



RECERTIFICATION

MADE EASY

Demonstrate Your Commitment

Keep pace with new ideas and practices that can help your organization succeed. **HRCI®** believes that continuous knowledge and competency enhancement advances not only your career but also your organization - and the entire HR profession.

There are many convenient ways to earn your recertification credits, including these free or low-cost ideas:









Personal Development Activities

NO MAX		Pre-approved Programs	Find thousands of free or low-cost webinars in our online searchable directory.
	30 MAX		Self-reported Programs

Professional Achievement Activities

40 MAX COMBINED CREDITS		HRCI Resources	HRCI hosts several free webinars each year and shares partner websites with free resources. Find them at hrci.org/recertify .
		On-the-job Experience	Earn up to 40 free credits for activities and projects that are new to you.
		Leadership	Earn up to 40 credits for volunteer positions in HR-related organizations, in a local chapter, or HR organization board.
		Instruction	Teaching a class or leading a workshop can also qualify for credits.
		HR Membership	Earn up to 12 credits per cycle for participation in an HR association at the national or local level.

Credit Hour Requirements

Designation								
Total # of Credit Hours	45	45	60	60	60	60	60	60
Specified Credit Hours				15 California		15 Business	15 Business	15 Global
Ethics Requirement	All certificants are required to earn 1 pre-approved recertification credit hour per three-year cycle by attending an ethics course, webinar or program.							

3 Steps to Self Report Activities









- 1 Most HRCI pre-approved programs/events can receive General HR credits. When self-reporting, remember to use the code provided by the organizer.
- 2 If you need specified credits from a conference, do not use a pre-approved code (for Business, Global or California programs). You must self-report, as individual sessions under the Continuing Education (Instructor Led) Category of your recertification plan.
- 3 Upload any certificate or letter of attendance, registration form, course syllabus, unofficial transcript, grade report or other course materials/syllabi for each program entered.

Tips for Recertification

- ✓ **Verify Your Contact Information**
Log into your account and make sure your email, telephone number, and postal address are correct so HRCI can contact you with updates and recertification resources.
- ✓ **Confirm Your Recertification End Date**
The deadline for submitting your recertification credits is the last day of your birth month within a 3-year recertification cycle. You can verify this information in your online profile.
- ✓ **Enter Your Recertification Activities As You Go**
Enter your credits in your online profile as soon as you earn them. For each activity, provide a detailed description of how the activity related to the exam content outline and upload any supporting documentation.

Earn 10+
recertification
credits at
hrci.org/recertify

Credit Hour Requirements

Designation								
Total # of Credit Hours	45	45	60	60	60	60	60	60
Specified Credit Hours				15 California		15 Business	15 Business	15 Global
Ethics Requirement	1	1	1	1	1	1	1	1


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