



FREE Online Recertification Credits!

Did you know that if you are a SHRM member, you have access to **free** online recertification credits? It's true! SHRM offers webcasts on a regular basis. These webcasts count for recertification credit whether they are live or archived. There are about 120 archived webcasts to choose from, and over 10 of them count for strategic credit. To view archived webcasts, go to www.shrm.org/webcast/archive.asp. You can watch these at any time, even on the weekend, and they will count. All you have to do is click on a link, and you will hear and see the webcast. To receive credit, just list the webcast title on your recertification form. There are new webcasts all the time at www.shrm.org/webcast.

If you have an MP3 player and would like to download only the audio from a webcast, many of those are available at www.shrm.org/audio/Default.asp. Just listening to the webcast will also count for recertification credit. You can download the slides as well. If you are claiming recertification credit for listening to a podcast, you must retain the MP3 file for recertification verification should you be audited by the HR Certification Institute. They will accept your possession of the file itself as proof for recertification purposes.

Recertification: Is It Time to Renew?

Once certified as a Professional in Human Resources (PHR), a Senior Professional in Human Resources (SPHR), or a Global Professional in Human Resources (GPHR), you must recertify every 3 years (from date of original certification or last recertification).

- Sixty (60) hours of learning credit is required during those 3 years
- Credit is earned on hour-for-hour basis (one hour learning = one hour recertification credit)
- If you don't submit recertification form, you must retake the exam
- NO supporting documentation should be submitted to the HR Certification Institute, but should be maintained for your records in case you are audited
- Recertification credits can be earned online at www.hrci.org/recertification/credits.html.
- There are now two ways to recertify--by completing the paper application (available at www.hrci.org/recertification/book) or by accessing your online recertification file by clicking "My Recert File" at www.hrci.org.

Credit is awarded for HR-related activities in these categories:

- Continuing Education: Credit awarded hour for hour. (Chapter meetings can be pre-approved for recertification credit.) Courses do NOT need to be pre-approved unless they are chapter meetings. Must be HR-related.
- Instruction: 1 hour taught = 1.5 credit hours awarded. (Includes courses taught at work such as workplace violence prevention, sexual harassment prevention, etc.)
- On-the-Job Experience: Credit is awarded for first-time work activity if it broadens your knowledge of the field of HR, such as developing a strategic plan, rolling out a new 401K plan, etc.
- Research/Publishing: Research, write, or publish on HR topics, even in your local newspaper.
- Leadership: External leadership activities count, including being a SHRM volunteer leader in certain roles.
- Professional Membership: Be a member of a national HR-related professional association and earn credit hours. (SHRM, ASTD, World at Work, etc.)
- Answers to ALL your recertification questions can be found at www.hrci.org.
- A recertification form and handbook can be found at www.hrci.org/recertification/book.
- HRCI now offers ONLINE storage of your certification documentation so you can complete the form as you go.
- There is a \$100 processing fee to recertify.
- You can search for pre-approved programs in your area at www.hrci.org/cepreapprovals/sdae.
- If you have changed jobs or addresses, notify the HR Certification Institute (not just SHRM) at hrci@hrci.org.
- The HR Certification Institute sends recertification reminders via email, so they must have your current/correct email address.