

# Recertification Provider Program Policies & Procedures



## General Information

1. Whether applying for the first time or renewing your HRCI® Recertification Provider (RP) status, a new application or a renewal application must be submitted, which HRCI may approve or deny at its sole discretion.
2. When an organization submits a new application to become an RP or renewal application to maintain RP status, an authorized representative of the organization, who will serve as HRCI's primary contact, must read and accept the terms of the [HRCI Recertification Provider Program Agreement](#).
3. Organizations that only submit conferences can benefit from becoming a Conference Provider (CP). The fee to submit each conference is \$250. The review time for conferences is up to two weeks. An organization will benefit from becoming a Recertification Provider (RP) if it offers additional continuing education programs, i.e., webinars, seminars, etc., other than conferences. Becoming a Recertification Provider (RP) offers a significant advantage: after successfully submitting three programs that are evaluated and approved by the RP Team, subsequent submissions, such as conferences, will be automatically approved, avoiding the potential two-week review period.
4. The application fee for becoming an RP will vary depending on the cycle commitment. For organizations committing to a one-year cycle, the price is \$525; for organizations committing to a two-year cycle, the cost is \$1,000; and for organizations seeking a three-year cycle, the cost is \$1,425.
5. Recertification Providers receive one free conference per year as part of their account and can purchase additional conferences for \$250 each. In cases where an application is denied or withdrawn after submission, a non-refundable \$100 application fee is included.

## RECERTIFICATION PROVIDER PROGRAM PRICING & BENEFITS



6. To apply for RP status, all sample documents and answers must be in English. If you are submitting a program in a language other than English, please provide an English translation for the essential informational requirements of the program. Note that content offered can still be in a language other than English.
7. A dedicated administrator must be designated as the organization's contact when you apply for the RP program. The designated individual is the only contact HRCI will interact with concerning your RP matters. It is critical to update HRCI if this contact person changes.

## Changes to a Recertification Provider Application

1. Once an RP application is submitted, changes can be made if requested within 48 hours. Please contact the RP Team at [RP@hrci.org](mailto:RP@hrci.org) to make changes. Changes can include a request for a different cycle; a refund or payment of the difference will be issued accordingly.
2. Recertification Provider applications can be cancelled if requested within 48 hours of application submission. To request a cancellation, please contact the RP Team. Once a cancellation is processed, a refund will be issued within 7-10 business days, minus the \$100 non-refundable application fee. Please allow up to two billing cycles for the refund to show on your credit card statement.
3. Similar to the cancellation process outlined above, if an application is denied after review, HRCI will issue a refund within 7-10 business days minus the \$100 non-refundable application fee. Please allow up to two billing cycles for the refund to show on your credit card statement.

## Cycle Renewal

1. To renew your RP status, please submit a renewal application along with payment before your cycle's end date and provide all required/updated documentation, as indicated in the renewal application. If you do not renew your status by the due date, your account will become inactive, and you will be unable to submit programs.
2. You can opt for early renewal as soon as six months in advance of your RP cycle due date. HRCI begins sending your designated contact reminder emails starting 90, 60, and 30 days prior to your cycle's expiration date.
3. Failure to renew within the provided renewal cycle after the 30-day grace period will result in a \$100 late fee.

## Program Submission

1. HRCI awards pre-approval program credits in increments of .25 credits for the quarter hour; .50 for the half hour; and .75 for the three-quarter hour. Example: 1 hour and 45 minutes = 1.75 recertification credits.
2. Programs can only be submitted during an RP's one-, two-, or three-year cycle.
3. You must enter all programs into the organization's account before the date the activity begins. HRCI does not approve programs retroactively.

