



RECERTIFICATION

It's easier than you think

Grey Scott, M.S., SPHR
HR Content Manager
HR Certification Institute

Note: There is no recertification credit awarded for attending this presentation.

WHAT YOU WILL LEARN

GET **RECERTIFIED.**

- Reasons to Recertify
- Documenting Recert Credit
- Knowledge Bases
- Calculating Recert Credit
- Specified Hours
- Online Recert File
- Resources

REASONS TO RECERTIFY

GET **RECERTIFIED.**

- Required every three years
- Getting your certification was not “easy”
- Demonstrates your commitment to the HR profession and continued mastery of the HR field
- PHR/SPHR/GPHR certifications are becoming a preference when making hiring decisions in many organizations
- Differentiate yourself in these economic conditions

RECERTIFICATION OPTIONS

Sixty (60) recertification credit hours are required every three years. Credit may be earned in the following categories:

Continuing Education	(no max)
Instruction	(20 hours max)
On-the-Job Experience	(20 hours max)
Research/Publishing	(20 hours max)
Leadership	(10 hours max)
Professional Membership	(10 hours max)

OR you may take the exam again!

GET RECERTIFIED.

PLANNING YOUR RECERT

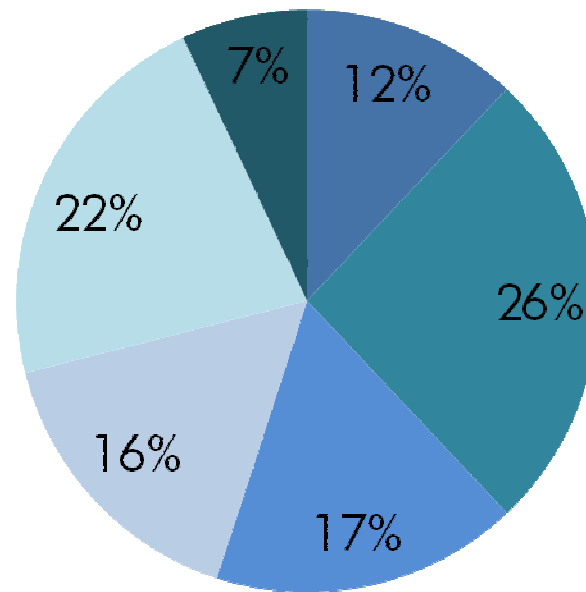
GET **RECERTIFIED.**

- Know your recertification end date
- Recertification begins as soon as you become certified
- Assesses growth potential
- Determine areas where you want to focus efforts
- Refer to score report
- Keep in mind the specified credit hours
- Refer to the exam content (KB) to answer, “Will this add to my HR knowledge?”

PHR[®] KNOWLEDGE BASE

GET **RE**CERTIFIED.

PHR EXAM AREAS

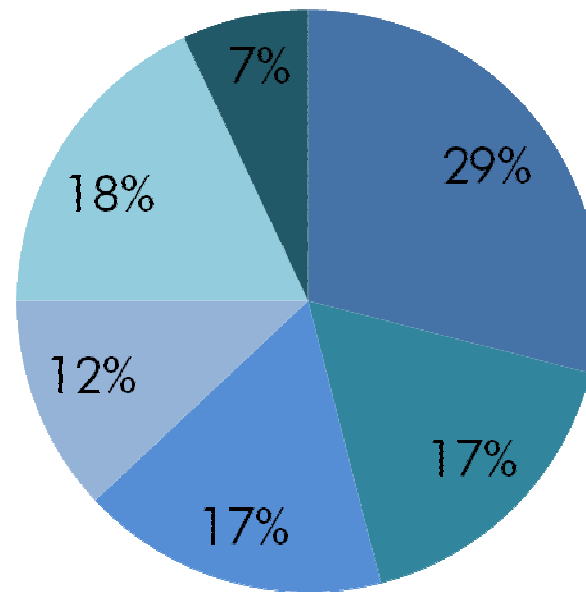


- Strategic Business Management
- Workforce Planning & Employment
- Human Resource Development
- Total Rewards
- Employee & Labor Relations
- Risk Management

SPHR[®] KNOWLEDGE BASE

GET **RE**CERTIFIED.

