



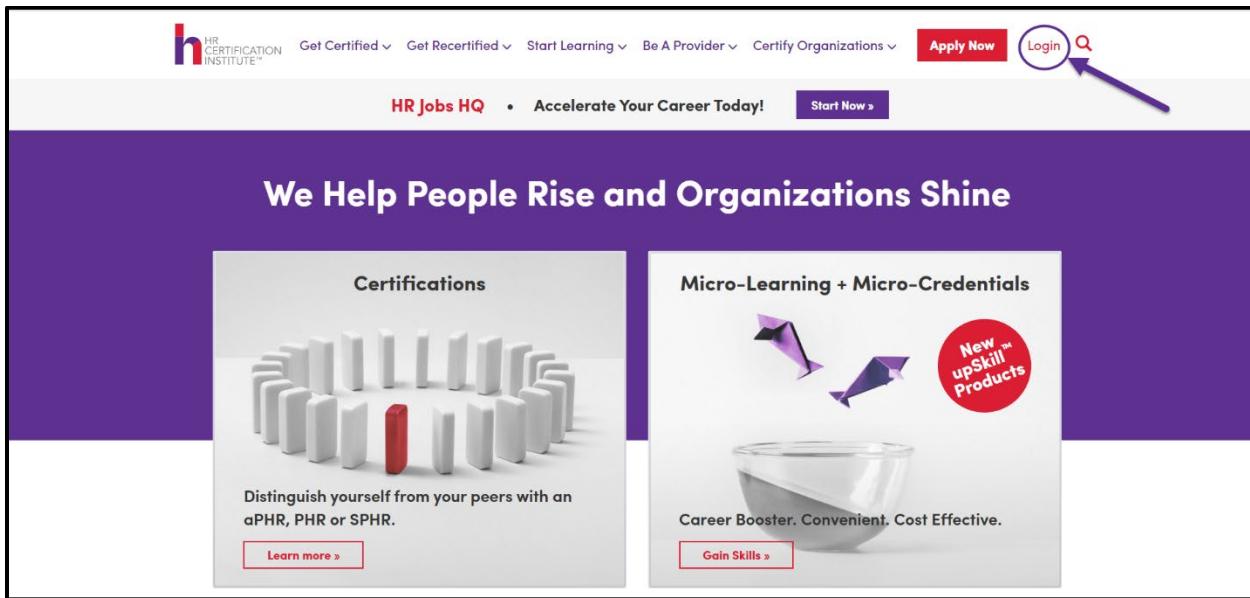
Step by Step Guide to Submit Your Recertification Activities

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

STEP 1: LOGIN

Go to www.hrci.org.

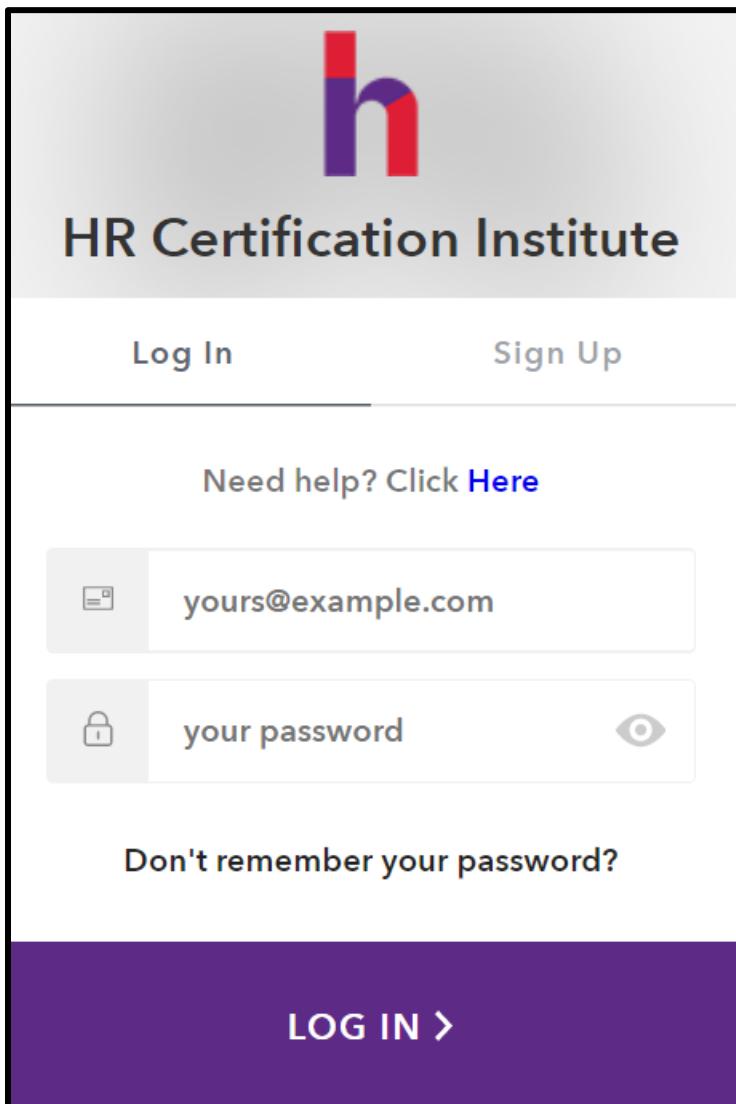
Click "Login" on the homepage in the top right-hand corner.



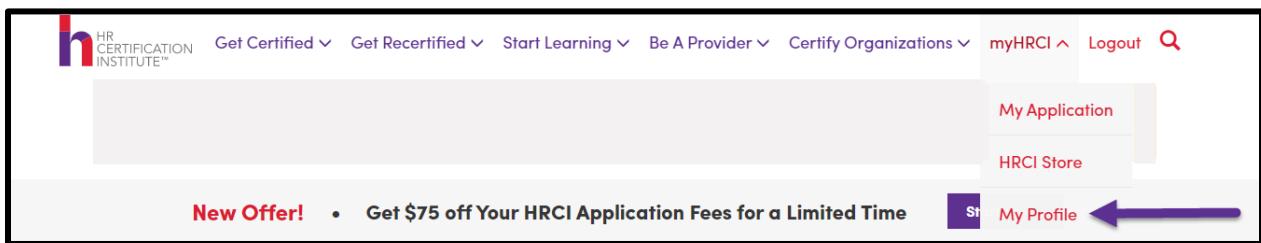
A Step-By-Step Guide to Submit Your Recertification Activities

STEP 2: LOGIN INTO YOUR PROFILE

Sign into your HRCI profile.



