



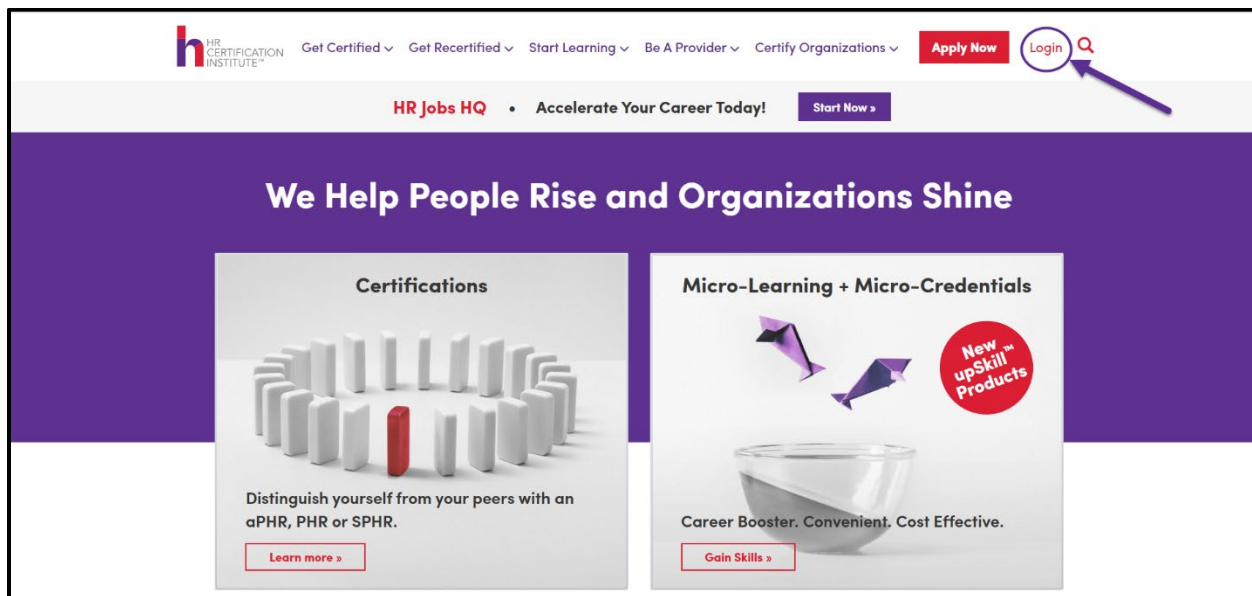
Step by Step Guide to Submit Your Recertification Activities

A Step-By-Step Guide to Submit Your Recertification Activities

STEP 1: LOGIN

Go to www.hrci.org.

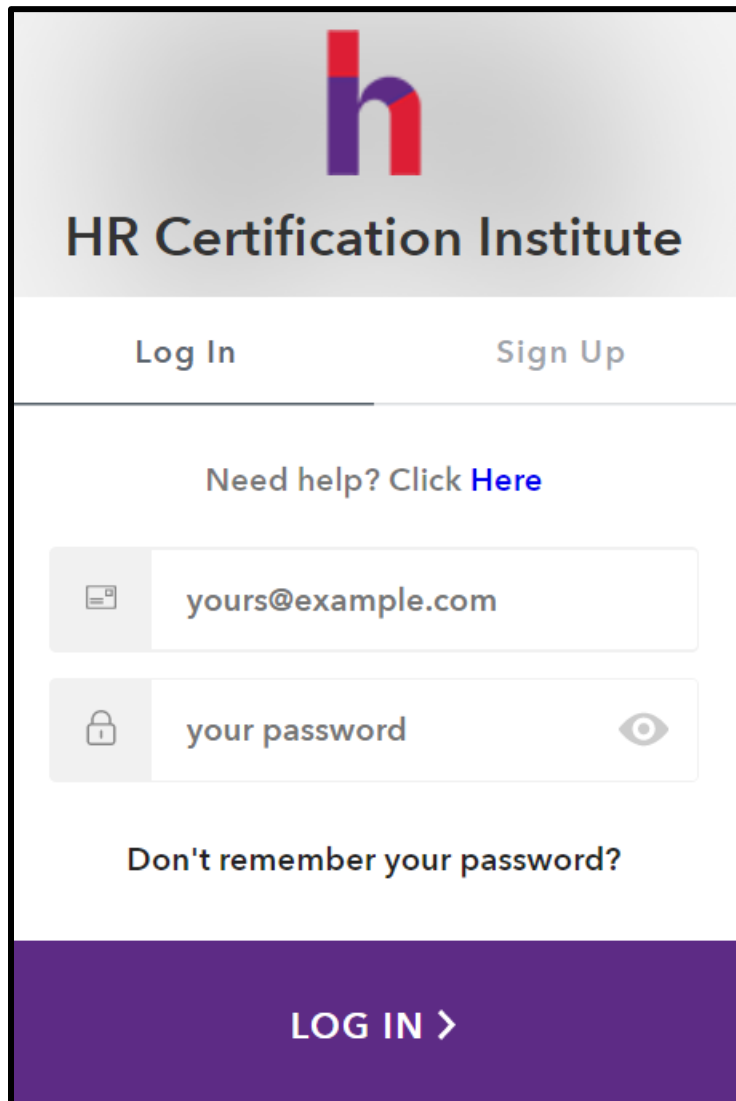
Click "Login" on the homepage in the top right-hand corner.



