

RECERTIFICATION

TIPS FOR EARNING CREDIT HOURS

Earning recertification credit hours does not have to be costly or take you far from your work or home. You can earn many hours through your daily work responsibilities and other professional activities. In fact, you may already be doing activities that could count for recertification credit and not even know it!

WAYS TO EARN CREDIT HOURS

Sixty (60) recertification credit hours are required every three years to maintain your certification. Credit may be earned in the following categories:

Continuing Education	(no max)
Instruction	(20 hours max)
On-the-Job Experience	(20 hours max)
Research/Publishing	(20 hours max)
HR Leadership Roles	(10 hours max)
Professional Membership	(10 hour max)

OR you may take the exam again!

EXAMPLES OF LOW COST RECERTIFICATION ACTIVITIES

Did you know that you can earn up to 10 recertification credit hours by being a **national member of SHRM** or another national HR association? You can also earn up to 10 credit hours by holding a leadership position related to the HR field such as **mentoring** an HR professional or HR student or hold a **volunteer position** for a professional organization.

Many of your **on-the-job** HR responsibilities could be eligible for up to 20 hours of recertification credit hours the first time you perform the activity. For instance, you can receive credit hours for **creating an HR budget**, or **developing an employee handbook**, or any other activity that ties into the HR Body of Knowledge.

Have you ever **led an HR-related workshop or training session** at work or outside of your job? Teaching a sexual harassment workshop at work or leading a performance management seminar can earn you up to 20 hours for the first time you present the program.

Earning credit hours through continuing education courses does not have to cost you much money or take you out of the office. You can earn up to 20 hours from **on-line professional development courses** from shrm.org, HR.com or other professional organizations. Many web casts are offered as a benefit at no additional cost to members. These can be watched right from your PC or downloaded to your iPod. (Note: There is no limit to the number of credit hours that you can earn from classroom-style professional development sessions.)

WHERE TO FIND PRE-APPROVED PROGRAMS

The HR Certification Institute has pre-approved thousands of programs for recertification credit. Go to www.hrci.org/cepreapprovals/sdae and access our online directory of pre-approved programs to search for classes and activities near you.

OTHER HELPFUL RESOURCES

All recertification activities need to increase your HR knowledge. If you have questions regarding what the HR knowledge areas are for your certification please refer to their respective bodies of knowledge. They can be found in the *Recertification Handbook* at <http://www.hrci.org/recertification/book>.

Recertifying for the first time? Take the mystery out of how to enter your activities in your personal recertification record by watching a step-by-step virtual tour of the application process on the hrci.org website at <http://www.hrci.org/recertification/vrt/>.

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