



THE EAA/HRCI

STEP BY STEP GUIDE

Submit your recertification
activities



FREE Recertification Credits Through Your Membership

OVERVIEW

All aPHR/PHR/SPHR certified professionals who are employed by a member company of Archbright will be eligible to receive up to 12 hours of recertification credit, just for being employed at a member organization. Eligibility for these credits is based on the number of years during your recertification cycle you were employed at an Archbright member organization. Credits can also be prorated monthly for partial years of employment at a member company or based on the company's number of years as an Archbright member. The following instructions outline how to submit recertification credit hours based on your membership.

TIPS

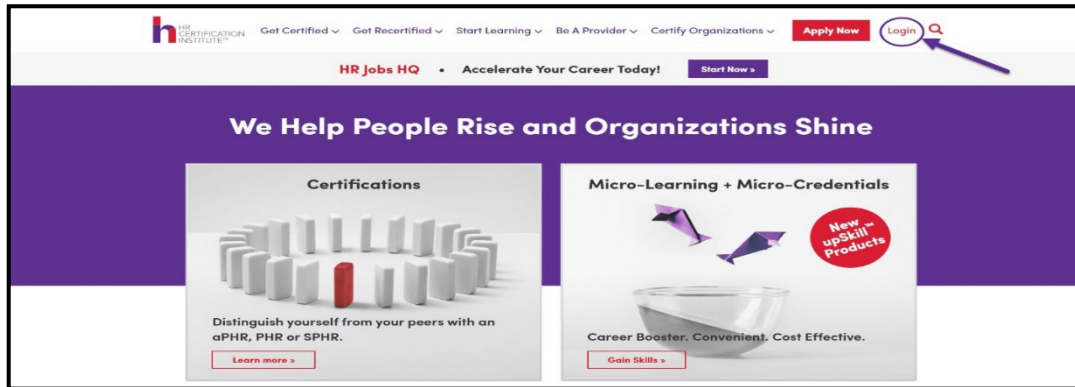
- You may only count months during your recertification cycle that you were employed by an Archbright member company.
- You may only claim credit through the current date when you submit information. You may not submit dates in advance.
- We recommend you submit up to 4 credit hours annually or the total applicable credits at the end of your recertification cycle. 3 under professional achievement and 1 under professional development: self-directed. You can submit these credits if you are employed by a member company throughout your HRCI recertification cycle.

FREE Recertification Credits Through Your Membership ACCESSING YOUR RECERTIFICATION APPLICATION

STEP 1: LOGIN

Go to www.hrci.org.

Click “Login” on the homepage in the top right-hand corner.

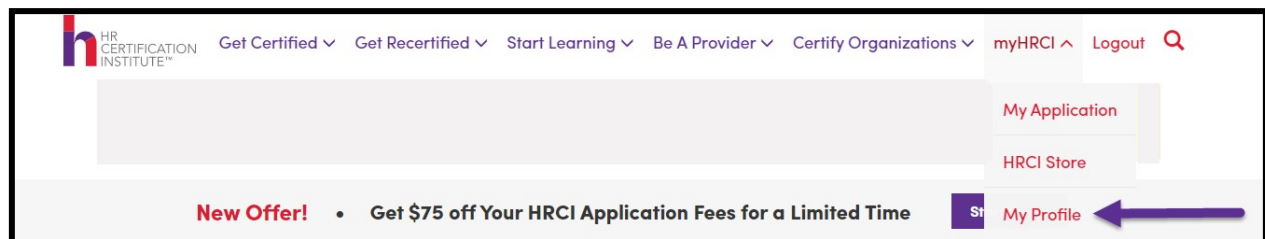


STEP 2: LOGIN INTO YOUR PROFILE

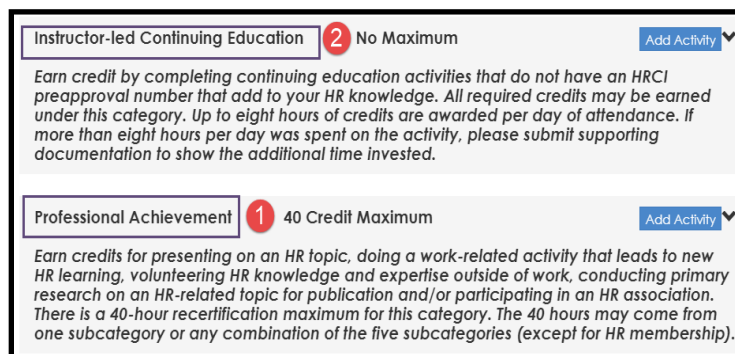
Sign into your HRCI profile.

