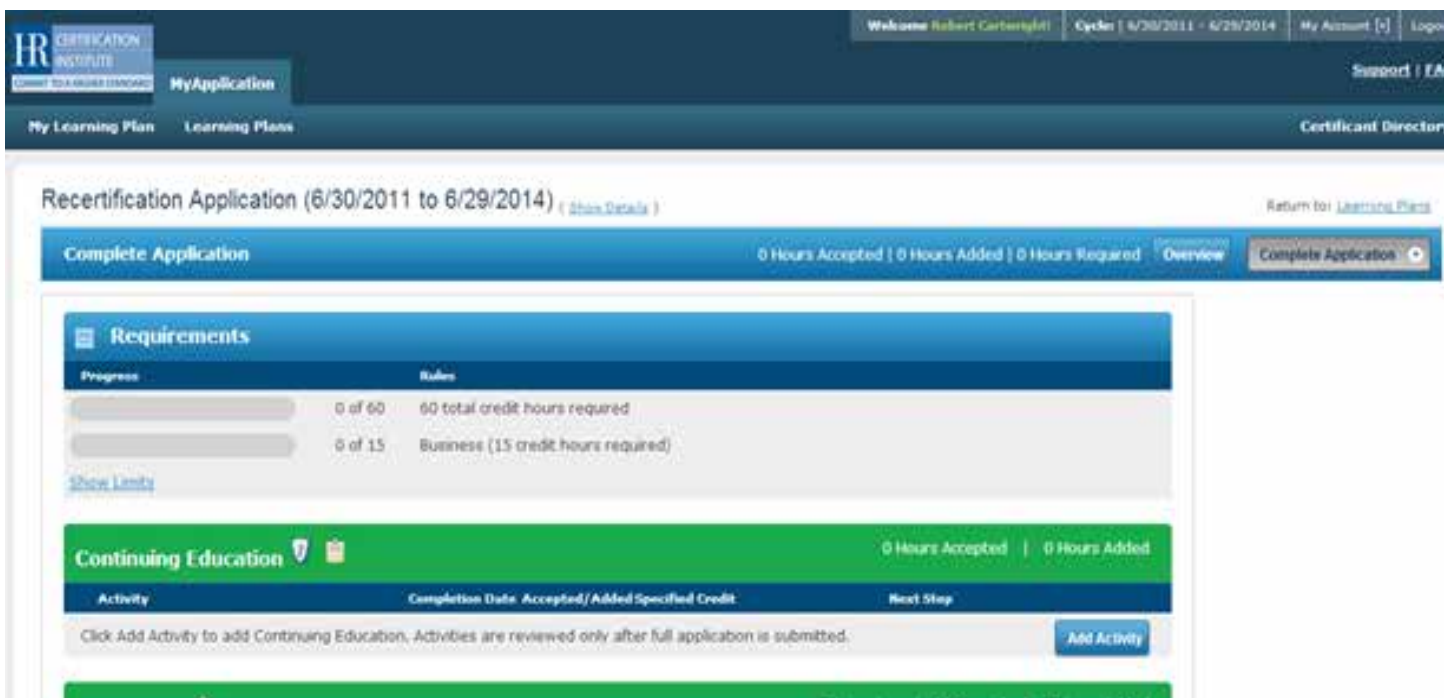


A STEP-BY-STEP GUIDE TO SUBMIT YOUR RECERTIFICATION ACTIVITIES

1. After you login using your email address and password you will see your Recertification Learning Plan homepage.
2. Your name and cycle dates appear at the top of the screen.



3. The requirements progress bar displays the total number of hours required to submit your Learning Plan and how many credits you have submitted to date. This includes specified credit hour requirements (if needed) and category limitations.



3a. You may also view the activities you have already entered in each category by scrolling down the page and looking at each category.



