123@hotmail.com

ACTION ITEMS

Report or Add New Activity to Online Recertification Application
- Certification Verification to Potential Employers
- Employer Notification Request
- Chapter Notification Request

Current Registration Window (1/11/2010 - 4/16/2010)
- Apply for an Exam / Review Exam App / Print ATT Letters

The current registration window is for the Spring 2010 testing window. Please note that you should not register for this testing window unless you are prepared to take the exam as you cannot be transferred to another testing window. In addition, the $75 application fee is non-refundable and you may lose up to 50% of your exam fees if you choose to cancel or have a personal/medical emergency. Please be familiar with the refund and cancellations policies located here.

- Exam Registration History
- Download Handbook
- Apply for Board of Directors
- Apply to be a Volunteer

- Update Profile and Contact Information
- Change Password
- Logout
GET RECERTIFIED.

Your Online Profile

Certification Status: SPHR Certified
Recertification Period: 01/01/08 - 12/31/10

How to Calculate Credit Hours

Continuing Education Reporting Summary for this Period
For specific information on how to calculate your recertification credit hours, please click on the button at the top of this screen. If your recertification questions are not answered in this pop-up text, please refer to the online version of the HR Certification Institution's HR Certification Handbook.

Please note: Once you have reached 60 recertification credit hours, you may apply for recertification online. Once HRCI has received your application and payment, please allow 4-6 weeks for your application to be reviewed. Your activities will not be reviewed before payment is submitted.

<table>
<thead>
<tr>
<th>Category</th>
<th>Submitted</th>
<th>Not Yet Reviewed</th>
<th>Maximum</th>
<th>Awarded</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continuing Education (Courses, seminars, conferences, etc.)</td>
<td>61.50</td>
<td>61.50</td>
<td>80</td>
<td>0.00</td>
<td>Add/Review</td>
</tr>
<tr>
<td>2. Instruction (Teaching HR-related subject)</td>
<td>0.00</td>
<td>0.00</td>
<td>20</td>
<td>0.00</td>
<td>Add/Review</td>
</tr>
<tr>
<td>3. On-The-Job Experience (First-time work experience)</td>
<td>0.00</td>
<td>0.00</td>
<td>20</td>
<td>0.00</td>
<td>Add/Review</td>
</tr>
<tr>
<td>4. Research and Publishing (Primary research on HR-related topic)</td>
<td>0.00</td>
<td>0.00</td>
<td>20</td>
<td>0.00</td>
<td>Add/Review</td>
</tr>
<tr>
<td>5. Leadership (45 minutes outside workplace)</td>
<td>0.00</td>
<td>0.00</td>
<td>10</td>
<td>0.00</td>
<td>Add/Review</td>
</tr>
<tr>
<td>6. Professional Membership (National or International HR-related association)</td>
<td>5.00</td>
<td>5.00</td>
<td>10</td>
<td>0.00</td>
<td>Add/Review</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>67.50</strong></td>
<td><strong>67.50</strong></td>
<td><strong>80</strong></td>
<td><strong>0.00</strong></td>
<td><strong>Add/Review</strong></td>
</tr>
</tbody>
</table>

*Eligible Based on Category Maximums: 60.00

Click on the button to submit your payment online via credit card. Once HRCI has received your application and payment, please allow 4-6 weeks for your application to be reviewed. Your activities will not be reviewed before payment is submitted.

- Review or Print Reported Activity
- Return to Main Menu
- Recertify by Mail
GET RECERTIFIED.

Your Online Profile

Add New Activity

1. Date of Activity*
   (mm/dd/yyyy)

End Date (enter start date for a 1 day activity)*

Program ID

Title and Description of Program*

Educational Institution or Host Organization and Location*

Specified Credit Hours

Please indicate if you would like this program to count toward the specified hours in International, Strategic Business:

- General
- Specified
- Strategic Business

Credit Hours*
<table>
<thead>
<tr>
<th>Time</th>
<th>Recertification Fee</th>
<th>Additional Fee</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>On/before certification cycle end date</td>
<td>US $100</td>
<td>N/A</td>
<td>US $100</td>
</tr>
<tr>
<td>1–6 months after certification cycle end date</td>
<td>US $100</td>
<td>US $25</td>
<td>US $125</td>
</tr>
<tr>
<td>7–12 months after certification cycle end date</td>
<td>US $100</td>
<td>US $50</td>
<td>US $150</td>
</tr>
<tr>
<td>&gt;12 months after certification cycle end date, certification expires.</td>
<td>Pay full exam fees and re-take the exam.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GET RECERTIFIED.

VIRTUAL RECERTIFICATION TOUR

[Tour Your Online Profile]

Tour Now
GET RECERTIFIED.

SOURCES FOR YOUR RECERT QUESTIONS

[Numerous sources can answer your recertification questions]

• Recertification conference calls and presentations
• Archived recertification webcasts
• Virtual recertification chat/ Virtual business management and strategy chat
• Recert Connection Blog
• Call or email recertification questions
• Go to our website at www.hrci.org – look under Resources Tab
  ▪ Recertification Handbook
  ▪ Recertification presentation
  ▪ Business Management and Strategy flier
  ▪ Get recertified the low-cost way flier
  ▪ Searchable directory of pre-approved activities (Events do not have to be pre-approved to be accepted for recertification credits)
  ▪ Recert Connection Blog

• Visit our Facebook page and LinkedIn groups to connect with other certified HR professionals and find out how they are recertifying
[If I submit my application well before my recertification due date, will my recertification cycle change?]

No, you will retain your original cycle dates. You may not “roll over” credit earned prior to the date your next cycle begins.

[I have been submitting recertification activities online for several months. Every time I go in to review, they reflect the pending status. When will they be reviewed?]

Recertification applications are not reviewed until you have documented and submitted 60 recertification credit hours along with the payment.

[Do programs have to be pre-approved by the HR Certification Institute to earn recertification credits?]

We award recertification credits for HR-related educational events, whether the program has been pre-approved or not. The benefit of pre-approved programs provides certificants a guarantee of the number of credits earned and whether they qualify for a specific type of credit.
[Is it correct that I do not need to submit supporting documentation to the application, I just need to list the educational seminars I have attended?]

Yes. It is not necessary to submit supporting documentation. Please retain documentation for your records for at least six months beyond your submission date. The Institute randomly audits recertification applications, and documentation is needed for an audit.

[What happens if the HR Certification Institute does not accept an activity for recertification credits?]

Should the reviewer have questions regarding your recertification application, we will allow you to provide clarification of your submission or submit other activities (that occur within your certification cycle) for consideration.

If I hold more than one credential from the HR Certification Institute, do I have to earn 60 hours of recertification credit for each certification I hold?

You only need to earn a total of 60 credits. However, the amount of SPECIFIED credits required may increase. For example, if you hold the GPHR and add the HRMP, 15 of your 60 credit hours must qualify for international credit and 15 must qualify for Business Management and Strategy credit (leaving you 30 for any type of credit). If you hold the SPHR and the HRMP, you only need to satisfy the Business Management and Strategy requirement once, for 15 hours.
GET RECERTIFIED.

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www.hrcl.org

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Linkedin.com/companies/hr-certification-institute
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