Login if you have an existing account. To set up an account, click “Sign Up.”

Click on “myHRCI,” then the “My Profile” tab.



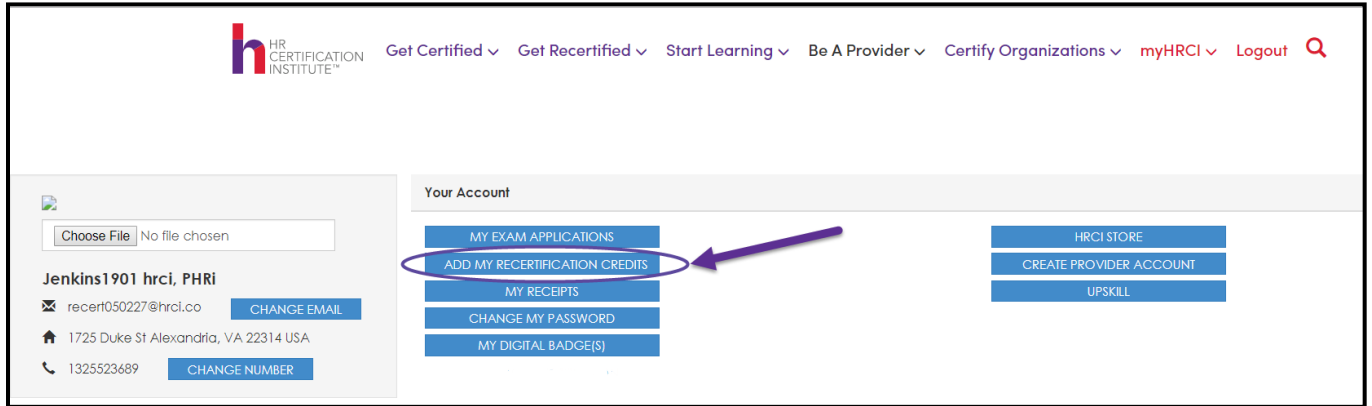
Note: The recertification credit for being employed at an Archbright member company will be submitted under two self-reported activity categories: “**Professional Achievement** / Professional HR Membership” and “**Instructor-led Continuing Education** / In-House Training.” You can submit these credits if you are employed by an Archbright member company throughout your HRCI recertification cycle.



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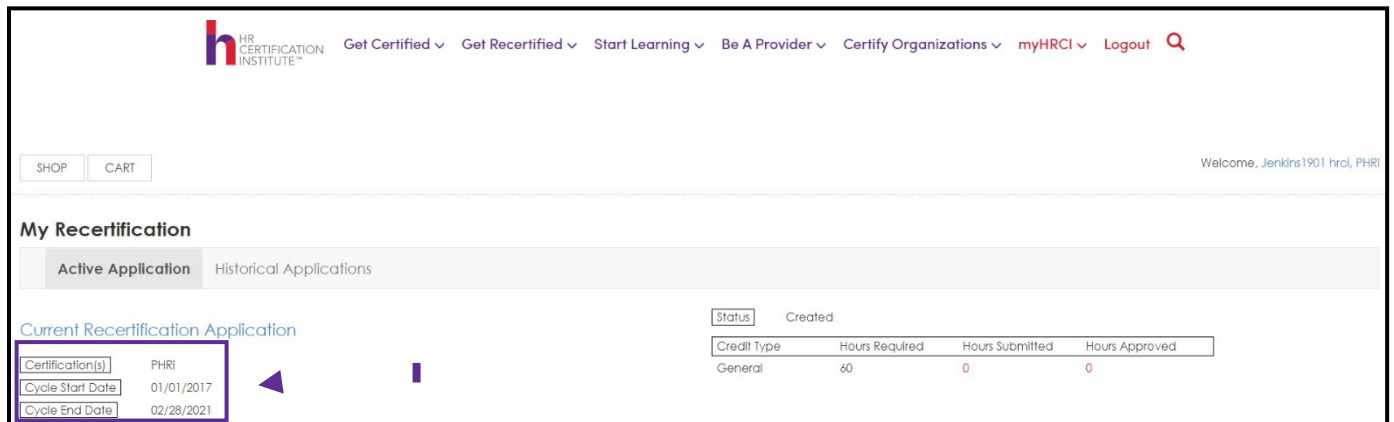
STEP 3: ADD RECERTIFICATION ACTIVITIES

