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The Road to Recertification

Simple Guidelines to Reference
for Recertification through Continuing Education and Experience

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Reasons to Recertify

- Required every three years in order to maintain your designation
- Getting your certification was not “easy” – don’t let it expire
- 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



Documenting Recertification Credit

- Online recert file
 - Update your contact information (as appropriate)
 - Report/review recertification activities
 - Apply for online recertification after 60 recertification credit hours are acquired
- Paper application
 - Download, print and mail or fax to HRCI

Extra! Extra!

- *Majority of HR professionals obtain the 60 required hours in less than two years*
- *Submit your information to HRCI upon completion of 60 hours. You do not have to wait until your due date.*
- *From the "My Recert File" you can also change your password, and/or request a certification verification to be sent to a prospective employer*



Planning Your Recertification

- Conduct Personal Needs Assessment (as you see fit)
 - Assess growth potential within your career
 - Assess growth potential and career direction within your organization
 - Determine areas where *you* want to focus learning, efforts and investment dollars
 - If newly certified, refer to your score report to determine areas to focus your recertification activities
 - If SPHR or GPHR certified, keep in mind specified hours
 - Refer to HRCI's test specifications (body of knowledge) to answer, "*will this add to my HR knowledge?*"



PHR & SPHR

Body of Knowledge

	<u>PHR</u>	<u>SPHR</u>
Strategic Management	12%	29%
Workforce Planning and Employment	26%	17%
Human Resource Development	17%	17%
Total Rewards	16%	12%
Employee and Labor Relations	22%	18%
Risk Management	7%	7%



GPHR Body of Knowledge

Strategic HR Management	22%
Organizational Effectiveness and Employee Development	14%
Global Staffing	10%
International Assignment Management	28%
Global Compensation and Benefits	16%
International Employee Relations and Regulations	10%



Calculating Recertification Credit

- Determine full length of activity
 - Include time spent in registration, meals, breaks, etc.
- Subtract non-educational contact time
 - Includes registration, meals, breaks, exhibit hall time, etc.
- Ensure topic is HR-related
 - Refer to appropriate test specifications (body of knowledge)
- Round credit to the nearest quarter hour
 - If program has 5 hours and 15 minutes of educational time, recertification credit hours should be documented as 5.25 hours



Calculating Continuing Education Credit

- 1 CEU = 10 recertification credit hours
- 1 CLE = 1 recertification credit hour
- 1 semester course at an accredited college or university = 15 recertification credits per credit hour
- 1 quarter course at an accredited college or university = 12 recertification credits per credit hour
- 1 audited college course = 10 recertification credit hours
- 1 full day seminar (typically) = 6 recertification credit hours



Recertification Options

- Sixty (60) recertification credit hours is required every three years OR certificants may retake the exam. Credit may be earned in the following categories:
 - Continuing Education
 - Instruction
 - On-the-Job Experience
 - Research/Publishing
 - Leadership
 - Professional Membership

Extra! Extra!

- *Certificants who recertify by exam - less than 1% per year*
- *Certificants who use online application - 84%*



Recertification Credit Through Continuing Education

- Examples of continuing education activities (no maximum hours)
 - SHRM Annual Conference concurrent sessions
 - Other SHRM seminars, E-Learning and webcasts
 - Pre-approved SHRM chapter events
 - Online courses (like SHRM E-Learning)
 - Employment Law seminars
 - College and University HR courses

Extra! Extra!

