



FAQs for Members of California Employers Association

California Employers Association and HRCI are committed to supporting HR career development and ongoing education and have partnered to offer CEA members the following benefits when obtaining or renewing their aPHR/PHR/SPHR/GPHR certifications:

- As of May 14, 2015, all aPHR/PHR/SPHR certified professionals who are employed by a member company of CEA will be eligible to receive up to 12 hours of recertification credit, just for being employed as a member organization. Eligibility for these credits is based on the number of years during your recertification cycle you were employed at a CEA 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 a CEA member.
- Availability of a Recertification HRCI Concierge to quickly resolve questions and issues: Nella.Deaza@hrci.org | +1 571 551 6725
- \$50 discount off the Associate Professional in Human Resource™ (aPHR™), Professional in Human Resources (PHR®), Professional in Human Resources – California® (PHRca®), Senior Professional in Human Resources® (SPHR®) or Global Professional in Human Resources® (GPHR®) exam fee.

FAQs below provide additional information regarding these benefits

Q: Is there a promo code for the \$50 exam discount?

A: There is **no** promo code to enter. When you are in the process of registering for an exam, you will come across a list of organizations. Select California Employers Association name from the list. Once selected, the exam discount will be automatically applied.

Q: How does the \$50 exam discount interact with the Build Your Own Bundle (BYOB) experience?

A: The exam discount is applied to the application exam fee prior to the BYOB experience.

Q: Is documentation needed to confirm membership?

A: Documentation must be provided in the event that you are chosen for an audit. If you are audited, please contact CEA for proof of membership.

Q: How often will I be able to submit the 12 credit hours in my recertification application?

A: We recommend you submit up to 3 credit hours annually or the total applicable credits at the end of your recertification cycle.

► Note: Members will receive 12 credit hours per recertification cycle (3 years). Nine (9) recertification hours per membership cycle (3 credit hours per one full year of membership) to be recorded under "Professional Achievement" (choose the HR membership category); and 3 Business credit hours under "Professional Development-Self-Directed" by self-reporting 1-3

Business credit hours. Please refer to the recertification instructions document for more information.

Q: How do I record the 3 Business credits at the end of my recertification cycle? Is there an Activity ID number?

A: Presently, please self-report the 3 business credits under the "Professional Development-Self-Directed" category. For a step-by-step guide, refer to the recertification instructions document.

► Note: **Procedure Change** a pre-approved code is no longer issued. Previously submitted codes will still be valid until 12/31/2016. If you already submitted CEA related credit hours using the pre-approved code, this will not impact your eligibility to receive recertification credit.

Q: I do not have my SPHR, how can I utilize the business credits?

A: If you do not have an SPHR certification, the credit type will default to HR (General) credit.

Q: How do I connect with the HRCI concierge for assistance?

A: Contact: Nella Deaza, Account Manager

Phone: +1 571 551 6725 Email: Nella.Deaza@hrci.org