SPHR EXAM AREAS

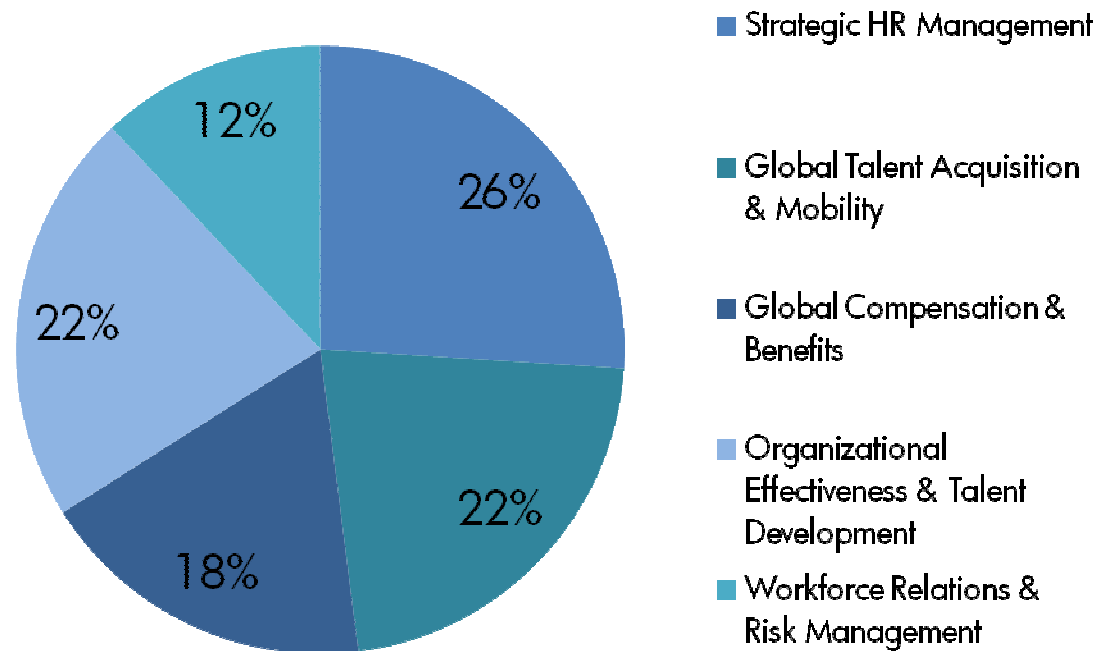


- Strategic Business Management
- Workforce Planning & Employment
- Human Resource Development
- Total Rewards
- Employee & Labor Relations
- Risk Management