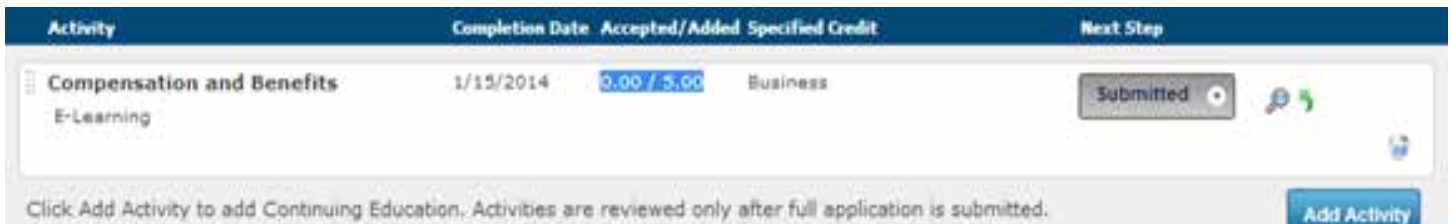
The screenshot shows a green header for 'Continuing Education' with a shield icon and a clipboard icon. To the right, it displays '6.25 Hours Accepted' and '27.25 Hours Added'. Below the header is a dark blue table header with three columns: 'Activity', 'Completion Date Accepted/Added Specified Credit', and 'Next Step'.

3b. If a program has been pre-approved by another provider, you will see the credit already awarded to your account.



The screenshot shows a table entry for 'ISHHRA 2012 Spring Conference'. The completion date is 3/2/2012. The 'Accepted/Added' column shows '6.25 / 6.25' in blue text. The 'Specified Credit' is 'HR (General)'. The 'Next Step' column contains a 'Submitted' button, a magnifying glass icon, a green arrow icon, and a trash icon. Below the table, a note says 'Click Add Activity to add Continuing Education. Activities are reviewed only after full application is submitted.' and an 'Add Activity' button is visible.

3c. If a program was not pre-approved and you are self-reporting the activity, you will see the title of your activity and the total credit hours requested.



The screenshot shows a table entry for 'Compensation and Benefits E-Learning'. The completion date is 1/15/2014. The 'Accepted/Added' column shows '0.00 / 5.00' in blue text. The 'Specified Credit' is 'Business'. The 'Next Step' column contains a 'Submitted' button, a magnifying glass icon, a green arrow icon, and a trash icon. Below the table, a note says 'Click Add Activity to add Continuing Education. Activities are reviewed only after full application is submitted.' and an 'Add Activity' button is visible.

3d. If you would like to see a snapshot of what you have already entered, click the magnifying glass icon within the activity.

3e. If you need to edit an activity submission, just click on the green “recall step” arrow within the activity and click the blue “back” button to return to the activity submission page. If you wish to delete an activity, just click the trash icon.



3f. If you would like to add a new activity, scroll to the bottom of the category section you would like to use and click the blue “add activity,” button.



- In our first example, we will add an activity under the continuing education category.
 - 3f1. A pop up screen appears where you can search for existing pre-approved activities (with the keyword, program ID or date fields).

A search form with three input fields. The first field is labeled "Keyword:" and is empty. The second field is labeled "Program ID:" and is empty. The third field is labeled "Dates:" and consists of two empty input boxes separated by the word "to".

Keyword:

Program ID:

Dates: to

3f2. Enter a keyword of the activity you attended, and click the orange “filter,” button, you will see the activity results appear. Click the orange “select,” button to view activity details. If you do not have the required field information at your fingertips, click the blue, save for later button. Your homepage will refresh and you can revisit your pending activity entry and submit it at a later date.

Title	Activity Type	Provider	
Employee Handbooks-The Good, the Bad, and the Ugly	Seminar	Oklahoma Employment Security Commission	Select

3f3. In our second example, we will add a self-reported activity. Click the “self-reported continuing education,” option on the right, in the activity type field. Then click on the orange “search,” button.

Activity ID*:

Activity Type: Seminar

Activity Title: " Employee Handbooks-The Good, the Bad, and the Ugly"

Start Date*:

End Date*:

Specified Credit Hours: HR (General)

Credit Hours: 1.25

Upload Activity Documentation: [Choose from library](#) or **Upload**

Save for Later **Cancel** **Next**

3f4. In our second example, we will add a self-reported activity. Click the “self-reported continuing education,” option on the right, in the activity type field. Then click on the orange “search,” button. The results display a single activity called, “Report my own activity.” Click the orange “select,” button to enter the activity details.

