

MEMBERSHIP BENEFITS

HRCI CERTIFICATION



NAE and HRCI are committed to supporting HR career development and ongoing education and have partnered to offer NAE members the following benefits when obtaining or renewing their 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®) certifications:

- All aPHR/PHR/SPHR certified professionals who are employed by a NAE member organization will be eligible to receive **up to 12 hours of recertification credit**, just for being employed at a member organization.
 - Eligibility is based on the number of years during your recertification cycle you were employed at a NAE 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 NAE member.
- **\$50 exam fee discount** off the aPHR®, PHR®, SPHR®, and GPHR®.

To resolve questions and issues regarding HRCI recertification, contact JD Nomdedeu at (571) 551-6715 or jd.nomdedeu@hrci.org.

FREQUENTLY ASKED QUESTIONS

IS THERE A PROMO CODE FOR THE \$50 EXAM DISCOUNT?

Yes! Before completing your online application, use the exclusive code **NAE50** to receive a \$50 discount. When registering for the exam, in the HR Affiliations field, please enter NAE so that HRCI is aware of the referral.

HOW DOES THE \$50 EXAM DISCOUNT INTERACT WITH THE BUILD YOUR OWN BUNDLE (BYOB) EXPERIENCE?

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

IS DOCUMENTATION NEEDED TO CONFIRM MEMBERSHIP?

Documentation must be provided if you are chosen for an audit. If you are audited, please contact NAE (888.398.8092) for proof of membership.

HOW OFTEN WILL I BE ABLE TO SUBMIT THE 12 CREDIT HOURS IN MY RECERTIFICATION APPLICATION?

We recommend you submit up to 4 credit hours annually or the total applicable credits at the end of your recertification cycle.

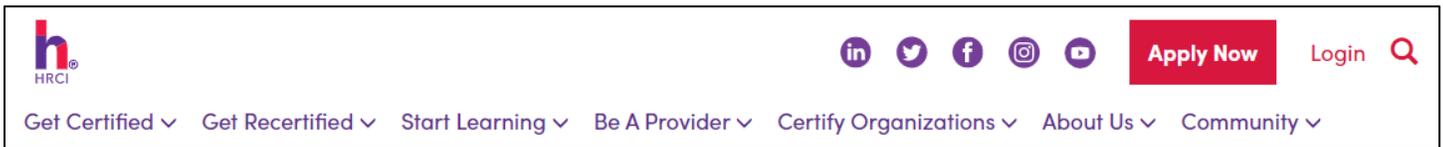
Note: HR professionals will receive up to 12 credit hours per recertification cycle (3 years). Nine (9) recertification hours per membership cycle (3 credit hours per one full year of membership) recorded under **Professional Achievement** and 3 Business credit hours under **Instructor-led Continuing Education** category. If your HRCI credential does not require Business credit, the credit type will default to HR (General) credit.

ENTERING YOUR RECERTIFICATION CREDITS

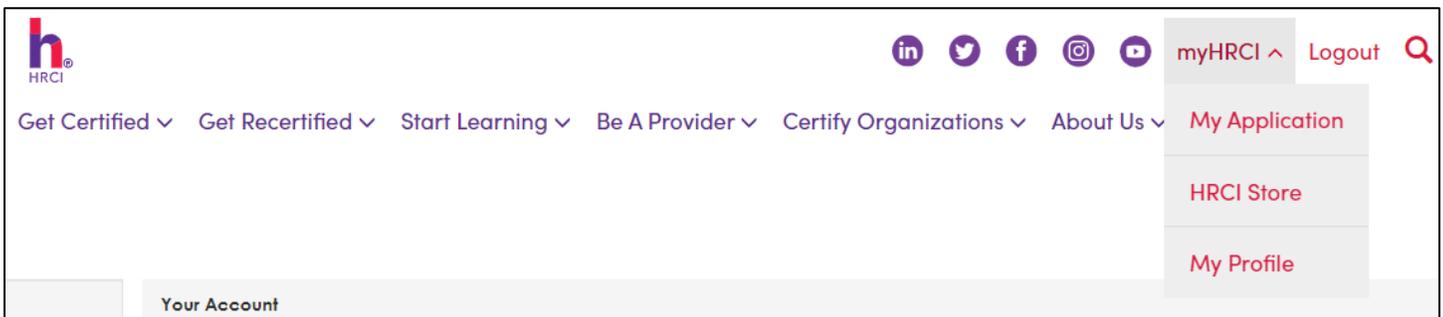
We recommend you submit up to 4 credit hours annually or the total applicable credits at the end of your recertification cycle (up to 12 credit hours).