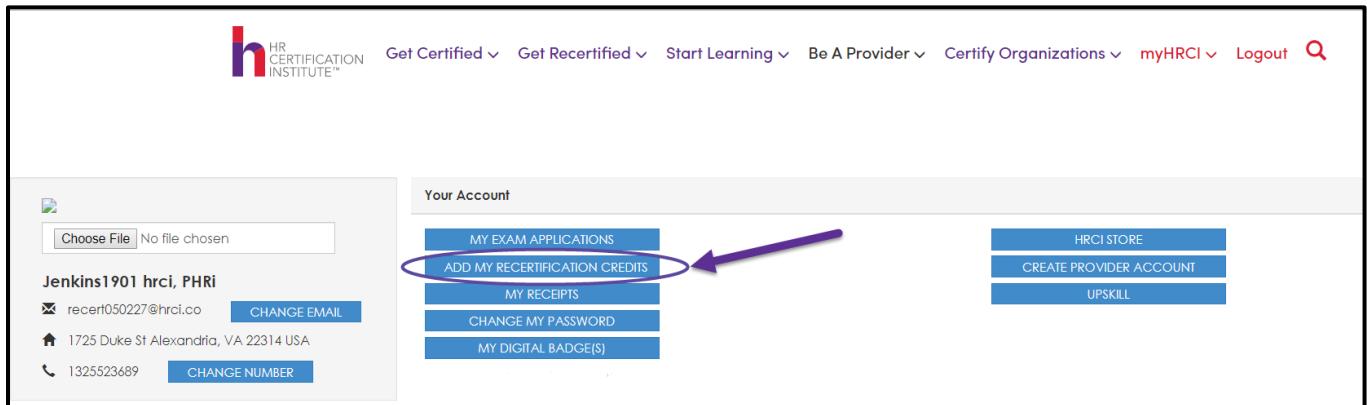
After you are logged into your account, click on My Profile tab.



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STEP 3: ADD RECERTIFICATION ACTIVITIES

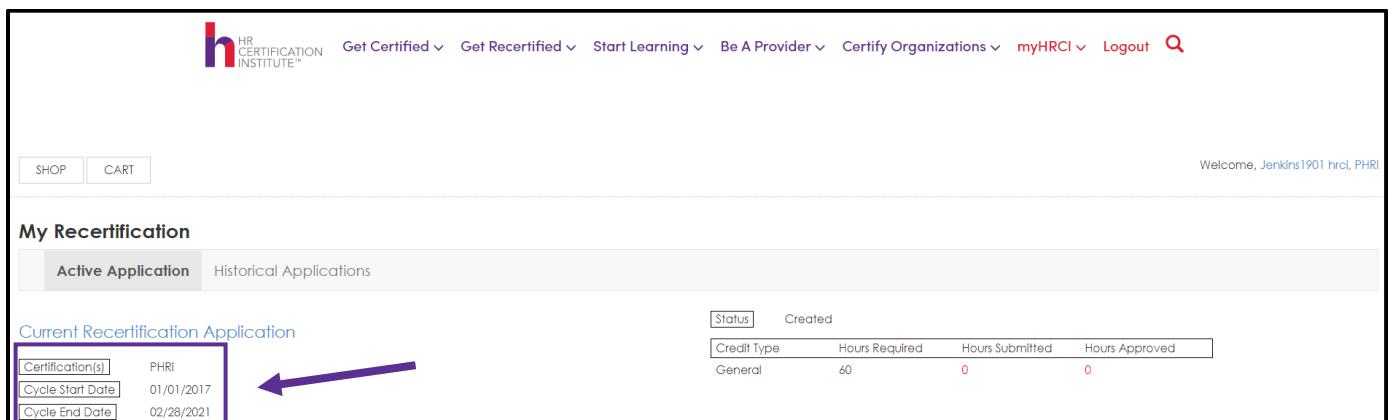
After you have logged in to your account, make sure your contact information is up to date. Then click on "Add My Recertification Credits" to begin adding your recertification activities.



The screenshot shows the HR Certification Institute website's account management page. On the left, there's a sidebar with a file upload field, contact information (Jenkins1901 hrci, PHR), and a change email button. The main area is titled 'Your Account' and contains several buttons: 'MY EXAM APPLICATIONS', 'ADD MY RECERTIFICATION CREDITS' (which is circled in blue and has a purple arrow pointing to it), 'MY RECEIPTS', 'CHANGE MY PASSWORD', and 'MY DIGITAL BADGE(S)'. To the right, there are buttons for 'HRCI STORE', 'CREATE PROVIDER ACCOUNT', and 'UPSKILL'.