4. All new RPs under the one- and two-year cycles will be “on monitor” status until three programs have been submitted, reviewed, and approved by the RP Team. While in this status, programs must be submitted for review at least two weeks in advance.
5. Should your organization change the administrator for the RP account, you will be put “on monitor” status again until three new programs have been submitted and approved.
6. After the initial three programs are reviewed and approved, you will no longer need to submit programs two weeks in advance for pre-approval, as you will no longer be “on monitor” status. Your programs will be approved automatically upon submission. However, HRCI reserves the right to conduct random audits to ensure programs continue to meet HRCI RP requirements.
7. During this review period, please do not advertise your programs as pre-approved. HRCI invests additional time in reviewing new programs and providing counseling to ensure alignment with the required HRCI [Exam Content Outlines](#).
8. If an RP shares its programs with other organization(s), it is the responsibility of each recipient organization to submit the program again for approval.
9. If an RP is holding a program in partnership with another organization, it is the responsibility of the host organization to submit the activity for pre-approval.
10. The pre-approval program ID cannot be shared before the event occurs and can only be shared once a participant completes the program/session.
11. Upon program completion, RPs/CPs must provide participants with all information about the validity period of the recertification credit code, including number of credit hours, dates the program occurred, and records of attendance. A certificate of completion or attendance with the credit information is recommended.
12. HRCI is not responsible for informing attendees about program details beyond information posted on the pre-approved activity directory as we cannot confirm whether an individual attended a program delivered by the RP community.
13. You can also provide HRCI with a list of attendees by uploading their respective emails. Emails must be uploaded within 30 days after the program takes place for participants to receive credit. For attendees who are HRCI certified, earned credits will be mapped to their HRCI account for use toward their recertification credits.
  - a. To properly map the credits to the correct HRCI account, the email address provided by the RP must match the certification holder's account; otherwise, no credits will be awarded.
  - b. In cases where the system fails to upload attendance due to an email mismatch in the system, you can either add a new email address that matches the certification holder's account, or the participant must add the Program ID to their learning plan to receive credits.
  - c. Please note it is the responsibility of an RP to notify participants if the system fails to upload attendance due to an email mismatch.

## Editing a Program

14. Program details can be edited freely until submission. For RPs “on monitor,” once a program is submitted to the HRCI RP Team for review, the administrator of the RP account may make edits to the submitted program. However, new information must be re-submitted and the review period will begin

anew at the time of re-submission. Once the program is approved and a recertification code is generated, any changes affecting the program should be submitted to the RP Team for assistance.

### Duplication of Already Approved Recertification Programs

15. Recertification Providers will be able to access program history that shows their organization's past submitted and approved programs. If an approved program contains identical information to a program that will be offered again in the future (with the only difference being the program date), an RP can duplicate the program using the "duplicate" feature within the RP cycle. Simply select the program, duplicate it, enter new dates, and select submit. A new code will be generated.

### Content Eligibility and Credits

1. To be eligible for pre-approval, a program must be HR related and open to the public so the entire HRCI community can benefit from recertification credits to maintain their HRCI credentials. If you require an exception, please contact us at [RP@hrci.org](mailto:RP@hrci.org).
2. The program must contribute to an attendee's HR knowledge. We do not pre-approve programs for personal development topics, e.g., time or stress management, conducting effective meetings, etc.
3. Programs must always include HR-themed learning objectives and the speaker's biography.
4. When a program is longer than three hours, it must include a detailed agenda of topics covered each hour, including non-educational time.
5. While not a preferred educational setting, HRCI will approve an HR-themed program that occurs during a meal provided the duration is at least one hour.
6. If the program is in a gameshow or theater-style format and is HR-related, HRCI will award pre-approval provided there is an active learning environment that ties into HR-themed topics. This type of program cannot be longer than one hour.
7. A conference featuring multiple credit types qualifies for HR credit. Recertification Providers/Conference Providers (CP) are required to notify attendees if any sessions are eligible for specialized credits (such as Business, Global, or California) and to provide guidance on how to report them in their learning plans.
8. HRCI awards 1 credit per instructional hour. Program credits can begin at .25 hours and increase in increments of .25 hours.
9. Credit types are always awarded based on their alignment with the corresponding HRCI Exam Content Outline(s). For PHRca/California and GPHR/Global, the program must adhere to any of the Functional areas of the corresponding HRCI Exam Content Outline. For Business credits, any activity submitted must tie directly to the "Business Management" requirements of "Functional Area 01" of the SPHR/SPHRi HRCI Exam Content Outline. Business credit is awarded for programs that align to the first functional area of the SPHR and SPHRi Exam Content Outlines. To qualify for Business credit, your program must focus on:
  - Work activities that do not fall under traditional, day-to-day HR functions and responsibilities.
  - Activities that impact the organization's mission, vision, values, bottom line, policies, or strategic goals and objectives.

