

Recertification Instructions

As of May 14, 2015, all aPHR/PHR/SPHR certified professionals who are employed by a member company of WCI will be eligible to receive up to 12 hours of recertification credit, just for being employed at a member organization. Eligibility for these credits is based on the number of years during your recertification cycle you were employed at a WCI member organization. Credits can also be prorated monthly for partial years of employment at a member company or based on the company's number of years as a WCI member. The following instructions outline how to submit recertification credit hours based on your membership.

TIPS

- ▶ You may only count months during your recertification cycle that you were employed by a WCI member company.
- ▶ You may only claim credit through the current date when you submit information. You may not submit dates in advance.
- ▶ We recommend you submit up to 3 credit hours annually or the total applicable credits at the end of your recertification cycle.

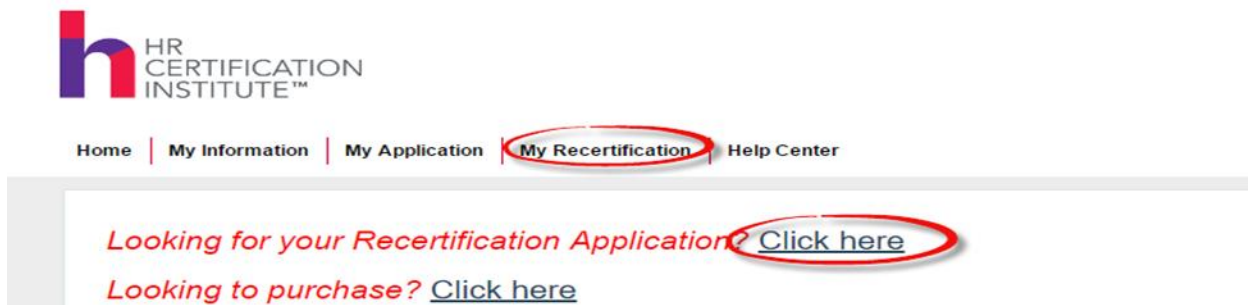
NOTE: These instructions are as of November, 2016. If you save these for later use, please be aware that the HRCI web site may be modified. Feel free to contact us if you have questions or need assistance at Nella.Deaza@hrci.org.

GET STARTED

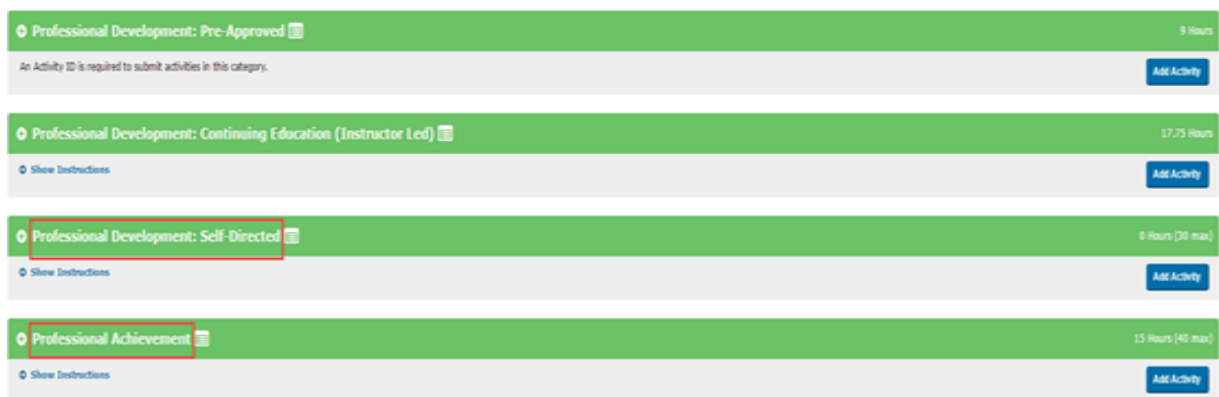
- ▶ Go to www.hrci.org.
- ▶ At the top right corner, click on the small purple box called Log in.



- ▶ Log-in if you have an existing account.
- ▶ Click on “Looking for your Recertification Application” or “My Recertification.”



- ▶ The recertification credits will be submitted under two different categories: “Professional Achievement” and “Professional Development: Self- Directed.” However, all that is required for both categories is that you be employed by a member company.



STEP 1: PROFESSIONAL ACHIEVEMENT CREDITS

You may earn a maximum of three (3) credits per year or nine (9) per recertification cycle. These credits are available based solely on the months/years you were employed by a member company during your recertification cycle.

- ▶ Under the green header called “Professional Achievement”: Select “Add Activity.” A pop-up window will show stating the activity type. Select “HR Membership.” The page will load and will bring you back to the green header Professional Achievement. Click on submit activity. You will fill out the activity form in 6 steps:
 1. **Professional Membership Type:** select “National HR-related Association” from the drop-down menu
 2. **Name of Association or Society:** type WCI
 3. **Activity Title:** HR Membership Credit
 4. **Description:** HR Membership Credit via WCI
 5. **Start/End Date:** Enter the dates of your recertification cycle that coincide with the months you have been employed by a member company

Example #1

Your recertification cycle is 6/01/13 – 5/31/16. Your organization joined in April of 2013 and has remained a member through May 2016. Enter 6/01/13 for Start Date and 5/31/16 for End Date. You have earned 9 credits under this category.

Example #2

Your recertification cycle is 9/01/12 – 8/31/15. Your organization joined WCI on July 1, 2014. When you recertify in August, 2015, enter 7/1/14 for start date and 8/31/15 for end date. In this example you would have earned 3 credits. (**The system will only allow you to enter a whole or half credit hour. For example, if you have held membership for 6 months, you may enter 1.5 credit hours.*)

6. **Requested Credit hours:** Enter 3-9 hours
- Note:** You can only claim credit for the time your professional membership occurred concurrent with your recertification cycle. See examples one and two above.
- ▶ The information will show “loading” and then return to the Recertification Application screen. Check to make sure that the activity has changed from the orange “Submit Activity” color to a grey “Submitted” color. Now you are ready to enter hours in the second category.

STEP TWO: PROFESSIONAL DEVELOPMENT: SELF-DIRECTED

You may earn a maximum of one (1) credit per year or three (3) credits per recertification cycle. These credits are available based solely on the months/years you were employed by a member company during your recertification cycle.

- ▶ Under the green header called "Professional Development: Self-Directed" Select "Add Activity." A pop-up window will show stating the activity type. Select "Other". The page will load and will bring you back to the green header "Professional Development: Self-Directed". Click on submit activity. You will fill out the activity form in 5 steps:
 1. **Activity title:** Alliance approved business credits
 2. **Description:** Enter WCI membership
 3. **Start/End Dates:** Enter the dates of your recertification cycle that coincide with the months you have been employed by a member company
 4. **Specified Credit Hours:** Business
 5. **Requested Hours:** Enter 1-3 hours

NOTE: The online application "saves" your submitted information until you reach the full 60* credit hour threshold for recertification. Once you have "submitted" the full 60* hours, you must select the "Complete Application" button on the bottom right hand corner of the screen to fully apply for recertification.

*45 credits for aPHR certification

- ▶ Logout.

Additional Resources

- ▶ [Recertification Enhancements 2016 Webinar](#)
- ▶ [2016 Recertification Handbook](#)
- ▶ [A step-by-step guide to submit your recertification activities](#)