STEP 4: REVIEW RECERTIFICATION CYCLE START & END DATE

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

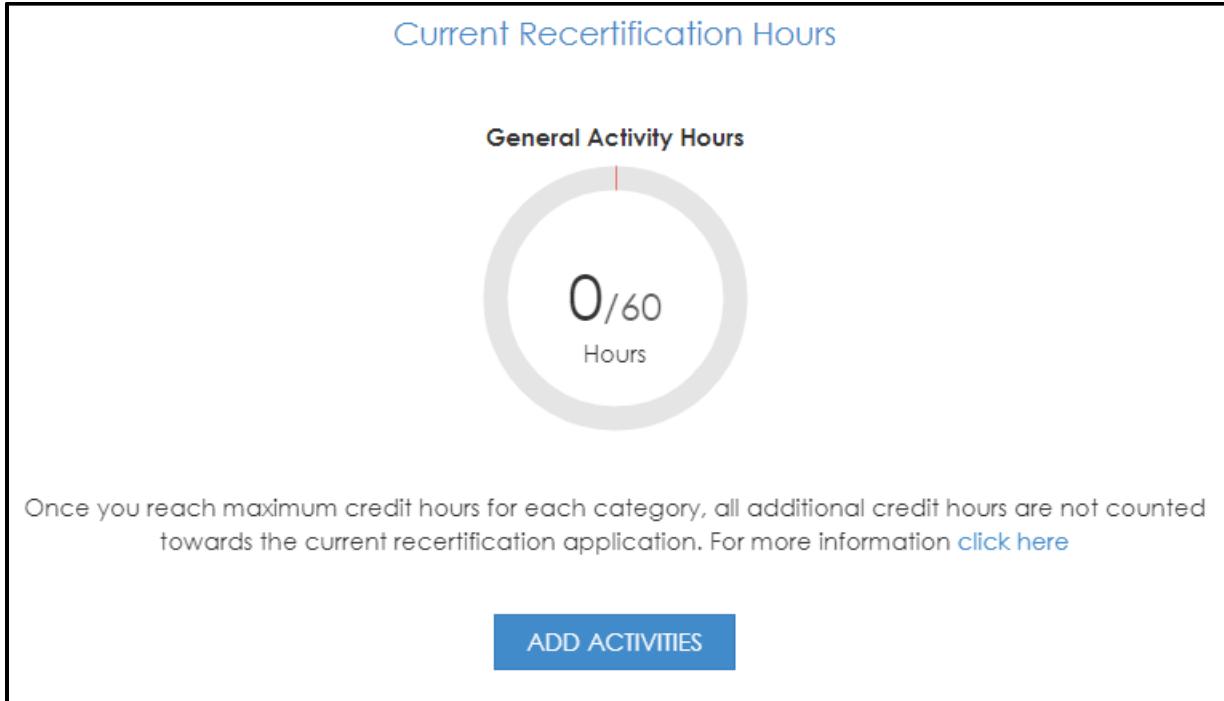


The screenshot shows the 'My Recertification' application page. At the top, there are 'SHOP' and 'CART' buttons. The main content area is titled 'My Recertification' and has tabs for 'Active Application' (which is selected) and 'Historical Applications'. Under 'Active Application', there's a section for 'Current Recertification Application' showing 'Certification(s): PHR', 'Cycle Start Date: 01/01/2017', and 'Cycle End Date: 02/28/2021'. To the right, there's a table with columns 'Status', 'Created', 'Credit Type', 'Hours Required', 'Hours Submitted', and 'Hours Approved'. The table shows one row for 'General' with values 60, 0, and 0 respectively. The bottom right corner of the screenshot shows a welcome message: 'Welcome, Jenkins1901 hrci, PHR'.

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STEP 5: REVIEW RECERTIFICATION HOURS

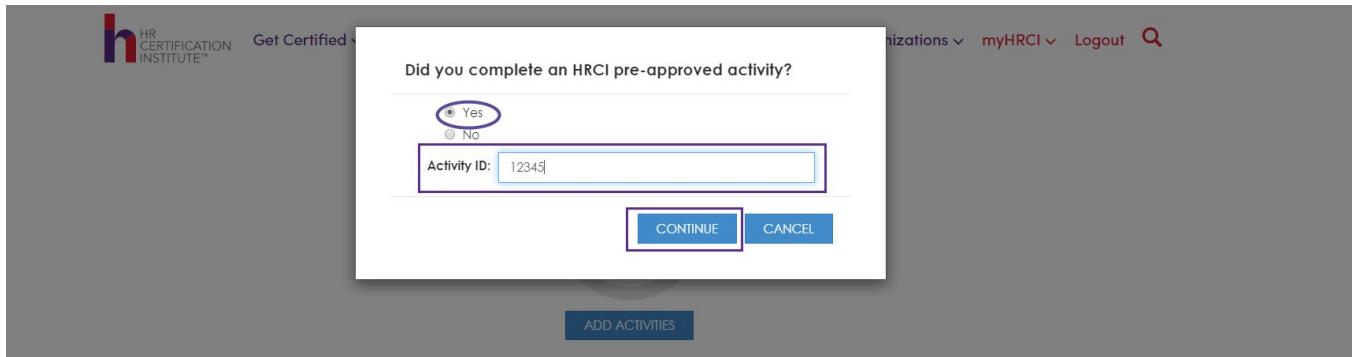
The requirements progress circle displays the total number of hours required to submit your recertification application and how many credits you have submitted to date. This includes specified credit hour requirements (if needed).



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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.



Did you complete an HRCI pre-approved activity?

Yes
 No

Activity ID: 12345

CONTINUE CANCEL

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

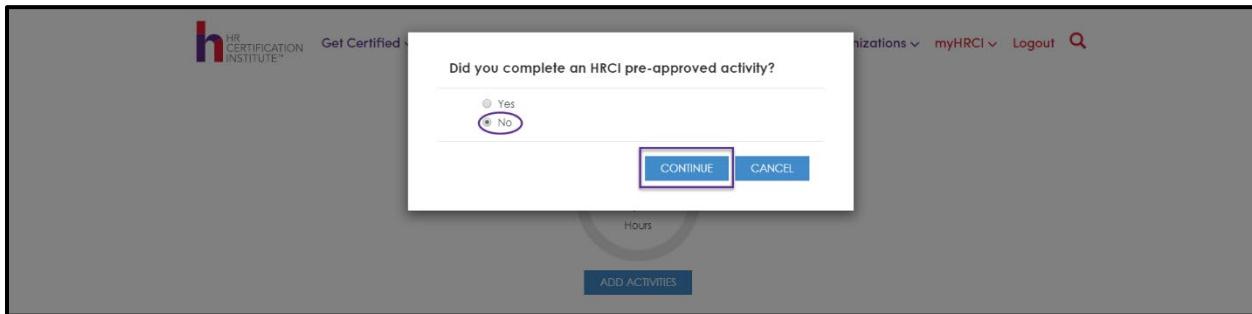
Activity Type *	Workshop
Provider Name	Human Capital Institute
Activity Name *	2018 Analytics for Talent Management
URL	http://www.hci.org/atm-course
Date activity began *	12/05/2018 MM/DD/YYYY
Date activity ended *	12/05/2018 MM/DD/YYYY
Activity Description	Become a true strategic partner to the business 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 *	<input checked="" type="checkbox"/> I certify that I attended, hosted, or presented at the activity described above.