A Step-By-Step Guide to Submit Your Recertification Activities

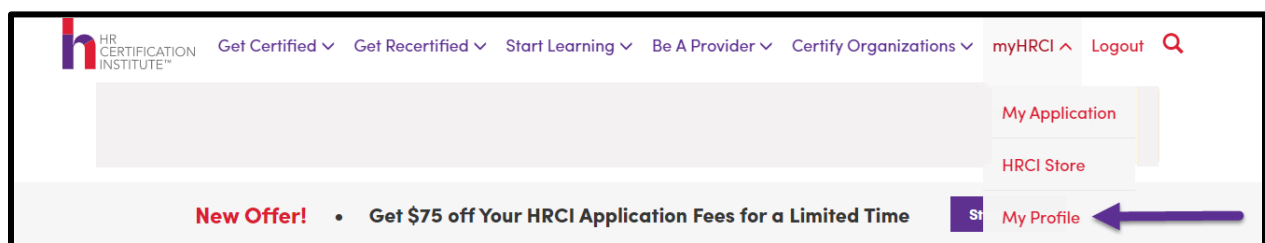
STEP 2: LOGIN INTO YOUR PROFILE

Sign into your HRCI profile.



The screenshot shows the HR Certification Institute login page. At the top is the HRCI logo, a stylized 'h' in red and purple, followed by the text 'HR Certification Institute'. Below this are two buttons: 'Log In' and 'Sign Up'. A link 'Need help? Click [Here](#)' is positioned above the login fields. There are two input fields: the first contains the email 'yours@example.com' and the second contains the password 'your password' with an eye icon to toggle visibility. Below the password field is the text 'Don't remember your password?'. At the bottom is a large purple button with the text 'LOG IN >'.

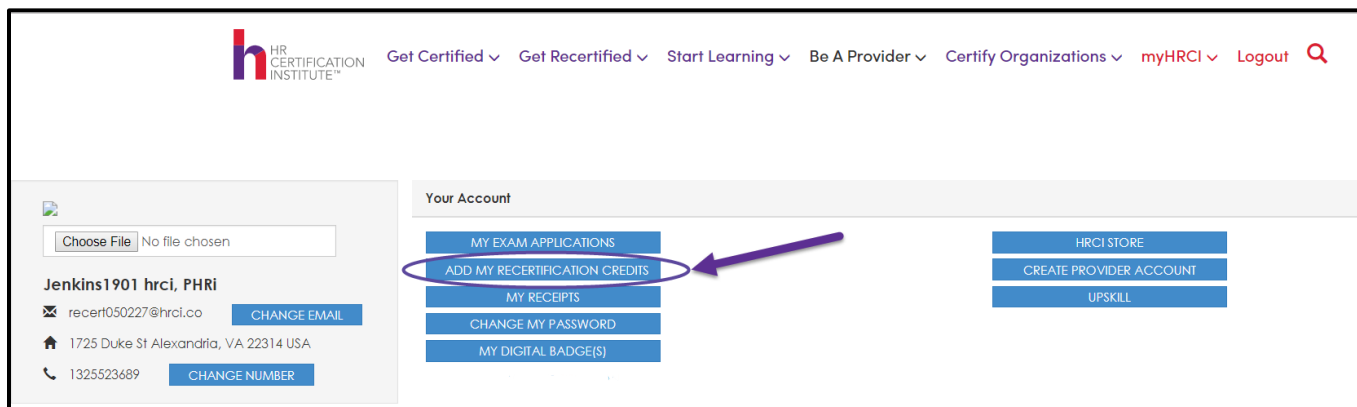
After you are logged into your account, click on My Profile tab.



A Step-By-Step Guide to Submit Your Recertification Activities

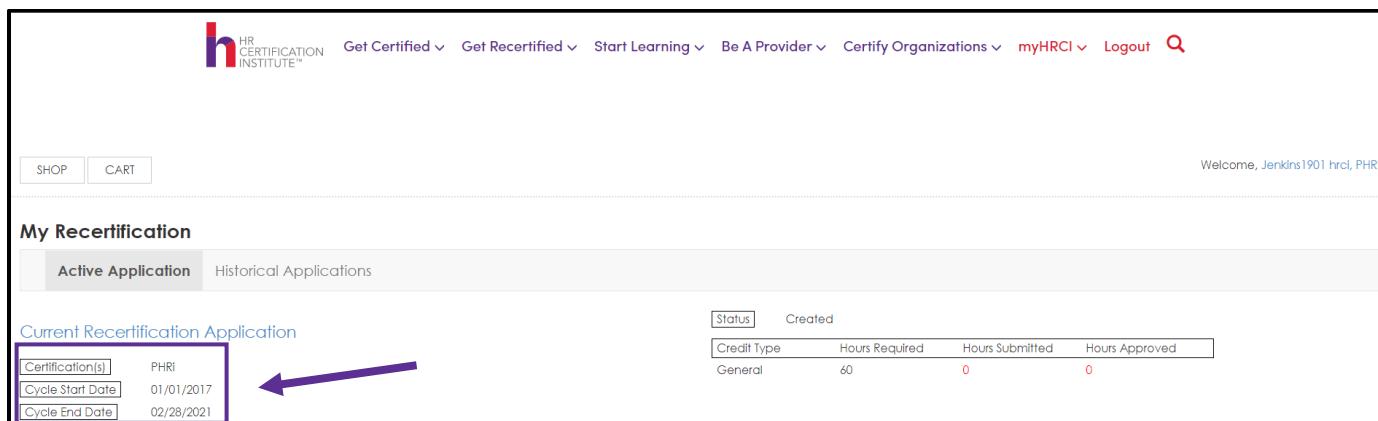
STEP 3: ADD RECERTIFICATION ACTIVITIES

After you have logged in to your account, make sure your contact information is up to date. Then click on "Add My Recertification Credits" to begin adding your recertification activities.