GPHR[®] KNOWLEDGE BASE

GET **RECERTIFIED.**

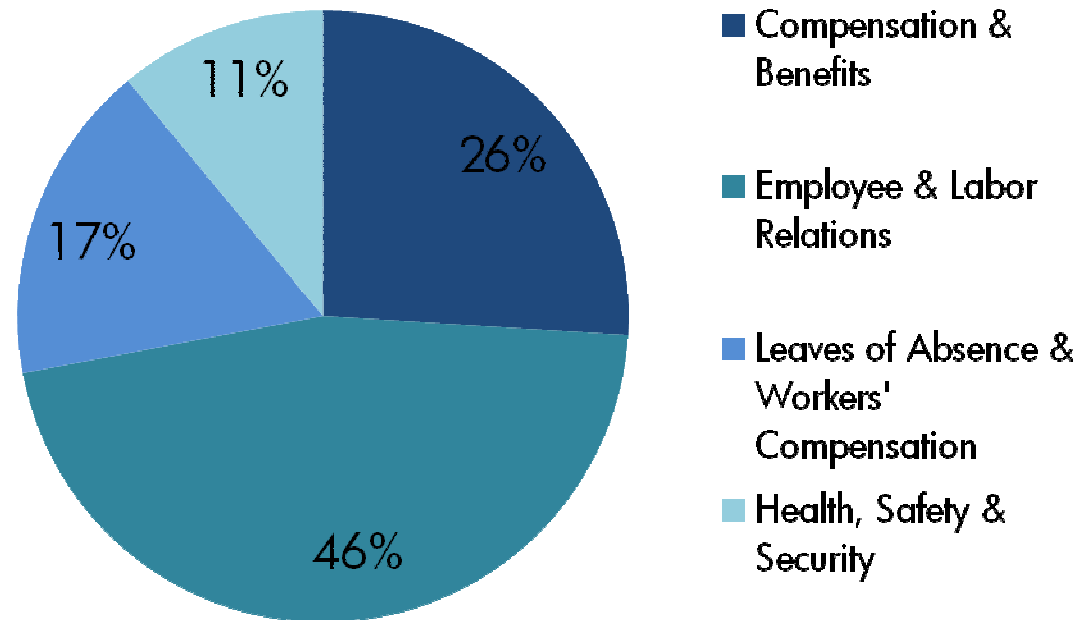
GPHR Exam Areas



CA KNOWLEDGE BASE

GET **RECERTIFIED.**

California Exam Areas



CALCULATING CREDIT

GET **RECERTIFIED.**

- Ensure topic is HR-related
- Determine full length of activity
- Subtract non-educational contact time
- Round credit to the nearest quarter hour

CONTINUING ED CREDITS

1 CEU = 10 recertification credit hours

1CLE = 1 recertification credit hour

GET RECERTIFIED.

Activity	Recertification Credit Hours
1 semester course at an accredited college and university	15 recertification credit hours
1 quarter course at an accredited college and university	12 recertification credit hours
1 audited college course	10 recertification credit hours
1 full day seminar	(typically) 6 recertification credit hours

CONTINUING ED EXAMPLES

GET **RECERTIFIED.**

- SHRM Annual Conference concurrent sessions
- Other seminars and webcasts
- Pre-Approved events
- On-line learning
- Law Firm seminars
- College and University HR courses

Need help locating continuing education?

See the list of Approved Providers at

www.hrci.org

INSTRUCTION CREDITS

GET **RE**CERTIFIED.

- Presentation of an HR-related subject
- Instructor of an HR course or presenter at a conference session
- Credit is awarded for the first time the presentation is made
- 1.5 hours is awarded for every hour of presentation
- Credit is not awarded for routine presentations to organization (for example, new hire orientation)

ON-THE-JOB CREDITS

GET **RECERTIFIED.**

- Earn credit for a first time work experience
- Document starting and ending dates of projects and your responsibilities
- Work product in excess of maximum hours or listing multiple projects will receive maximum allowed credit hours

ON-THE-JOB EXAMPLES

GET **RECERTIFIED.**

- Research and design of a new benefit plan
- Research, design and implement a diversity program
- Research, design and implement a new performance management system
- Research and implement a new HRIS system

RESEARCH/PUBLISHING CREDIT

GET **RECERTIFIED.**

- Conduct primary research on an HR-related topic and writing and publishing in a scholarly journal
- Must be conducted outside of the workplace
- Articles published in a journal or periodical solely written by the certified professional would earn maximum hours
- Co-authored or edited works would earn hours

LEADERSHIP CREDIT

GET **RECERTIFIED.**

- This category recognizes giving back to the profession
- Leadership role must be external to the workplace
- Must have application to an HR body of knowledge
- Using ones HR expertise to further a volunteer organization's mission

LEADERSHIP EXAMPLES

HR volunteer leadership roles and number of hours awarded:

- Board positions 10 hours
- Chairing a committee or conference 5 hours
- Official Capitol Hill visit or testifying before Congress or state legislators 1 hour
- Mentoring 5 hours

GET **RECERTIFIED.**

PROFESSIONAL MEMBERSHIP CREDIT

GET **RECERTIFIED.**

- Can earn credit hours for being a member of a national HR-related professional association such as SHRM
- Membership in a local HR organization does not count towards recertification credit
- Three hours per year are awarded for national SHRM membership
- Two hours per year are awarded for other national associations