 **ADD ACTIVITY** **CANCEL**

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STEP 8: ADD SELF REPORTED ACTIVITIES

There are three self-reported activity types.



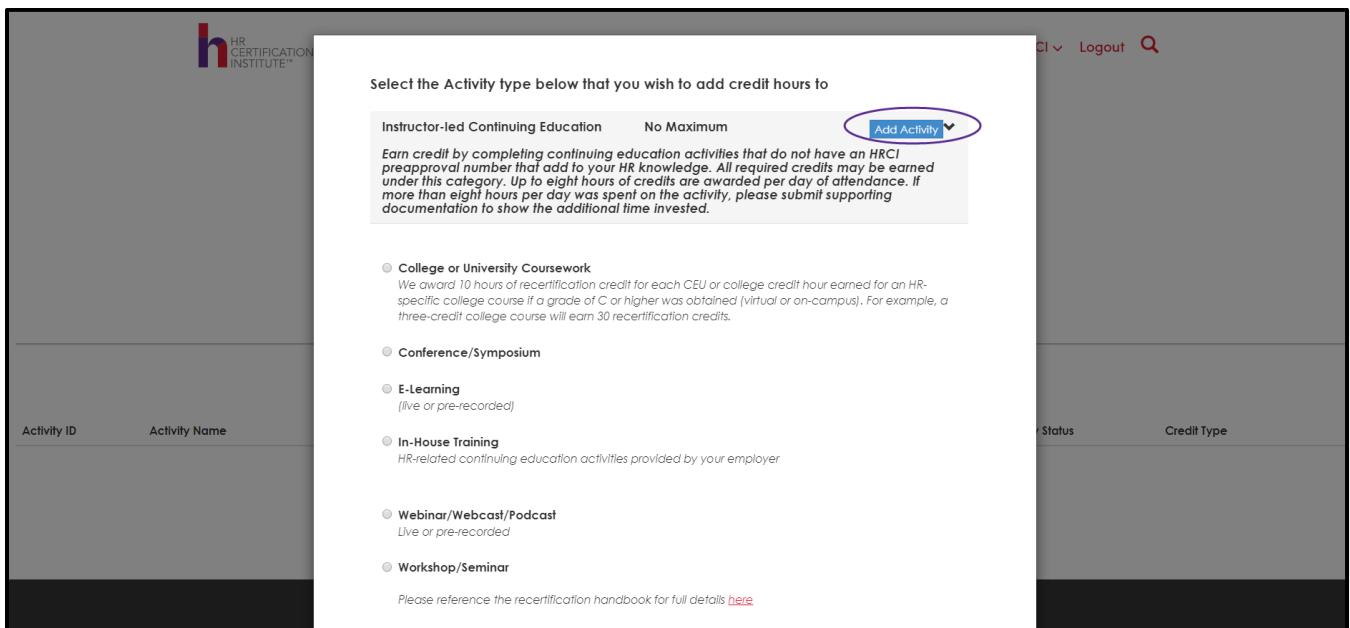
Did you complete an HRCI pre-approved activity?

Yes
 No

CONTINUE **CANCEL**

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



Select the Activity type below that you wish to add credit hours to

Instructor-led Continuing Education No Maximum **Add Activity**

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.

College or University Coursework
We award 10 hours of recertification credit for each CEU or college credit hour earned for an HR-specific college course if a grade of C or higher was obtained (virtual or on-campus). For example, a three-credit college course will earn 30 recertification credits.

Conference/Symposium

E-Learning
(live or pre-recorded)

In-House Training
HR-related continuing education activities provided by your employer

Webinar/Webcast/Podcast
Live or pre-recorded

Workshop/Seminar

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

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

PROFESSIONAL ACHIEVEMENT – 40 CREDIT MAXIMUM

Professional Achievement 40 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 (AHSI)
- 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.

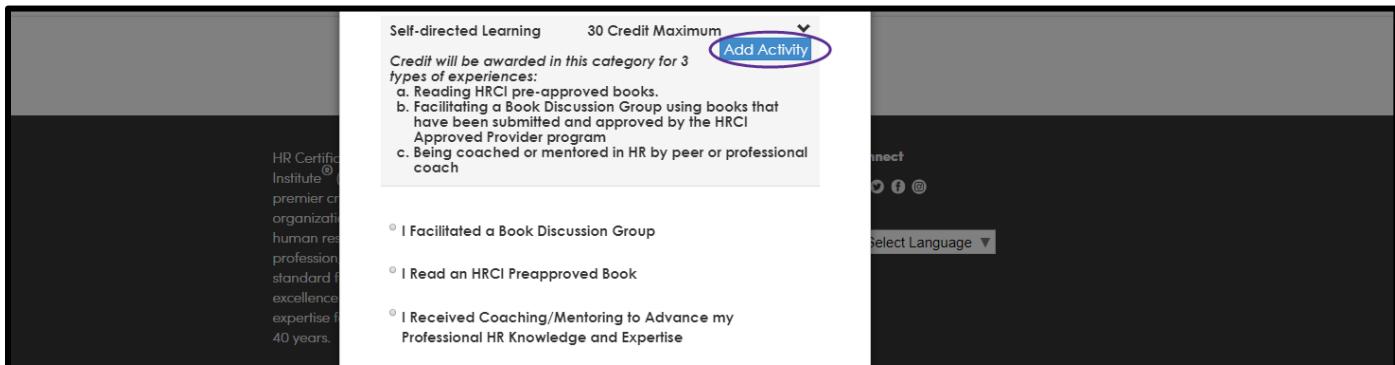
Research and Publishing
Recertification credit can be earned by conducting primary research on an HR-related topic if the research results are published in a scholarly HR journal or publication.
If the article you write is published in a chapter newsletter, you will not earn credit hours.
A research 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](#).