STEP 4: REVIEW RECERTIFICATION CYCLE START & END DATE

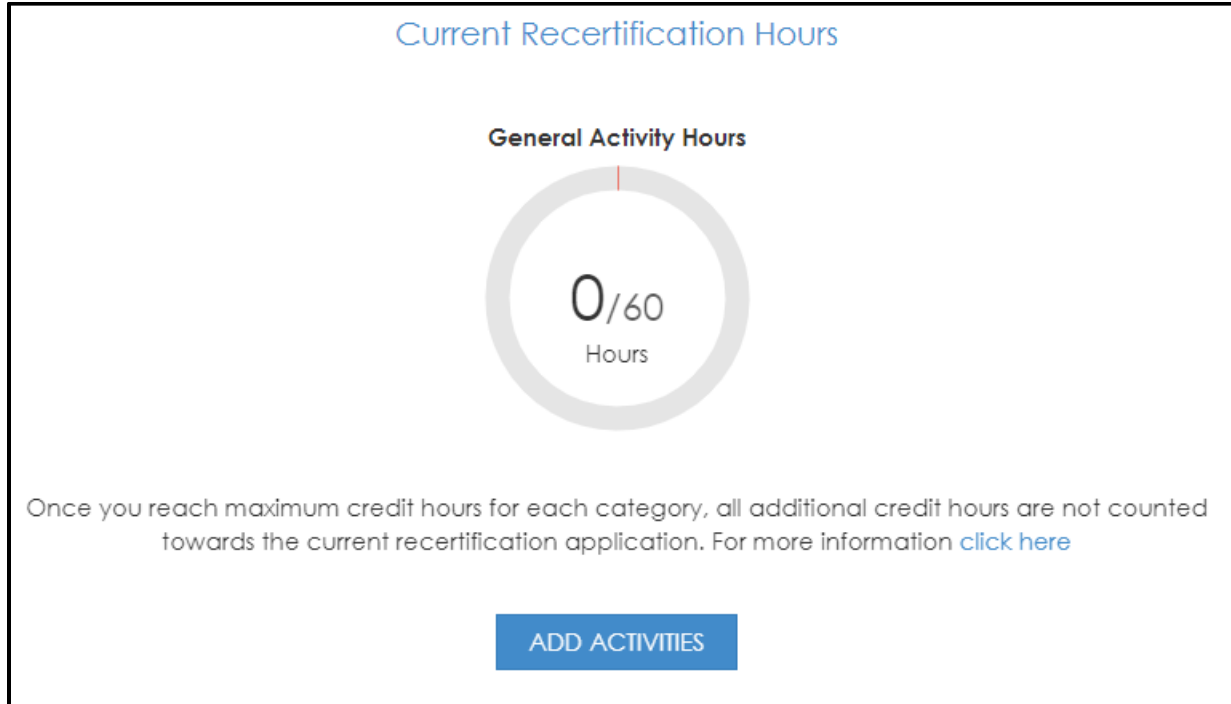
Once you are in your recertification application, you will see your cycle start and end date.



A Step-By-Step Guide to Submit Your Recertification Activities

STEP 5: REVIEW RECERTIFICATION HOURS

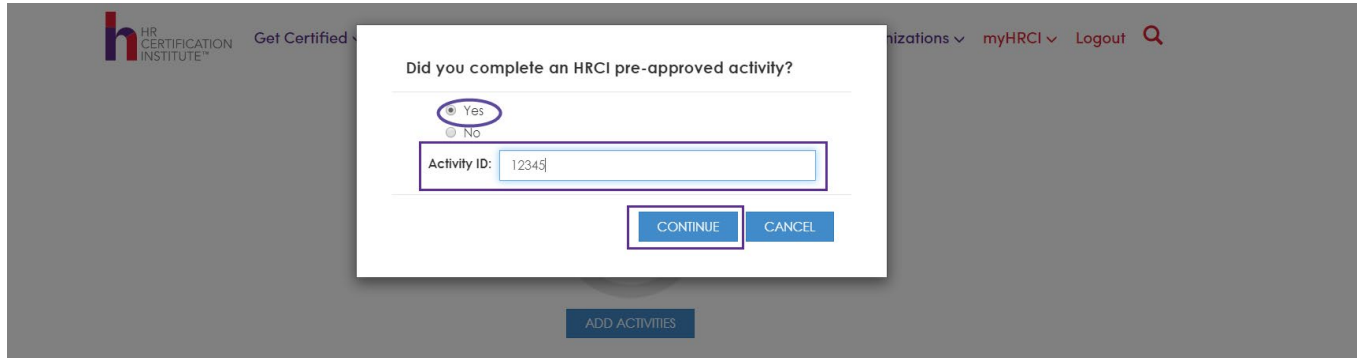
The requirements progress circle displays the total number of hours required to submit your recertification application and how many credits you have submitted to date. This includes specified credit hour requirements (if needed).



A Step-By-Step Guide to Submit Your Recertification Activities

STEP 6: ADD PRE-APPROVED ACTIVITIES

To add a new activity, click the "Add Activities" button. Select if the activity is a an HRCI pre-approved activity or self-reported. Select "Yes" for pre-approved activity. Enter the ACTIVITY ID number. Click on the CONTINUE button.