- Skill development in strategic planning, intra-business unit partnerships, critical thinking, influencing, negotiation, and leadership.
  - Learning how to develop organizational branding/marketing, creating budgets, and enhancing financial and business acumen.
10. HR credit is awarded to programs that align to the aPHR, aPHRi, PHR, PHRi, and functional areas 2-5 of the SPHR and SPHRi Exam Content Outlines. To qualify for HR credit, your program must focus on:
    - Technical and operational aspects of HR practices, laws, and regulations.
  11. Global credit is awarded to programs that align to the GPHR Exam Content Outline. To qualify for Global credit, your program must focus on:
    - Cross-border HR responsibilities, policies, and initiatives.
  12. California (CA) credit is awarded to programs that align to the PHRca Exam Content Outline. To qualify for CA credit, your program must focus on:
    - Laws, regulations, and HR management practices unique to the US state of California.
  13. Programs approved for a specialized credit will be recognized by the recertification system as HR General credit in cases where certification holders do not have a need for Business, California, or Global recertification credits.
  14. HRCI, at its sole discretion, makes the final determination of how many credits and which type of pre-approved credit is awarded to events/programs.

## **Pre-Approval Restrictions and Non-Compliance**

1. HRCI reviews and audits programs for pre-approval on a case-by-case basis. Approval is contingent on the content:
  - If a program focuses on a specific type of HR software or end user, it must be HR relevant and applicable to the HR needs of an organization.
  - Exam preparation/certification exam preparation courses cannot be pre-approved, regardless of content or learning topics.
2. HRCI reserves the right to withhold or revoke Recertification Provider status or place an organization back on "on monitor" status if any HRCI policies or procedures are violated. Some violations may result in an organization being prohibited from re-applying for at least one year.

## **Special Circumstances**

1. A webinar submission must include your organization's process for recording and monitoring attendee participation.
2. If using an archived webinar, you must be an active RP; the program must be used within three years of the original live presentation date; and your organization must provide documented proof of participation to the attendee.
3. For an eLearning program, a related quiz must be part of the program submitted; otherwise, it will be returned as incomplete.
4. Any university classroom or online course submission must include a syllabus and the frequency and duration of each class (minus breaks).

5. An RP must retain program documentation, including attendance verification information, for a minimum of three years.
6. If the course is self-paced, documentation must be provided outlining how credits are awarded.
7. Pre-approved HR-themed books: A book seminar is a virtual or in-person event that is considered passive learning. To be approved, the program must be conducted by a qualified facilitator leading a minimum of one hour of instruction/facilitation/group discussion of an HR-themed book.

## Recertification Provider and Conference Provider Seal Usage and Marketing

1. Once pre-approved, you will receive a program approval email with instructions on how to use the RP or CP seal. The seal must always be displayed with the disclaimer language on all marketing and promotional materials referencing the approved program and may only be used in accordance with HRCI's written instructions.
2. The number of credit hours and the credit type being awarded must always be displayed. For example, *"This program has been approved for 1 HR (General) recertification credit hour toward aPHR®, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™, and SPHRi™ recertification through the HR Certification Institute."*
3. If you choose to advertise an activity prior to HRCI's review and pre-approval, language on your materials must be limited to the following: *"This program has been submitted to the HR Certification Institute for review."*
4. In cases where an RP's status is inactive or a program's approval is revoked, the organization must remove the seal and disclaimer language from all program marketing materials.
5. The official RP and CP seals cannot be altered and can only be used in conjunction with the specific program that was reviewed and pre-approved.
6. The official RP and CP seals confirm that your program meets criteria for pre-approved recertification credit(s) for any of HRCI's eight credentials, including PHR® and SPHR®.



info@hrci.org  
+1 866 898 4724 (US)  
+1 571 551 6700  
hrci.org

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