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SELF-DIRECTED LEARNING – 30 CREDIT MAXIMUM



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

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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	<div style="border: 1px solid #ccc; height: 150px; padding: 5px; min-height: 150px; width: 100%;"></div> <p style="margin-top: 5px;">4000 character limit</p>	
Credit Type *	HR (General) ▼	
Requested Activity Hours *	1.5	
Additional Documentation	<input style="width: 150px; height: 30px; background-color: #0070C0; color: white; border: none; font-weight: bold; border-radius: 5px; margin-bottom: 5px;" type="button" value="UPLOAD"/>	
Attestation Confirmation *	<input checked="" type="checkbox"/> I certify that I attended, hosted, or presented at the activity described above.	

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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

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	Hours Submitted	Hours Approved
General	60	60	0

SUBMIT RECERTIFICATION APPLICATION

Current Recertification Hours

General Activity Hours



60/60 Hours

ADD ACTIVITIES

Submitted Activities

Activity ID	Activity Name	Date Began	Date Ended	Hours Requested	Hours Approved	Activity Status	Credit Type	Edit	Delete
343617	02506-Coaching: A Strategic Tool for Effective Leadership	05/07/2018	05/07/2018	18	0	Submitted	HR (General)	Edit	Delete
-	Test	05/05/2019	06/30/2019	25	0	Submitted	HR (General)	Edit	Delete
-	Test Conference	07/07/2019	08/25/2019	17	0	Submitted	HR (General)	Edit	Delete

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Connect

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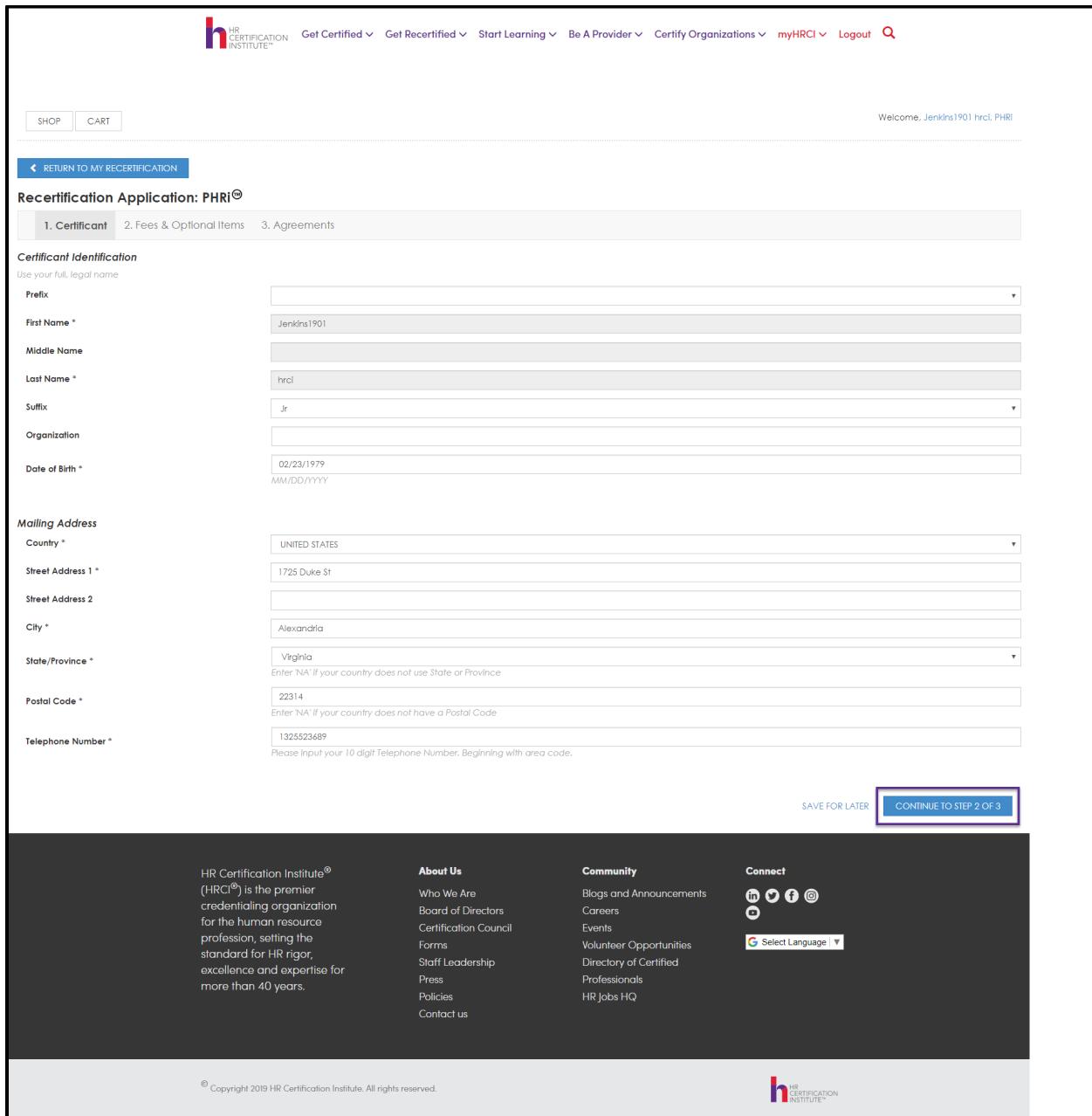
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HR CERTIFICATION INSTITUTE™

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STEP 10: REVIEW CONTACT INFORMATION

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



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Get Certified ▾ Get Recertified ▾ Start Learning ▾ Be A Provider ▾ Certify Organizations ▾ myHRCI ▾ Logout

SHOP CART

Welcome, Jenkins1901 hrcl, PHR

◀ RETURN TO MY RECERTIFICATION

Recertification Application: PHR®

1. Certificant 2. Fees & Optional Items 3. Agreements

Certificant Identification
Use your full, legal name.

