How to Submit a Program for Pre-Approval

1. Please login to your Recertification Provider account and select **Submit Program**.
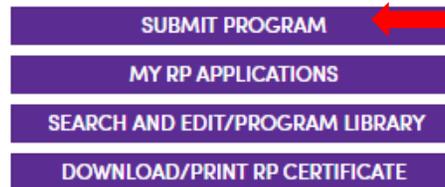
2. Select your program type by clicking the **Program Type** option in the dropdown menu.
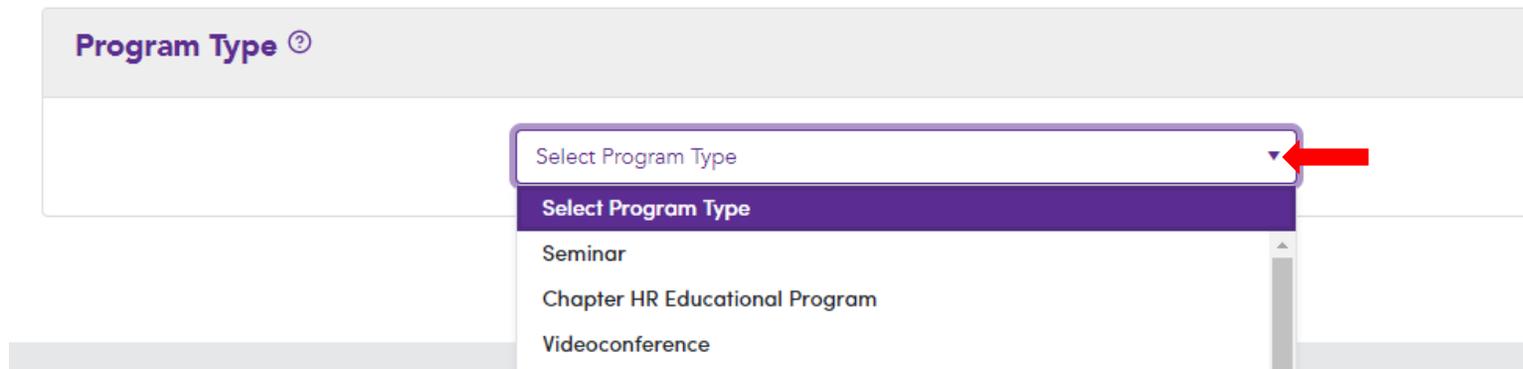
3. Complete all fields marked with a **red* asterisk**. This includes information about the program: title, dates, URL, presenter name/ names, biography, agenda, location, etc. Please make sure to select the correct credit type according to what is outlined in the *Specified Credit document here.*

4. When you have completed the required details, the submit button will become active. Take a moment to review and confirm your understanding of *HRCI Recertification Provider Policies and Procedures*. Then, select **Submit** to send your program for review.
Please note: To save your program information, select **Save & Exit**. If you select **Cancel**, your information will not be saved, and your submission request will be canceled.

Program Submission Form

Program ID   535002

Program Title *

200 character limit

Program Start Date *

MM/DD/YYYY

Program End Date *

MM/DD/YYYY

Program URL or Organizational URL *

1500 character limit

Learning Objectives ⑦

Describe this program`s learning objectives

Presenter Name(s) *

200 character limit

Upload Presenter Bio(s) (MS Word or PDF) *

choose from library   or   **Upload**

Upload Program Presentation * ⑦

choose from library   or   **Upload**

Credit Type * ⑦

Select Credit Type ▼

Educational Time (hours) * ⑦

0

Upload Program Agenda ⓘ

choose from library   or   **Upload**

Countries, states and cities where program is offered * ⓘ

Add Entry

Country	State	Cities	
No records available.			

Is the program available online as well ? *

○ Yes   ● No

Is this an ongoing activity ? *

○ Yes   ● No

Fee

Seminar – $ 0.00

I understand fully and abide by the following specific policies and procedures

1. Programs must be submitted at least 4 weeks prior to the date that the pre-approval is needed.
2. The purpose of the pre-approved program is to be able to use one of the seals on marketing collateral in advance of the program date.
3. A program must be open to the general public in order to be pre-approved as it is included in our directory of pre-approved events.
4. Program approval is good through the current calendar year.
5. The HR Certification Institute reserves the right to change the type of credit awarded to a program before or after it has been pre-approved. All changes will be communicated to the contact on file.
6. The HR Certification Institute reserves the right to deny a program after it has been pre-approved if there is a violation of any of the policies and/or procedures.
7. Click here to read Policies and Procedures.

In addition, I affirm that I have read ALL of the policies and procedures applicable to the program that I submitted and will abide by them

☐ I attest

⊘ Please review submission form. All fields marked with an asterisk * are required.

Cancel   Save & Exit   Submit Program