SPECIFIED HOURS

GET **RECERTIFIED.**

Of required 60 hours:

- 15 Strategic Business Management hours required for **SPHR**
- 30 International hours required for **GPHR**
- 15 California-specific hours required for **PHR-CA/ SPHR-CA**

Strategic, international and California-specific hours can be designated in continuing education, instruction, on-the-job, and research/publishing

STRATEGIC BUSINESS MANAGEMENT

GET **RECERTIFIED.**

- Tie to the Strategic Business Management section in the knowledge base
- Falls **OUTSIDE** traditional HR disciplines
- Required HR professional to learn about or partner with other functional areas of the organization

SBM EXAMPLES

GET **RE**CERTIFIED.

- Trends in the workplace seminar
- Finance for non-financial managers seminar
- First-time participation in organizational strategic planning process
- Learning about organizational culture and its effect on HR policies and practices
- Participation in leadership training for senior mgmt (e.g. executive coaching, critical thinking skills)
- Development of an organizational code of ethics

<http://www.hrci.org/Recertification/STMGT/>

DETERMINING STRATEGIC CREDIT

GET **RECERTIFIED.**

- Did the activity help to advance the mission of your organization? How and why?
- Did you perform benchmarking against other organizations?
- Did the new program require that you perform an environmental scan?
- Was the activity legislative in nature?
- Did the activity help influence a major organizational change?
- Did the activity include leadership training? Change management? Setting ethical standards for your organization?

NON-QUALIFYING STRATEGIC

GET **RECERTIFIED.**

- Courses that instruct professionals on how to do their jobs.
- Participating in, rather than developing, community-related activities.
- Community involvement unrelated to your organization's mission.
- Courses on established HR techniques (e.g., change management) unless one can show he/she used the knowledge gained to develop a change management initiative.
- Establishing or initiating standard HR programs, such as performance review policies or selecting a health care provider.
- Activities that bring your organization into compliance with laws and/or regulations.
- Improving a process

INTERNATIONAL HR

GET **RECERTIFIED.**

- Recertification credits which are specific to global/international practices
- Tie to the International HR component of the GPHR Knowledge Base
 - Strategic HR Management
 - Global Talent Acquisition and Mobility
 - Global Compensation and Benefits
 - Organizational Effectiveness and Talent Development
 - Workforce Relations and Risk Management

CA SPECIFIED CREDITS

GET **RECERTIFIED.**

- Recertification credits which are specific to California HR practices
- Tie to the knowledge of California laws and practices (CA Knowledge Base)
 - Compensation and Benefits
 - Employee and Labor Relations
 - Leaves of Absence and Workers' Compensation
 - Health, Safety and Security

MULTIPLE CREDENTIALS

Synchronize certification cycle with the first certification obtained (with prorated credit-hour requirements to accomplish this).

GET **RE**CERTIFIED.

MULTIPLE CREDENTIAL CYCLE SAMPLE

1 st credential obtained	SPHR
Recertification cycle (example)	06/30/10–06/30/13
2 nd credential obtained	GPHR
Recertification cycle (example)	06/30/11–06/30/13
Recertification credit hours requirement	25 (General); 15 (Strategic); 20 (International)

Recertification fees: 

- First certification: US \$100
- Additional certification: US \$25 (unless certification was acquired during the last 6 months of original certification)

LATE SUBMISSION POLICY

GET **RE**CERTIFIED.

Time	Recertification Fee	Additional Fee	Total Fees
On/before certification cycle end date	US\$100	N/A	US\$100
1–6 months after certification cycle end date	US\$100	US\$25	US\$125
7–12 months after certification cycle end date	US\$100	US\$50	US\$150
>12months after certification cycle end date, certification expires.	Pay full exam fees. And retake the exam.		