A screenshot of the HRCI pre-approved activity form. The form is titled "Did you complete an HRCI pre-approved activity?". It has two radio buttons: "Yes" (selected) and "No". Below the radio buttons is a text input field labeled "Activity ID:" with the value "12345". At the bottom of the form are two buttons: "CONTINUE" and "CANCEL". The form is overlaid on a background that shows the HRCI logo and navigation links like "Get Certified", "Organizations", "myHRCI", and "Logout". A blue button labeled "ADD ACTIVITIES" is visible at the bottom of the page.

IMPORTANT NOTE: The dates are validated against the dates the provider submitted. If you receive an error message for invalid attendance dates, please contact the provider to confirm the dates. Or you can select NO and continue.

A Step-By-Step Guide to Submit Your Recertification Activities

STEP 7 CONTINUED: ADD PRE-APPROVED ACTIVITIES

Fill out the "Add a new Activity" fields. Upload the required documentation. Click the attest confirmation. Then click on the **ADD ACTIVITY** button.

Add a new Activity

Activity Type *

Workshop ▼

Provider Name

Human Capital Institute

Activity Name *

2018 Analytics for Talent Management

URL

http://www.hci.org/atm-course

Date activity began *

12/05/2018

MM/DD/YYYY

Date activity ended *

12/05/2018

MM/DD/YYYY

Activity Description

Become a true strategic partner to the business by leveraging data and analytics to make strategic talent decisions. With HCI's certification course, you'll learn to effectively navigate the world of data and analytics by learning how to think analytically, understand basic

4000 character limit

Credit Type *

Business ▼

Requested Activity Hours *


11.25

Additional Documentation

UPLOAD

Attestation Confirmation *

☒ I certify that I attended, hosted, or presented at the activity described above.



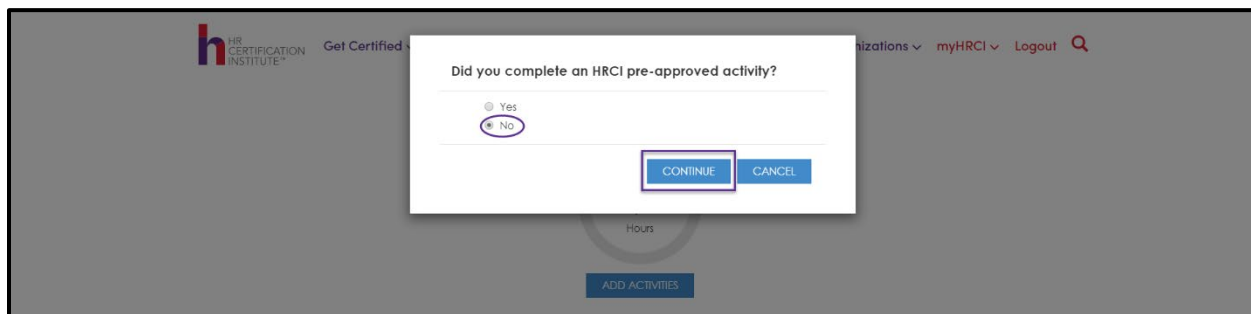
ADD ACTIVITY

CANCEL

A Step-By-Step Guide to Submit Your Recertification Activities

STEP 8: ADD SELF REPORTED ACTIVITIES

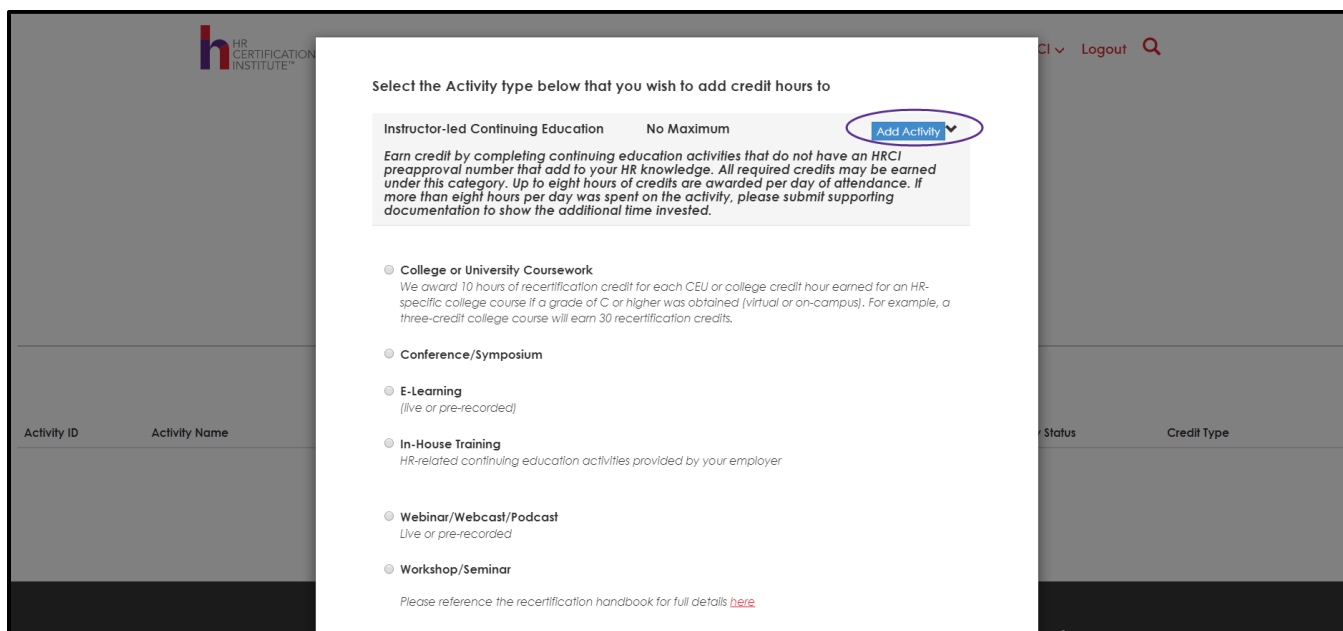
There are three self-reported activity types.