After you have logged in to your account, click on “Add My Recertification Credits” to begin adding your recertification activities.



STEP 4: REVIEW RECERTIFICATION CYCLE START & END DATE

Once you are in your recertification application, you will see your cycle start and end date.



FREE Recertification Credits Through Your Membership

INSTRUCTIONS FOR ENTERING RECERTIFICATION CREDITS

ENTERING PROFESSIONAL ACHIEVEMENT CREDITS

You may earn a maximum of three (3) credits per year or nine (9) credits per recertification cycle. These credits are available based solely on the months/years you were employed by an Archbright member company during your recertification cycle.

Under the header called “Instructor-led Continuing Education,” select “Add Activity.” Select “Professional HR Membership.” Click on continue. You will fill out the activity form in 10 steps:

1. **Activity Type:** Professional HR Membership
2. **Provider Name:** type Archbright
3. **Activity Name:** HR Membership Credit
4. **URL:** N/A
5. **Date Activity Began/ Date Activity Ended:** Enter the dates of your recertification cycle that coincide with the months you have been employed by a member company

Example #1

Your recertification cycle is 6/01/2016-05/31/2019. Your organization joined in April of 2016 and has remained a member through May 2019. Enter 06/01/2016 for Start Date and 5/31/2019 for End Date. You have earned 9 credits under this category.

Example #2

Your recertification cycle is 6/01/16-5/31/2019. Your organization joined in April of 2017. When you recertify in May 2019, enter 4/1/2017 for start date and 5/31/2019 for end date. In this example, you would have earned 6 credits. (*HRCI will only award whole or half credit hour. For example, if you have held membership for 6 months, you may enter 1.5 credit hours.)

6. **Activity Description:** HR Membership Credit via Archbright
 7. **Credit Type:** HR General
 8. **Requested Activity Hours:** Enter 3-9 hours
 9. **Additional Documentation:** Activity documentation is not required. If your application gets selected for audit, please reach out to your Association for receipt of payment or a letter confirming membership.
 10. **Attestation Confirmation:** Check the box
- Note:** You can only claim credit for the time your professional membership occurred concurrent with your recertification cycle. See examples one and two above.

FREE Recertification Credits Through Your Membership

ENTERING INSTRUCTOR-LED CONTINUING EDUCATION CREDITS

You may earn a maximum of one (1) credit per year or three (3) credits per recertification cycle. These credits are available based solely on the months/years you were employed by an Archbright member company during your recertification cycle.

Under the header called “Instructor-led Continuing Education,” select “In-House Training.” Click on continue. You will fill out the activity form in 10 steps:

1. **Activity Type:** In-House Training
2. **Provider Name:** type Archbright
3. **Activity Name:** HR Membership Credit
4. **URL:** N/A
5. **Date Activity Began/ Date Activity Ended:** Enter the dates of your recertification cycle that coincide with the months you have been employed by a member company
6. **Activity Description:** HR Membership Credit via Archbright
7. **Credit Type:** Business
8. **Requested Activity Hours:** Enter 1-3 hours

(If you do not have an SPHR credential, your credit(s) will default to HR general)

9. **Additional Documentation:** Activity documentation is not required. If your application gets selected for audit, please reach out to your Association for receipt of payment or a letter confirming membership.

10. **Attestation Confirmation:** Check the box

Note: The online application “saves” your submitted information until you reach the full 60* credit hour threshold for recertification. Once you have “submitted” the full 60* hours, you must select the “Complete Application” button on the bottom right hand corner of the screen to fully apply for recertification.

*45 credits for aPHR certification

Additional Resource

[2020 Recertification Handbook](#)

Any questions? Reach out to Nella.Brown@hrci.org