



## **“HRCI Recertification: Is It Time to Renew?”**

Once certified as a Professional of Human Resources (PHR) or a Senior Professional of Human Resources (SPHR), 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 earned on hour-for-hour basis (one hour learning =one hour recertification credit)  
If you don't submit recertification form on time, the only option is to retake the exam  
No supporting documentation should be submitted to HRCI, but should be maintained for your records in case you are audited  
Recertification requirements have changed; so make sure to review at [www.hrci.org](http://www.hrci.org)  
Recertification credits can be earned online at  
<http://www.hrci.org/recertification/credits.html>.

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

Continuing Education: Credit awarded hour for hour. (Chapter professional development can be precertified for HRCI recertification credit)

Instruction: 1 hour taught = 1.5 credit hours awarded. (Includes courses such as workplace violence prevention, sexual harassment prevention, etc.)

On-the-Job Experience: Credit awarded for first-time work activity if it broadens your knowledge of the field of HR.

Research/Publishing: Research, write, or publish on HR

Leadership: External leadership activities count, including being an SHRM volunteer leader

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](http://www.hrci.org).

A recertification form can be found at <http://www.hrci.org/Recertification/PDFAPP/>.

\$100 processing fee.

If you have changed jobs or addresses, notify HRCI (not just SHRM) at [hrci@hrci.org](mailto:hrci@hrci.org).

HRCI sends recertification reminders via email, so they must have your current/correct email address