A screenshot of the HRCI pre-approved activity confirmation dialog. The dialog is a white box with a grey border, centered on a grey background. It contains the text "Did you complete an HRCI pre-approved activity?" at the top. Below this text are two radio buttons: "Yes" and "No". The "No" radio button is selected and circled in blue. At the bottom of the dialog are two buttons: "CONTINUE" and "CANCEL". The "CONTINUE" button is highlighted with a blue border. In the background, a portion of the HRCI website is visible, showing the logo and navigation links.

IMPORTANT NOTE: Activity documentation is not required but recommended for all activity submissions. If your application gets selected for audit, this documentation will be required.

INSTRUCTOR-LED CONTINUING EDUCATION – NO MAXIMUM



A screenshot of the HRCI Instructor-led Continuing Education activity selection screen. The screen is a white box with a grey border, centered on a grey background. It contains the text "Select the Activity type below that you wish to add credit hours to" at the top. Below this text are two radio buttons: "Instructor-led Continuing Education" and "No Maximum". The "Instructor-led Continuing Education" radio button is selected and circled in blue. To the right of the "No Maximum" radio button is a blue button labeled "Add Activity" with a small blue arrow. Below the radio buttons is a text box containing the following text: "Earn credit by completing continuing education activities that do not have an HRCI preapproval number that add to your HR knowledge. All required credits may be earned under this category. Up to eight hours of credits are awarded per day of attendance. If more than eight hours per day was spent on the activity, please submit supporting documentation to show the additional time invested." Below this text box are several radio buttons with corresponding activity types: "College or University Coursework", "Conference/Symposium", "E-Learning", "In-House Training", "Webinar/Webcast/Podcast", and "Workshop/Seminar". Each radio button is followed by a brief description of the activity type. At the bottom of the screen, there is a table with two columns: "Activity ID" and "Activity Name". The table is currently empty.

A Step-By-Step Guide to Submit Your Recertification Activities

PROFESSIONAL ACHIEVEMENT – 40 CREDIT MAXIMUM

Professional Achievement40 Credit Maximum

Add Activity

Earn credits for presenting on an HR topic, doing a work-related activity that leads to new HR learning, volunteering HR knowledge and expertise outside of work, conducting primary research on an HR-related topic for publication and/or participating in an HR association. There is a 40-hour recertification maximum for this category. The 40 hours may come from one subcategory or any combination of the five subcategories (except for HR membership).

● Instruction

Please enter a description of the activity you lead. Credit is awarded only for the first time the presentation or instruction occurs. You can earn a maximum of 40 hours. Our system automatically awards one hour of preparation for every hour of the presentation submitted.

● Leadership

This category recognizes the importance of sharing your professional knowledge with the HR community. We award credit under the Leadership category for contributing your HR expertise in areas outside or independent of the workplace. You can earn a maximum of 40 recertification credit hours in this category. Examples of leadership activities that can be awarded recertification credit:

- HRCI Exam Development Panel 3 credit hours per full meeting day
- Officer position on a Board 10 credit hours per year
- Committee Chair 5 credit hours per year
- Committee Member 2.5 credit hours per year
- Mentor or Coach others* Awarded hour for hour credit
- Focus group participation 1 credit hour of focus group
- Survey related to HR work or practices 1 credit hour

● On-the-Job Activity

Recertification credit can be earned for a first-time work experience if that activity adds to your understanding of the HR body of knowledge. If you spend more than 40 hours on a single product or on multiple work products, you should ask for the maximum of 40 credit hours allowed in this category.

When you complete the application, describe the new HR-related knowledge you gained from the experience.

Examples of first-time on-the-job projects that can be awarded recertification credit:

- Research, design and implement a new compensation plan or performance management system.
- Prepare and present an environmental scan as part of a strategic planning session
- Lead a change management initiative within your organization.
- Research and implement a Human Resources Information System (HRIS)
- Represent your organization in labor negotiations.
- Develop the mission, vision and values statements for your organization.

● Professional HR Membership

Up to 12 credits allowed per recertification cycle. Two credits are awarded per full year of HR membership, one credit is awarded for a minimum of six months. When entering your hours in this category, you can only earn credit for the time your professional membership occurred with your recertification cycle

- Examples of national or international HR-related professional associations or societies include (but are not limited to):
- Japan HR Society (JHRS)
- Australian Human Resources Institute (AHRI)
- Mexican Association in Human Resources (AMEDIRH)
- Chartered Institute of Personnel Development (CIPD)
- Society for Human Resource Management (SHRM)
- World at Work

- Local SHRM chapters

Two credit hours are awarded for an entire year of membership. You must be a member for at least six months to earn one credit recertification credit. When entering your hours in this category, you can only earn credit for the time your professional membership occurred with your recertification cycle.

● Research and Publishing

Recertification credit can be earned by conducting primary research on an HR-related topic if the research results are published in a scholarly HR journal or publication.

If the article you write is published in a chapter newsletter, you will not earn credit hours.