Prefix

First Name * Jenkins1901

Middle Name

Last Name * hrcl

Suffix

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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STEP 11: REVIEW RECERTIFICATION PAYMENT INFORMATION

The screenshot shows a user reviewing their recertification payment information. The top navigation bar includes links for 'Get Certified', 'Get Recertified', 'Start Learning', 'Be A Provider', 'Certify Organizations', 'myHRCI', 'Logout', and a search icon. The user is logged in as 'Jenkins1901 hrci, PHR'. Below the navigation, there are 'SHOP' and 'CART' buttons. A 'RETURN TO MY RECERTIFICATION' button is visible. The main content area is titled 'Recertification Application: PHR®' and shows three steps: 1. Certificant, 2. Fees & Optional Items (selected), and 3. Agreements. The 'Fees' section shows a checked 'Recertification Fee' of \$160.00, with a note that it is non-refundable. The 'Optional Items' section displays a message: 'Optional Items are not found'. Below this, a note states that the Build Your Own Bundle option provides a discount from the regular retail price. The 'Fees & Optional Items Subtotal' table shows the estimated subtotal as \$160.00. At the bottom of the page, there are buttons for 'BACK TO STEP 1', 'SAVE FOR LATER', 'CONTINUE TO STEP 3 OF 3' (which is highlighted with a purple border), and 'CANCEL'. The footer contains links for 'About Us', 'Community', 'Connect', and 'Select Language'. The HR Certification Institute logo is at the bottom left, and a copyright notice is at the bottom center.

Get Certified ▾ Get Recertified ▾ Start Learning ▾ Be A Provider ▾ Certify Organizations ▾ myHRCI ▾ Logout

Welcome, Jenkins1901 hrci, PHR

SHOP CART

RETURN TO MY RECERTIFICATION

Recertification Application: PHR®

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 CONTINUE TO STEP 3 OF 3

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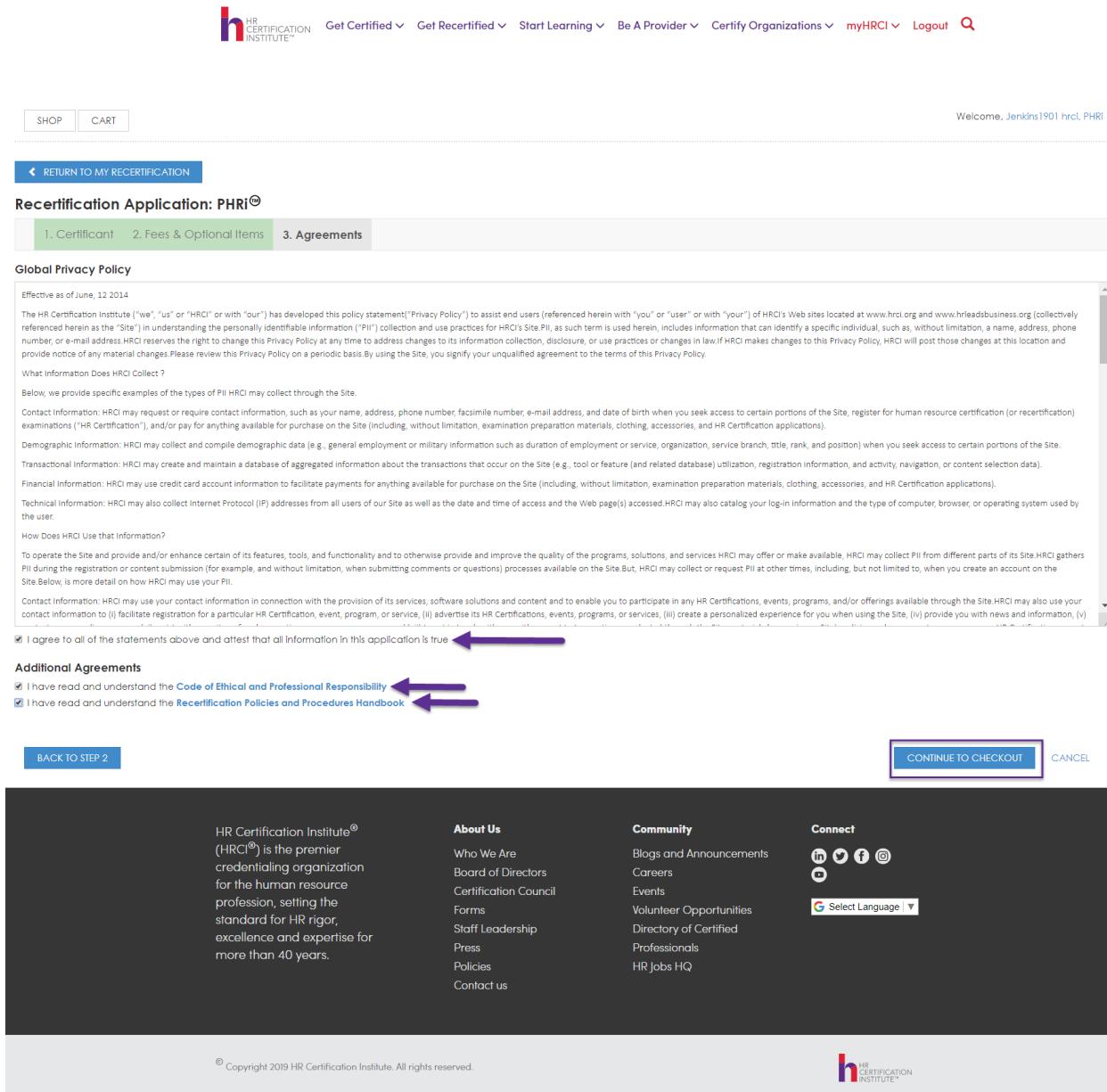
Select Language ▾

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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.

