

# Recertification Instructions

All aPHR/PHR/SPHR certified professionals who are employed by a member company of **WCI** 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 a WCI member company.

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 WCI member company 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 WCI 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 3 credit hours annually or the total applicable credits at the end of your recertification cycle.

**NOTE:** The HRCI website is subject to change without notice. Website changes may affect these instructions.

## GET STARTED

- ▶ Go to [www.hrci.org](http://www.hrci.org).
- ▶ Log-in in to your existing account.
- ▶ Click on "My Recertification."
- ▶ Click on "Add Activity".
- ▶ Select "NO" to pre-approved activity and "Continue".

These recertification credits should be submitted under the category of "Professional Achievement".

## STEP 1: PROFESSIONAL ACHIEVEMENT CREDITS

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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 WCI member company during your recertification cycle.

- ▶ "Professional Achievement": Select "Add Activity." A pop-up window will show stating the activity type. Select "Professional HR Membership." The page will load and will bring you back to the header Professional Achievement. Click on submit activity. You will fill out the activity form:

1. **Activity:** Professional HR Membership will be filled in.
2. **Provider Name:** type WCI
3. **Activity Title:** HR Membership Credit
4. **Activity Name:** HR Membership Credit via WCI
5. **URL:** type <https://www.wciinc.org>
6. **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 6/01/21 – 5/31/24. Your organization joined WCI in April of 2019 and has remained a member through May 2024. Enter 6/01/21 for Start Date and 5/31/24 for End Date. You have earned 9 credits under this category.

### Example #2

Your recertification cycle is 9/01/2021 – 8/31/24. Your organization joined WCI on July 1, 2023. When you recertify in August, 2024, enter 7/1/23 for start date and 8/31/24 for end date. In this example you would have earned 3 credits. (*The system will only allow you to enter a whole or half credit hour. For example, if you have held membership for 6 months, you may enter 1.5 credit hours.*)

7. **Activity Description:** HR Membership Credit via WCI
8. **Credit Type:** select HR (General)
9. **Requested Credit hours:** Enter 3-9 hours

**Note:** You can only claim credit for the time your professional membership occurred concurrent with your recertification cycle. See examples one and two above.

10. **Attestation:** check box

Click Add Activity. 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.

- ▶ Logout.