DOCUMENTING RECERT HOURS

GET **RECERTIFIED.**

[Online Profile]

- Update your contact information (as needed)
- Report recertification activities as they occur
- Keep documentation of activities you participate in
- Apply for online recertification after 60 recertification credit hours are acquired

[Paper Application]

- Download, print and mail OR fax to HR Certification Institute

[Other Pointers]

- Track your activities online
- Maintain required documentation
- Document your participation in credit-earning professional activities
- “My Online Profile”
- Save the program ID number

ONLINE PROFILE

GET **RECERTIFIED.**

The screenshot displays the HR Certification Institute website. At the top left is the logo with the tagline "COMMIT TO A HIGHER STANDARD". To the right are navigation links: "About the HR Certification Institute", "Contact Us", "News", and "FAQ's". A search bar is located below these links. A horizontal menu contains categories: "HR Certification", "Assessments & Preparation", "Recertification", "Partners", "Resources", and "Our Blog". Below the menu are three promotional banners: "learn about HR Certification", "choose the right certification for you", and "recertify your certification". To the right of these banners are dropdown menus for "Calendar" and "Quick Links", and a featured article titled "Tell Us Where Your Letters Have Carried You". At the bottom right, a "Login" form is highlighted with an orange circle, containing fields for "User ID #" and a password, a "GO" button, and links for "Forgot login?", "Create login", and "Help?". Below the banners is an "HR Certification Institute Overview" section with introductory text and three news items: "Alyeska Pipeline is Committed to HR Certification", "Certification Matters", and "Don't Wait For It To Be Too Late".

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Tell us how being HR certified has helped your HR career.

Login

User ID # [] [GO]

Forgot login? | Create login | Help?

HR Certification Institute Overview

As the internationally recognized leader in HR certification, we have been certifying HR professionals for more than 33 years. Today, more than 108,000 certified HR professionals in more than 70 countries and territories have received and successfully maintained their HR credentials from us. [MORE](#)

“ Alyeska Pipeline is Committed to HR Certification

Alyeska Pipeline Service Company was created to design, build, operate and maintain the 800-mile Trans Alaska Pipeline System. [MORE](#)

i Certification Matters

Introducing our new blog *Certification Matters*. Our blog is designed to talk to you about all matters about HR certification. [MORE](#)

! Don't Wait For It To Be Too Late

Schedule your exam appointment now before it's to late. [MORE](#)

HR CERTIFICATION INSTITUTE
COMMIT TO A HIGHER STANDARD

ONLINE PROFILE

GET **RE**CERTIFIED.

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INSTITUTE CERTONLINE
SERVICES
> Main Menu
> Update Profile
> Change Password
> Logout

[Printer Friendly Version][Email This Page]

Home > HR Certification Institute CertOnline Services > Main Menu

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	Status: Certified
6542 Morning Meadow Drive Alexandria, VA 22315	SPHR Certification: Certified since 1/3/2005
Alternative Address	Current Recertification Cycle
HRCI 1800 Duke Street Alexandria, VA 22314	1/1/2008 - 12/31/2010
Home Phone: 703-535-6238	Primary E-mail: gdahlman@hrci.org
Work Phone: 703-535-6238	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
- **Applications for the next testing window will be available on 7/12/2010**
- Review Exam App/ Print ATT Letters
- Exam Registration History
- Download Handbook
- Apply to be a Volunteer
- Apply for Board of Directors
- Update Profile and Contact Information
- Change Password
- Logout

ONLINE PROFILE

HR CERTIFICATION
INSTITUTE CERTONLINE
SERVICES
› Main Menu
› Update Profile
› Change Password
› Logout

Gayle C. Bahman
(#220050400002)
Credit Hours Required: 60.00
Eligible Credit Hours Reported To Date: 66

Strategic Business Hours Required: 15.00
Strategic Business Hours Reported to Date: 15.00

Certification Status: **SPHR Certified**
Recertification Period: **01/01/08-12/31/10**
How to Calculate Credit Hours
Recertification: Earning Credit Hours

GET **RECERTIFIED.**

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 HRCI Recertification 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.