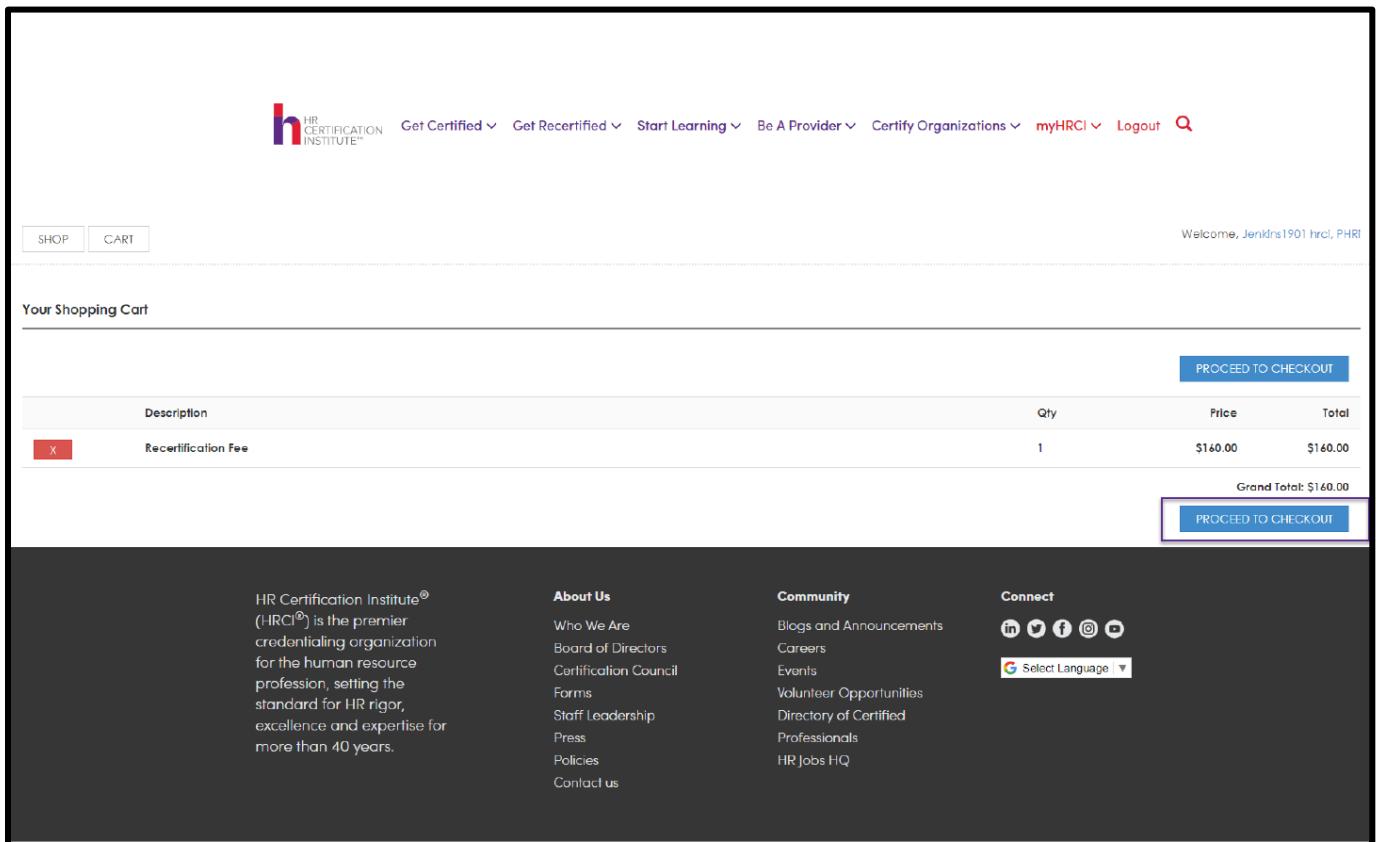


The screenshot shows the HR Certification Institute website with the following details:

- Header:** HR CERTIFICATION INSTITUTE™, Get Certified, Get Recertified, Start Learning, Be A Provider, Certify Organizations, myHRCI, Logout, Search icon.
- Navigation:** SHOP, CART, Welcome, Jenkins1901 hrci, PHRI.
- Section:** Recertification Application: PHRI®
- Step:** 3. Agreements
- Content:** Global Privacy Policy, Demographic Information, Transactional Information, Financial Information, Technical Information, How Does HRCI Use that Information?, Additional Agreements.
- Checklist:** I agree to all of the statements above and attest that all information in this application is true.
- Buttons:** BACK TO STEP 2, CONTINUE TO CHECKOUT, CANCEL.
- Footer:** Copyright 2019 HR Certification Institute. All rights reserved. HR CERTIFICATION INSTITUTE™ logo.

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STEP 13: REVIEW RECERTIFICATION FEE IN SHOPPING CART.



The screenshot shows a shopping cart page for the HR Certification Institute. At the top, there is a navigation bar with links: Get Certified, Get Recertified, Start Learning, Be A Provider, Certify Organizations, myHRCI, Logout, and a search icon. Below the navigation is a header with 'SHOP' and 'CART' buttons, and a welcome message 'Welcome, Jenkins1901 hrci, PHR'. The main content area is titled 'Your Shopping Cart' and contains a table with one item: 'Recertification Fee'. The table has columns for Description, Qty, Price, and Total. The total is listed as 'Grand Total: \$160.00'. At the bottom of the page, there is a footer with links for About Us, Community, and Connect, along with a language selection dropdown.

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

Grand Total: \$160.00

PROCEED TO CHECKOUT

PROCEED TO CHECKOUT

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HRCI[®] is the premier credentialing organization for the human resource profession, setting the standard for HR rigor, excellence and expertise for more than 40 years.