STEP 1: LOGIN TO YOUR HRCI PROFILE

Go to www.hrci.org. Click **Login** located in the top right-hand corner of the homepage. Login to your existing profile or set up an account.



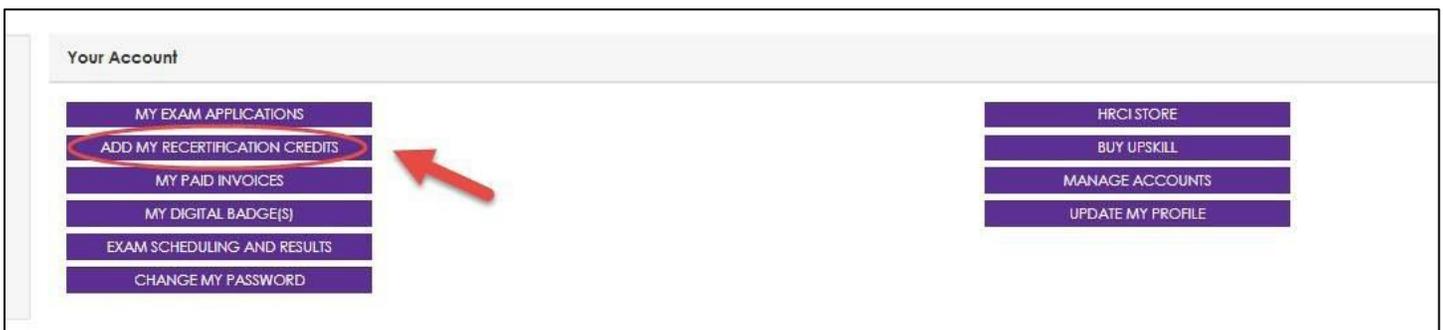
Click on **myHRCI** and then **My Profile**.



STEP 2: ADD RECERTIFICATION ACTIVITIES

Click on **Add My Recertification Credits**.

The recertification credit for being employed at NAE member organization will be submitted under two self-reported activity categories: **Professional Achievement** and **Instructor-led Continuing Education**.



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HRCI CERTIFICATION



ENTERING PROFESSIONAL ACHIEVEMENT CREDITS

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

Current Recertification Hours

Total Activity Hours

56/60
Hours

California Activity Hours

0/15
Hours

Business Activity Hours

30/15
Hours

I affirm that I have included one (1) required ethics course toward my recertification credits.

When you add a new activity, (0) carry-over general credits from your previous recertification cycle will automatically be added.

Once you reach maximum credit hours for each category, all additional credit hours are not counted towards the current recertification application. For more information click here

ADD ACTIVITIES

Activities dates must be between 04/01/2019 and 03/31/2022 to qualify.

Click on **Add Activities** from the My Recertification page.

A window will appear asking “Did you complete a HRCI pre-approved activity?”. Select **No** and then **Continue**.

Professional Achievement 40 Credit Maximum Add Activity

Earn credits for presenting on an HR topic, doing a work-related activity that leads to new HR learning, volunteering HR knowledge and expertise outside of work, conducting primary research on an HR-related topic for publication and/or participating in an HR association. There is a 40-hour recertification maximum for this category. The 40 hours may come from one subcategory or any combination of the five subcategories (except for HR membership).

Instruction
Please enter a description of the activity you lead. Credit is awarded only for the first time the presentation or instruction occurs. You can earn a maximum of 40 hours. Our system automatically awards one hour of preparation for every hour of the presentation submitted.

Leadership
This category recognizes the importance of sharing your professional knowledge with the HR community. We award credit under the Leadership category for contributing your HR expertise in areas outside or independent of the workplace. You can earn a maximum of 40 recertification credit hours in this category. Examples of leadership activities that can be awarded recertification credit:

- HRCI Exam Development Panel 3 credit hours per full meeting day
- Officer position on a Board 10 credit hours per year
- Committee Chair 5 credit hours per year
- Committee Member 2.5 credit hours per year
- Mentor or Coach others* Awarded hour for hour credit
- Focus group participation 1 credit hour of focus group
- Survey related to HR work or practices 1 credit hour

On-the-Job Activity
Recertification credit can be earned for a first-time work experience if that activity adds to your understanding of the HR body of knowledge. If you spend more than 40 hours on a single product or on multiple work products, you should ask for the maximum of 40 credit hours allowed in this category. When you complete the application, describe the new HR-related knowledge you gained from the experience.