A research project that you complete at work and is published would count only under the Research and Publishing category not also under the On-the-Job category; credit can only be claimed once.

Examples of research and publishing activities that can be awarded recertification credit:

- HR-related professionally-published book (up to 40 credit hours)
- Co-author or edit a professionally-published book (up to 30 credit hours)
- Author and article appearing in a professional publication or academic journal (up to 30 credit hours)
- Co-author or content edit an article (up to 20 credit hours)
- A dissertation or thesis if published by the scholarly journal (up to 20 hours)
- Create content and produce an HR-related video (up to 10 credit hours)
- HR-related blog entry (up to 2 per year, maximum of six credits within recertification cycle)

Please reference the recertification handbook for full details [here](#).

A Step-By-Step Guide to Submit Your Recertification Activities

SELF-DIRECTED LEARNING – 30 CREDIT MAXIMUM

The screenshot shows a web interface for the HR Certification Institute. On the left, there is a dark sidebar with the text: "HR Certification Institute® premier credentialing organization for the human resources profession. Setting the standard for excellence in the industry for over 40 years." The main content area has a light gray header with "Self-directed Learning" and "30 Credit Maximum". Below this, a text box states: "Credit will be awarded in this category for 3 types of experiences: a. Reading HRCI pre-approved books. b. Facilitating a Book Discussion Group using books that have been submitted and approved by the HRCI Approved Provider program. c. Being coached or mentored in HR by peer or professional coach." To the right of this text box is a blue button labeled "Add Activity" with a dropdown arrow. Below the text box, there are three radio button options: "I Facilitated a Book Discussion Group", "I Read an HRCI Preapproved Book", and "I Received Coaching/Mentoring to Advance my Professional HR Knowledge and Expertise". On the far right, there is a dark sidebar with a "Connect" section containing social media icons and a "Select Language" dropdown menu.

Self-directed Learning 30 Credit Maximum

[Add Activity](#)

Credit will be awarded in this category for 3 types of experiences:

- a. Reading HRCI pre-approved books.
- b. Facilitating a Book Discussion Group using books that have been submitted and approved by the HRCI Approved Provider program
- c. Being coached or mentored in HR by peer or professional coach

☐ I Facilitated a Book Discussion Group

☐ I Read an HRCI Preapproved Book

☐ I Received Coaching/Mentoring to Advance my Professional HR Knowledge and Expertise

A Step-By-Step Guide to Submit Your Recertification Activities

Add a new Activity

Activity Type *

Conference ▼

Provider Name

Test Organization

Activity Name *

Test Conference

URL

Date activity began *

01/01/2018
MM/DD/YYYY

Date activity ended *

01/01/2018
MM/DD/YYYY

Activity Description

4000 character limit

Credit Type *

HR (General) ▼

Requested Activity Hours *

1.5

Additional Documentation

UPLOAD

Attestation Confirmation *

☒ I certify that I attended, hosted, or presented at the activity described above.

ADD ACTIVITY

CANCEL



A Step-By-Step Guide to Submit Your Recertification Activities

STEP 9: SUBMIT RECERTIFICATION APPLICATION

When you have reached your credit requirements, your progress wheel (s) will show a complete green circle. Then you will be able to "SUBMIT RECERTIFICATION APPLICATION."

IMPORTANT NOTE: Activities will only count toward your requirement once they are submitted. Activities are not reviewed until the entire application is submitted with payment.

A Step-By-Step Guide to Submit Your Recertification Activities

[Get Certified](#) [Get Recertified](#) [Start Learning](#) [Be A Provider](#) [Certify Organizations](#) [myHRCI](#) [Logout](#) 

[SHOP](#) [CART](#)

Welcome, Jenkins1901 hrcl, PHRI

My Recertification

[Active Application](#) [Historical Applications](#)

Current Recertification Application

Certification(s)

PHRI


Cycle Start Date

01/01/2017

Cycle End Date

02/28/2021

Status	Created
Credit Type	Hours Required
General	60
Hours Submitted	60
Hours Approved	0

 [SUBMIT RECERTIFICATION APPLICATION](#)

General Activity Hours

60/60

Hours

[ADD ACTIVITIES](#)

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[HR Jobs HQ](#)

Connect

[!\[\]\(6bd8de984079fdbf70df089a0acefe30_img.jpg\)](#) [!\[\]\(02ce9f33cb8eec453d409aa31aebf2de_img.jpg\)](#) [!\[\]\(a7494bb5041c321c04f372dff2e208c2_img.jpg\)](#) [!\[\]\(501609ec001064a65818a4bc4878ff5d_img.jpg\)](#) [!\[\]\(1141a02441e74fadc2a5725643a95b8a_img.jpg\)](#)
[Select Language](#)


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A Step-By-Step Guide to Submit Your Recertification Activities

STEP 10: REVIEW CONTACT INFORMATION

Review to make sure your contact information is current and up to date.



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[SHOP](#) [CART](#)

Welcome, Jenkins1901 hrci, PHRI

[RETURN TO MY RECERTIFICATION](#)

Recertification Application: PHRI®

1. **Certificant**

2. Fees & Optional Items

3. Agreements

Certificant Identification
Use your full, legal name

Prefix

First Name *

Jenkins1901

Middle Name

Last Name *

hrci

Suffix

Jr

Organization

Date of Birth *

02/23/1979

MM/DD/YYYY

Mailing Address

Country *

UNITED STATES

Street Address 1 *

1725 Duke St

Street Address 2

City *

Alexandria

State/Province *

Virginia

Enter 'NA' if your country does not use State or Province

Postal Code *

22314

Enter 'NA' if your country does not have a Postal Code

Telephone Number *

1325523689

Please input your 10 digit Telephone Number. Beginning with area code.

