



Recertification Instructions

As of May 14, 2015, all PHR/SPHR certified professionals who are employed by a member company of California Employers Association 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 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.

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 a CEA member company.
- ▶ You may only claim credit through the current date when you submit information. You may not submit dates in advance.
- ▶ We recommend that you update your profile once per year, or the last month of your recertification cycle.
- ▶ You may update your online HRCI recertification profile, and the information will be saved until you reach your 60 hour credit threshold. Then you will complete and upload your recertification application.

NOTE: These instructions are as of July, 2015. If you save these for later use, please be aware that the HRCI web site may be modified. Feel free to contact us if you have questions or need assistance at 1-800-399-5331

GET STARTED

- ▶ Go to www.hrci.org.
- ▶ At the top right corner, click on the small purple box called Log in.
- ▶ Follow instructions to set-up an account or log-in if you have an existing account.
- ▶ Click on "Looking for your Recertification Application" or "My Recertification."

The recertification credits will be submitted under two different categories: "Professional Membership" and "Continuing Education." However, all that is required for both categories is that you be employed by a member company

STEP 1: PROFESSIONAL MEMBERSHIP CREDITS

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

organization was not a member the full year, or if you were not employed by a member for a full year, you may prorate the credits. In this category, you receive 0.25 credit hours per full month you are employed by a member company. See below for examples.

A pop-up window with an orange header called "Professional Membership: Add Activity" will appear.

- ▶ **Professional Membership Type:** select "National HR-related Association" from the drop-down menu.
- ▶ **Name of Association or Society:** type California Employers Association.
- ▶ **Membership Start/End Date:** 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 5/31/12 – 5/31/15. Your organization joined in April of 2012 and has remained a member through May 2015. Enter 5/31/12 for Start Date and 5/31/15 for End Date. You have earned 9 credits under this category.

Example #2

Your recertification cycle is 8/30/12 – 8/30/15. Your organization joined on July 1, 2014. When you recertify in August, 2015, enter 7/1/14 for Start Date and 8/30/15 for End Date. (Then under the Requested Hours section below, your credit hours may be prorated. You receive 0.25 credit hours per full month of membership = 3 credits for 7/1/14 – 6/30/15 and .50 credits for the full months of July and August 2015 for a total of 3.5 credits.)

- ▶ Upload Activity Documentation: skip this step.
*Note, if your application is audited, you may be required to submit proof of membership.
- ▶ Requested Credit Hours: (max 3 per year)
**Note: You can only claim credit for the time your professional membership occurred concurrent with your recertification cycle. See examples one and two above.
- ▶ Attestation: Check the information you entered to make sure it is correct.
 - If yes, use the "I attest" drop-down menu to select Yes. Click Submit.

The information will show "loading" and then return to the Recertification Application screen. Check to make sure that the activity has changed from the orange "Submit Activity" color to a grey "Submitted" color. Now you are ready to enter hours in the second category.

STEP TWO: CONTINUING EDUCATION CATEGORY

When submitting for Business credits, please use a **Pre-Approved Activity ID #255030.**

- ▶ Stay on the Recertification Application screen.
- ▶ Scroll to the green category called "**Continuing Education**"
- ▶ Under the **Pre-Approved Activities** section enter: Activity ID 255030.

3 Business credit hours will auto-populate.

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.

- ▶ Logout.