Examples of first-time on-the-job projects that can be awarded recertification credit:

- Research, design and implement a new compensation plan or performance management system.
- Prepare and present an environmental scan as part of a strategic planning session
- Lead a change management initiative within your organization.
- Research and implement a Human Resources Information System (HRIS)
- Represent your organization in labor negotiations.
- Develop the mission, vision and values statements for your organization.

Professional HR Membership
Up to 12 credits allowed per recertification cycle. Two credits are awarded per full year of HR membership, one credit is awarded for a minimum of six months. When entering your hours in this category, you can only earn credit for the time your professional membership occurred with your recertification cycle.

- Examples of national or international HR-related professional associations or societies include (but are not limited to):
- Japan HR Society (JHRS)
- Australian Human Resources Institute (AHRI)
- Mexican Association In Human Resources (AMEDI/HR)
- Chartered Institute of Personnel Development (CIPD)
- Society for Human Resource Management (SHRM)
- World at Work
- Local SHRM chapters

Two credit hours are awarded for an entire year of membership. You must be a member for at least six months to receive one credit recertification credit. When entering your hours in this category, you can only earn credit for the time your professional membership occurred with your recertification cycle.

Research and Publishing
Recertification credit can be earned by conducting primary research on an HR-related topic if the

Did you complete an HRCI pre-approved activity?

Yes

No

CONTINUE

CANCEL

Under **Professional Achievement**, select **Add Activity**. Then select **Professional HR Membership**.

Complete the form as follows:

- Activity Type** → Professional HR Membership
- Provider Name** → Nevada Association of Employers
- Activity Name** → HR Membership Credit
- Date Activity Began/Ended** → Enter the dates you were employed by a member of NAE during your recertification cycle.
- Activity Description** → HR Membership Credit via NAE
- Credit Type** → HR General
- Requested Activity Hours** → Number of hours (max of 9)

Select **Add Activity** at the bottom of the form.

MEMBERSHIP BENEFITS

HRCI CERTIFICATION



ENTERING INSTRUCTOR-LED CONTINUING EDUCATION CREDITS

You may earn a maximum of 1 credit per year or 3 credits per recertification cycle. These credits are available based solely on the months/years you were employed by a NAE member organization during your recertification cycle.

Current Recertification Hours

Total Activity Hours: 56/60 Hours

California Activity Hours: 0/15 Hours

Business Activity Hours: 30/15 Hours

I affirm that I have included one (1) required ethics course toward my recertification credits.

When you add a new activity, (0) carry-over general credits from your previous recertification cycle will automatically be added.

Once you reach maximum credit hours for each category, all additional credit hours are not counted towards the current recertification application. For more information click here

ADD ACTIVITIES
Activities dates must be between 04/01/2019 and 03/31/2022 to qualify.

Click on **Add Activities** from the My Recertification page.

A window will appear asking “Did you complete a HRCI pre-approved activity?”. Select **No** and then **Continue**.

Did you complete an HRCI pre-approved activity?

Yes

No

CONTINUE **CANCEL**

Select the Activity type below that you wish to add credit hours to

Instructor-led Continuing Education No Maximum **Add Activity**

Earn credit by completing continuing education activities that do not have an HRCI preapproval number that add to your HR knowledge. All required credits may be earned under this category. Up to eight hours of credits are awarded per day of attendance. If more than eight hours per day was spent on the activity, please submit supporting documentation to show the additional time invested.

Chapter HR Educational Program

College or University Coursework
We award 10 hours of recertification credit for each CEU or college credit hour earned for an HR-specific college course if a grade of C or higher was obtained (virtual or on-campus). For example, a three-credit college course will earn 30 recertification credits.

Conference/Symposium

E-Learning
(live or pre-recorded)

In-House Training
HR-related continuing education activities provided by your employer

Webinar/Webcast/Podcast
Live or pre-recorded

Workshop/Seminar

Please reference the recertification handbook for full details [here](#)

Under **Instructor-led Continuing Education**, select **Add Activity**. Then select **In-House Training**.

Complete the form as follows:

- Activity Type** → In-House Training
- Provider Name** → Nevada Association of Employers
- Activity Name** → HR Membership Credit
- Date Activity Began/Ended** → Enter the dates you were employed by a member of NAE during your recertification cycle.
- Activity Description** → HR Membership Credit via NAE
- Credit Type** → Business (if you do not have a SPHR credential, it will default to HR General)
- Requested Activity Hours** → Number of hours (max of 3)

Select **Add Activity** at the bottom of the form.