[SAVE FOR LATER](#) [CONTINUE TO STEP 2 OF 3](#)

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A Step-By-Step Guide to Submit Your Recertification Activities

STEP 11: REVIEW RECERTIFICATION PAYMENT INFORMATION



[Get Certified](#) [Get Recertified](#) [Start Learning](#) [Be A Provider](#) [Certify Organizations](#) [myHRCI](#) [Logout](#) 

SHOPCART

Welcome, Jenkins1901 hrci, PHRI

[RETURN TO MY RECERTIFICATION](#)

Recertification Application: PHRI®

1. Certificant

2. Fees & Optional Items

3. Agreements

Fees

☒ **Recertification Fee**
\$160.00
The 160 USD recert fee is non refundable

Optional Items

Optional Items are not found

The Build Your Own Bundle option provides a discount from the regular retail price. The certification preparation course options presented above are fully refundable within 10 business days of application approval date (refer to the Certification Handbook for refund details).
Once purchase, you will receive an email with a voucher code and steps on how to access your materials.

Fees & Optional Items Subtotal

Recertification Fee	\$160.00
Estimated subtotal	\$160.00

Shipping and other charges may apply

[BACK TO STEP 1](#)

[SAVE FOR LATER](#)


[CONTINUE TO STEP 3 OF 3](#)

[CANCEL](#)


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STEP 12: REVIEW OUR RECERTIFICATION POLICIES AND PROCEDURES.

For accreditation purposes, we require that you understand and review the Global Privacy Policy, Code of Ethics and Professional Responsibility and the Recertification Policies and Procedures Handbook.



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[SHOP](#) [CART](#)

Welcome, Jenkins1901 hrci, PHRI

[RETURN TO MY RECERTIFICATION](#)

Recertification Application: PHRI®

1. Certificant

2. Fees & Optional Items

3. Agreements

Global Privacy Policy

Effective as of June, 12 2014

The HR Certification Institute ("we", "us" or "HRCI" or with "our") has developed this policy statement ("Privacy Policy") to assist end users (referenced herein with "you" or "user" or with "your") of HRCI's Web sites located at www.hrci.org and www.hrciadsbusiness.org (collectively referenced herein as the "Site") in understanding the personally identifiable information ("PII") collection and use practices for HRCI's Site. PII, as such term is used herein, includes information that can identify a specific individual, such as, without limitation, a name, address, phone number, or e-mail address. HRCI reserves the right to change this Privacy Policy at any time to address changes to its information collection, disclosure, or use practices or changes in law. If HRCI makes changes to this Privacy Policy, HRCI will post those changes at this location and provide notice of any material changes. Please review this Privacy Policy on a periodic basis. By using the Site, you signify your unqualified agreement to the terms of this Privacy Policy.

What Information Does HRCI Collect?

Below, we provide specific examples of the types of PII HRCI may collect through the Site.

Contact Information: HRCI may request or require contact information, such as your name, address, phone number, facsimile number, e-mail address, and date of birth when you seek access to certain portions of the Site, register for human resource certification (or recertification) examinations ("HR Certification"), and/or pay for anything available for purchase on the Site (including, without limitation, examination preparation materials, clothing, accessories, and HR Certification applications).

Demographic Information: HRCI may collect and compile demographic data (e.g., general employment or military information such as duration of employment or service, organization, service branch, title, rank, and position) when you seek access to certain portions of the Site.

Transactional Information: HRCI may create and maintain a database of aggregated information about the transactions that occur on the Site (e.g., tool or feature (and related database) utilization, registration information, and activity, navigation, or content selection data).

Financial Information: HRCI may use credit card account information to facilitate payments for anything available for purchase on the Site (including, without limitation, examination preparation materials, clothing, accessories, and HR Certification applications).

Technical Information: HRCI may also collect Internet Protocol (IP) addresses from all users of our Site as well as the date and time of access and the Web page(s) accessed. HRCI may also catalog your log-in information and the type of computer, browser, or operating system used by the user.

How Does HRCI Use that Information?

To operate the Site and provide and/or enhance certain of its features, tools, and functionality and to otherwise provide and improve the quality of the programs, solutions, and services HRCI may offer or make available, HRCI may collect PII from different parts of its Site. HRCI gathers PII during the registration or content submission (for example, and without limitation, when submitting comments or questions) processes available on the Site. But, HRCI may collect or request PII at other times, including, but not limited to, when you create an account on the Site. Below, is more detail on how HRCI may use your PII.

Contact Information: HRCI may use your contact information in connection with the provision of its services, software solutions and content and to enable you to participate in any HR Certifications, events, programs, and/or offerings available through the Site. HRCI may also use your contact information to (i) facilitate registration for a particular HR Certification, event, program, or service, (ii) advertise its HR Certifications, events, programs, or services, (iii) create a personalized experience for you when using the Site, (iv) provide you with news and information, (v)

☒ I agree to all of the statements above and attest that all information in this application is true

Additional Agreements


☒ I have read and understand the [Code of Ethical and Professional Responsibility](#)

☒ I have read and understand the [Recertification Policies and Procedures Handbook](#)

[BACK TO STEP 2](#)

[CONTINUE TO CHECKOUT](#)

CANCEL



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 Select Language

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15

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STEP 13: REVIEW RECERTIFICATION FEE IN SHOPPING CART.