Category	Credit Hours				Action
	Submitted	Not Yet Reviewed	Maximum	Awarded	
1: Continuing Education (Courses, seminars, conferences, etc.)	61.50	61.50	60	0.00	Add/Review
2: Instruction (Teaching HR-related subject)	0.00	0.00	20	0.00	Add/Review
3: On-The-Job Experience (First-time work experience)	0.00	0.00	20	0.00	Add/Review
4: Research and Publishing (Primary research on HR-related topic)	0.00	0.00	20	0.00	Add/Review
5: Leadership (HR expertise outside workplace)	0.00	0.00	10	0.00	Add/Review
6: Professional Membership (National or international HR-related association)	6.00	6.00	10	0.00	Add/Review
Total:	67.50	67.50		0.00	
				Total Submitted:	67.50
				Total Awarded:	0.00
				* Eligible Based On Category Maximums:	66.00

Apply for Recertification Online

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

ONLINE PROFILE

GET **RECERTIFIED.**

Reported Activity

Date of Activity	Credit Hours		Type of Activity	Educational Institution or Host Organization and Location
	Submitted	Awarded		
5/4/2008-5/30/2008	45	Under Review	College or University Coursework: Title of Course and Course Content	test
5/21/2008-5/21/2008	1.5	Under Review	Conference/Seminars: Ending the Wage and Hour Class Action Wars: The Total Wage and Hour Compliance Initiative.	Bay Area HR Executives Council-ORG-PROGR 29861
Total	46.5	0		

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*

Type of Activity*

- College or University Coursework
- Conference/Seminars
- Workshop
- E-Learning
- Webinar/Webcast
- Videoconference
- Pre-Approved Events
- Other

Zoom

Zoom

Specified Credit Hours

Please indicate if you would like this program to count toward the specified hours in International, Strategic Business, or California-specific (**check all that apply**). If none

General

Specified

Strategic Business

Credit Hours *

FAQ'S

GET RECERTIFIED.

Q. *If I submit my application well before my recertification due date, will my recertification cycle change?*

A. **No, you will retain you original cycle dates. You may not "roll over" credit earned prior to your cycle end date to the next cycle.**

Q. *I have been submitting recertification activities online for several months. Every time I go in to review, they are still pending. When will they be reviewed?*

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

FAQ'S

GET RECERTIFIED.

- Q. *I have my PHR and am considering testing for the SPHR. If I test and fail, will I lose my PHR?*
- A. **No you will not lose your PHR if you fail the SPHR exam. Your PHR will remain effective until your cycle end date.**
- Q. *Is it correct that I do not need to submit any supporting documentation with the application, I just need to list the educational seminars I have attended?*
- A. **Yes. It is not necessary to submit supporting documentation. Please retain documentation for your records. The Institute randomly audits recertification applications, at which time documentation is required.**

FAQ'S

GET **RE**CERTIFIED.

- Q. *My certification cycle expires on June 30 of this year. Can I submit my recertification application as late as June 29? I'm planning to attend the annual SHRM conference and expect to need the credits from that event to reach the 60 credit hours.*
- A. **You have until the end of your recertification cycle to submit your application. There is a 30-day grace period (to July 31, 2011) to submit your application. However, all activities must have been completed within the recertification cycle.**

PRE-APPROVAL PROGRAMS

GET **RE**CERTIFIED.

- Approved for Credit Program: Hosts of HR-related continuing education activities can submit HR-related education activities for pre-approval toward recertification credit.



- Approved Provider Program: Providers of multiple HR-related continuing education activities are approved for 3 years.



Events do NOT have to be pre-approved to be accepted for certification credit, EXCEPT if they are monthly events/ meetings that typically last one hour.

SOURCES FOR YOUR RECERT QUESTIONS

GET RECERTIFIED.

- Recertification conference calls and presentations
- Archived recertification webcasts
- Virtual recertification chat/ Virtual strategic business management chat
- Recertification tips emails/ Quarterly certified mail
- Call or email recertification questions
- Go to our website at www.hrci.org
 - Recertification handbook
 - Strategic business management pointers
 - Recertification presentation
 - 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)
 - Recertification Blog
- Visit our Facebook page and LinkedIn groups to connect with other certified HR professionals and find out how they are recertifying

CONTACT US

1800 Duke Street, Alexandria, Virginia 22314, USA

+1.703.535.6000

+1-866-898-4724 (Toll-Free Line)

info@hrci.org

www.hrci.org

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