- *Need help locating continuing education events? Browse through HRCI's directory of [Approved Providers](#)*



Recertification Credit Through Instruction

- Earn credit for presentation of an HR-related topic, such as an instructor of an HR course, presenter at a conference session, or in-house HR presentation
- Credit is awarded only for the first time the presentation is made
- Credit for preparation time is awarded at 1.5 credit hours for every hour of presentation time
- Credit is not awarded for company-specific routine presentations to the organization (for example, a health care plan update or new employee orientation)
- 20 credit-hour maximum



Recertification Credit Through On-the-Job

- Earn credit for a first time work experience that has added to your HR knowledge
- Document start and end dates of projects and your responsibilities
- Examples of on-the-job activities
 - 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, design and implement a new HRIS system
- 20 credit-hour maximum



Recertification Credit Through Research/Publishing

- Can earn credit by conducting primary research on an HR-related topic and writing and publishing in a scholarly journal
- Research 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 earn 10 hours
- 20 credit-hour maximum



Recertification Credit Through Leadership

- This category recognizes not the acquisition of new knowledge, but giving back to the profession
- Leadership role must be external to the workplace and must have application to the HR body of knowledge
- Credit can be earned by using one's HR expertise to further a volunteer organization's mission
- Examples of leadership credit:
 - Board positions (5 hours per year of service)
 - Chairing a committee or conference (5 hours per year of service)
 - Committee member on board (3 hours per year of service)
 - Mentoring (5 hours per year of service)
 - Serving on review board for a national HR-related magazine/publication (3 hours per year)
- 10 credit-hour maximum



Recertification Credit Through Professional Membership

- Can earn credit hours for being a member of a national or international 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 or international HR associations
- 10 credit-hour maximum



SPHR Specified Hours

- 15 strategic management hours required for the SPHR
 - Definition of strategic management: “Developing, contributing to, and supporting the organization’s mission, vision, values, strategic goals, and objectives; formulating policies; guiding and leading the change process; and evaluating HR’s contributions to organizational effectiveness.”
 - Examples of strategic management credit:
 - Workplace trends seminar
 - Finance for non-financial managers seminar
 - First-time participation in organizational strategic planning process
 - Learning about organizational culture and its affect on HR policies and practices
 - Leadership Imperative: Strategies for Building Leadership Bench Strength
 - Development of an organization code of ethics
- Strategic management hours can be achieved in continuing education, instruction, on-the-job and research/publishing



GPHR Specified Hours

- 30 international hours required for the GPHR
- Definition of international HR: “Development and implementation of Global HR strategies, management of HR operations overseas, and overseeing international assignment management”
- Acceptable international hours can be tied back to GPHR test specifications
- International hours can be achieved in continuing education, instruction, on-the-job and research/publishing



HR Practitioners with Multiple Certifications

- 60 hours of continuing education every three years
- Synchronize certification cycle with the first certification obtained (with prorated credit-hour requirements to accomplish this)

Multiple Designation Cycle Sample	
1 st Designation Obtained	SPHR
Recertification Cycle (example)	06/30/07- 06/30/10
2 nd Designation Obtained	GPHR
Recertification Cycle (example)	06/30/08- 06/30/10
Credit-Hour Requirements	25 (General); 15 (Strategic); 20 (International)

- Recertification fee = \$100 for the first certification, \$25 for an additional certification unless additional certification was acquired during the last six month of original certification



Late Submission Policy

- 1-6 months after certification expiration date:
Additional fee of \$25.00
- 6-12 months after certification expiration date:
Additional fee of \$50.00
- 12 or more months after certification expiration date lapses:
candidate must retest, paying full exam fees
- All credit hours must be obtained within the certification cycle



Additional HRCI Resources for Your Benefit

- The [Recertification Handbook](#) – download the most current version from our website
- Monthly Virtual Counselor sessions – download the schedule of the [Virtual Recertification Counselor](#) and The [Virtual Strategic Management Counselor](#)
- Virtual Counselor archives – read the transcripts from previous [Virtual Recertification Counselor](#) and [Virtual Strategic Management Counselor](#) sessions
- [Recertification Webcast](#) – log on to read the archive
- Take our virtual tour of the online recertification process – COMING SOON!
- Take the strategic management knowledge quiz – COMING SOON!
- Schedule to meet with a Recertification Counselor in the HRCI Hideaway at SHRM's Annual Conference
- Call (866.898.4724) or [email](#) us with your recertification questions