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- Professionals
- HR Jobs HQ

Connect

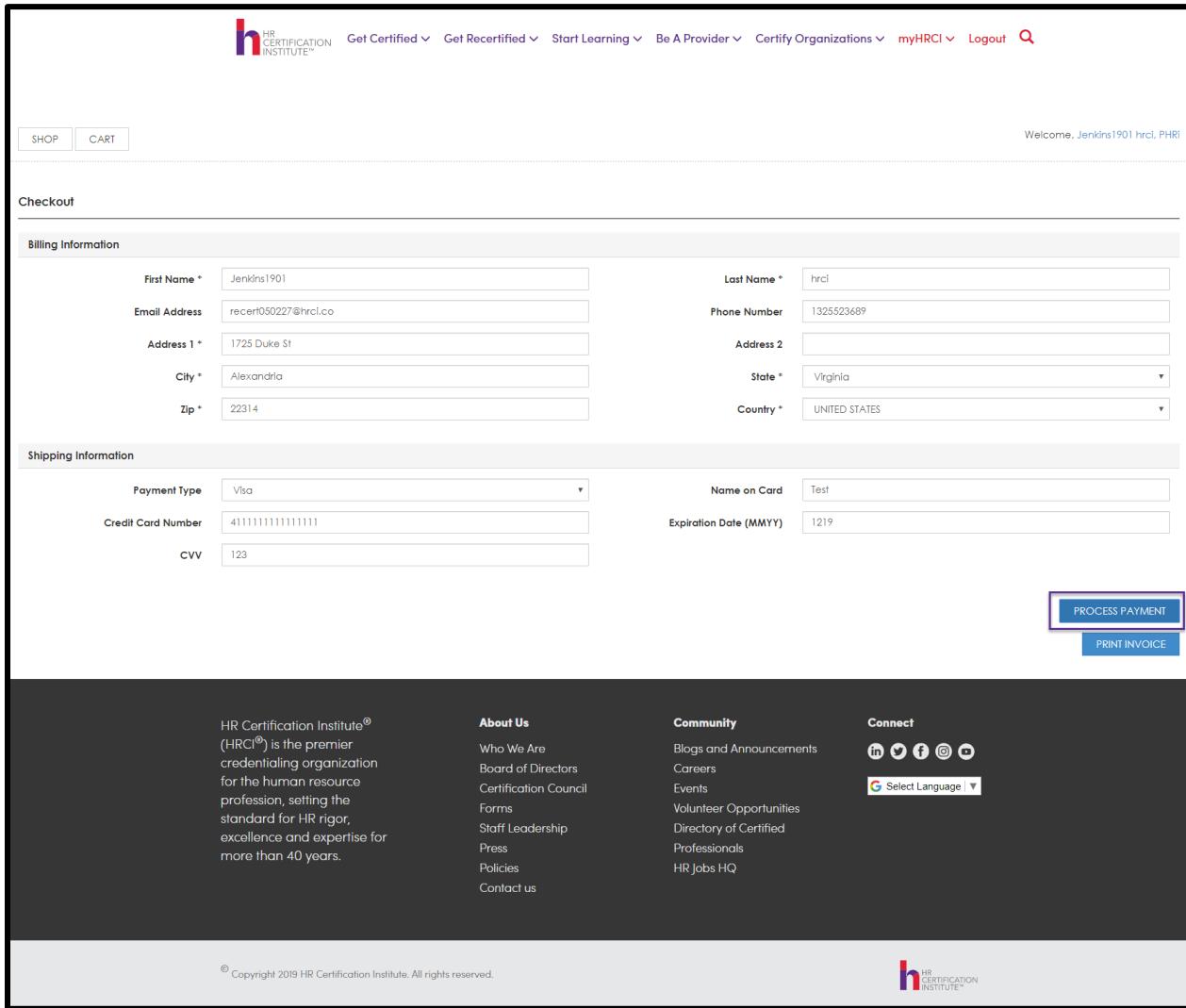
- [LinkedIn](#)
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- [Facebook](#)
- [Instagram](#)
- [YouTube](#)

Select Language

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STEP 14: REVIEW BILLING AND PAYMENT INFORMATION.

Complete the credit card information and click PROCESS PAYMENT.



The screenshot shows the HR Certification Institute website's checkout process. At the top, there is a navigation bar with links: Get Certified, Get Recertified, Start Learning, Be A Provider, Certify Organizations, myHRCI, and Logout. Below the navigation is a search bar. On the left, there are 'SHOP' and 'CART' buttons. The main area is titled 'Checkout' and contains two sections: 'Billing Information' and 'Shipping Information'. The 'Billing Information' section includes fields for First Name (Jenkins1901), Last Name (hrci), Email Address (recert050227@hrci.co), Address 1 (1725 Duke St), Address 2 (optional), City (Alexandria), State (Virginia), Zip (22314), Phone Number (1325523689), and Country (United States). The 'Shipping Information' section includes fields for Payment Type (Visa), Name on Card (Test), Credit Card Number (4111111111111111), Expiration Date (MMYY) (1219), and CVV (123). At the bottom right of the page, there are two buttons: 'PROCESS PAYMENT' (highlighted with a purple box) and 'PRINT INVOICE'.

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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
Credit Card Number	4111111111111111
CVV	123
Name on Card	
Expiration Date (MMYY)	

PROCESS PAYMENT **PRINT INVOICE**

Get Certified **Get Recertified** Start Learning Be A Provider Certify Organizations myHRCI Logout

Invoice

Date: 2019-09-27
Terms: DUE UPON RECEIPT

recent hrcl
1725 Duke St
Alexandria, 22314 ARGENTINA

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

Grand Total: \$160.00

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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Select Language

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STEP 16: REVIEW RECEIPT.

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

 Get Certified ▾ Get Recertified ▾ Start Learning ▾ Be A Provider ▾ Certify Organizations ▾ myHRCI ▾ Logout Q

Invoice #:	INV-32355-N153W9	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
<small>Grand Total: \$160.00 Payment: \$160.00 Balance: \$0.00</small>			
<small>HRCI will send you a follow-up e-mail outlining any required next steps. Thank you.</small>			
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