The screenshot displays the HR Certification Institute (HRCI) website's shopping cart. At the top, the HRCI logo is on the left, and navigation links (Get Certified, Get Recertified, Start Learning, Be A Provider, Certify Organizations, myHRCI, Logout) and a search icon are on the right. Below the navigation, there are 'SHOP' and 'CART' buttons on the left and a welcome message 'Welcome, Jenkins1901 hrci, PHRI' on the right. The main section is titled 'Your Shopping Cart'. It contains a table with one item: 'Recertification Fee' with a quantity of 1 and a price of \$160.00. The total is \$160.00. A 'PROCEED TO CHECKOUT' button is visible at the top right of the cart and at the bottom right of the table. The footer contains four columns: 'About Us' (describing HRCI as the premier credentialing organization), 'About Us' (listing links like Who We Are, Board of Directors, etc.), 'Community' (listing links like Blogs and Announcements, Careers, etc.), and 'Connect' (listing social media icons and a language selector).

h
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SHOP CART

Welcome, Jenkins1901 hrci, PHRI

Your Shopping Cart

PROCEED TO CHECKOUT

Description	Qty	Price	Total
 Recertification Fee	1	\$160.00	\$160.00

Grand Total: \$160.00

PROCEED TO CHECKOUT

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- Press
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- Contact us

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- Careers
- Events
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- Directory of Certified Professionals
- HR Jobs HQ



Connect

A Step-By-Step Guide to Submit Your Recertification Activities

STEP 14: REVIEW BILLING AND PAYMENT INFORMATION.

Complete the credit card information and click PROCESS PAYMENT.

[Get Certified](#) [Get Recertified](#) [Start Learning](#) [Be A Provider](#) [Certify Organizations](#) [myHRCI](#) [Logout](#) 

[SHOP](#) [CART](#)

Welcome, [Jenkins1901 hrci, PHR](#)

Checkout

Billing Information

First Name *

Jenkins1901

Last Name *

hrci

Email Address

recert050227@hrci.co

Phone Number

1325523689

Address 1 *

1725 Duke St

Address 2

City *

Alexandria

State *

Virginia

Zip *

22314

Country *

UNITED STATES

Shipping Information

Payment Type

Visa

Name on Card

Test

Credit Card Number

4111111111111111

Expiration Date (MMYY)

1219

CVV

123

PROCESS PAYMENT

PRINT INVOICE

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[!\[\]\(fe0fedaf9abd4a15c2c1a026a16ab198_img.jpg\)](#) [!\[\]\(a37e88d71f1b29054dad4276b76cf386_img.jpg\)](#) [!\[\]\(7912665d61db7d3d15cc91b63e81d1c7_img.jpg\)](#) [!\[\]\(323eab74e911a92152d6e60d745746c2_img.jpg\)](#) [!\[\]\(3acbeb095bc9a0a119aa84891e4a4f23_img.jpg\)](#)
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17

A Step-By-Step Guide to Submit Your Recertification Activities

STEP 15: PRINT INVOICE

If your employer is reimbursing you for your Recertification Fee, you can view and print an invoice for your records.

Payment Information

Payment Type

Visa

Name on Card

Test

Credit Card Number

4111111111111111

Expiration Date (MMYY)

1219

CVV

123

PROCESS PAYMENT

PRINT INVOICE

h

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Invoice

Date: 2019-09-27

Terms: DUE UPON RECEIPT

recert hrcl

1725 Duke St

Alexandria, 22314 ARGENTINA

Description	Qty	Price	Total
Recertification Fee	1	\$140.00	\$140.00
Grand Total:			\$140.00

BACK

PRINT

HRCI accepts VISA, MasterCard, American Express, money order, certified check, cashier's check and company/ organization checks. Certified and cashier's checks must be made payable to "HR Certification Institute", in U.S. currency (USD) and drawn on a U.S. bank. We also accept wire transfers. We do not accept cash or personal checks. We will not review an application until all payments have been received.

For cashier's or certified check or money order payment please remit payment to:

HR Certification Institute

1725 Duke Street, Suite 700

Alexandria, Virginia 22314

Attn: Accounts Receivables

For wire transfer instruction please email accounting@hrcl.org

HR Certification Institute 1725 Duke Street Suite 700 Alexandria, VA 22314 USA

Telephone: 571-551-6700 | Facsimile: 571-551-6799 | E-mail: info@hrcl.org | Web: www.hrcl.org

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18


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A Step-By-Step Guide to Submit Your Recertification Activities

STEP 16: REVIEW RECIEPT.

Review your final receipt when you click the process payment button.



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Invoice #:

INV-32355-N1S3W9

Date Posted:

Wednesday, September 11, 2019

Payment Auth #:

A10FAE059C1C

Balance:

\$0.00

Bill To:

Jenkins1901 hrci
1725 Duke St
Alexandria, VA 22314
1325523689 USA

Ship To:

Jenkins1901 hrci
1725 Duke St
Alexandria, VA 22314
1325523689 USA

Description	Qty	Price	Total
Recertification Fee	1	\$160.00	\$160.00

Grand Total: \$160.00
Payment: \$160.00
Balance: \$0.00

HRCI will send you a follow-up e-mail outlining any required next steps. Thank you.

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If you have specific questions regarding your recertification application, please send us an email to info@hrci.org. Our Customer Experience team is also available to answer questions during our normal business hours Monday through Friday. They can be reached at +1.866.898.4724 (U.S. Toll Free) or +1.571.551.6700(Toll).



19