Select Activity for Continuing Education

Keyword:

Program ID:

Dates: to

Activity Type: Chapter HR Educational Program
College or University Coursework
Conference
E-Learning
Other
Self-Reported Continuing Education

Search

Title	Activity Type	Provider
Report my own activity	Self-Reported Continuing Education	HR/CL Admin

Select

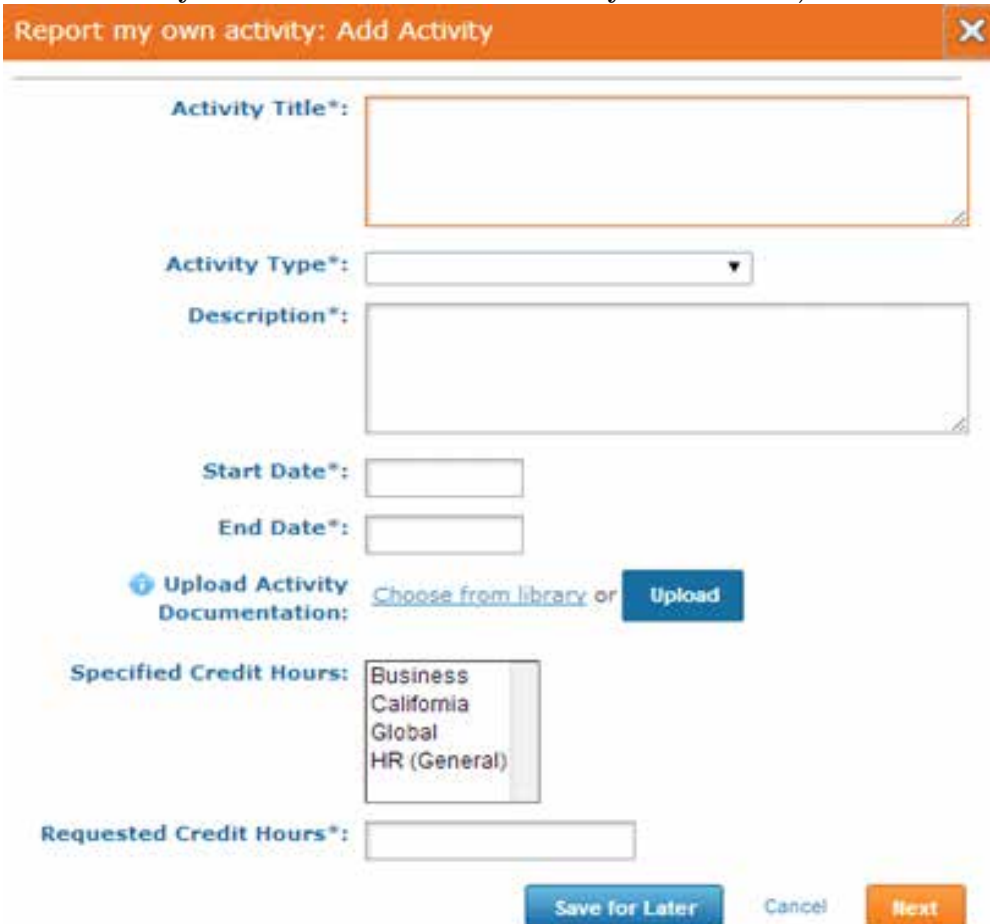
3f5. Enter all the information requested in the fields – note that fields marked with an asterisk are required.

a. You have the option to upload your Activity Documentation for the event (called upload activity documentation) – this could be an agenda, syllabus, certificate, etc. We recommend you upload this document at the time of submission. You can use this feature as a storage library for all your events and to be prepared, should you be selected for an audit of your recertification application, by the HR Certification Institute.

b. Make sure you select the appropriate Specified Credit Type you are seeking. The terminology has been updated for 2014.

- i. Business = Business Management and Strategy
- ii. California remains the same
- iii. Global = International
- iv. HR = General
- v. You may select multiple credit types by holding down the Control key and clicking the appropriate credit types.

3f6. Once you have entered all the activity information, click the orange “next,” button.



Report my own activity: Add Activity

Activity Title*:

Activity Type*:

Description*:

Start Date*:

End Date*:

Upload Activity Documentation: [Choose from library](#) or [Upload](#)

Specified Credit Hours:

Requested Credit Hours*:

Save for Later Cancel Next

3f7. Click the arrow next to the “I attest,” box and then click the orange “submit,” button.

I attest:

3f8. Your recertification application will refresh and you will see the activity has been added.

3g. When you have reached your 60 hour requirement, you will see your progress bars have filled up and will have a green check mark beside them.



3h. When you are ready to apply for recertification, click the orange “complete application,” button at the top of the page.



3hi. Complete the final attestation pop-up to confirm your application is complete, true and accurate. Click the orange “next,” button.

Recertification Application: Complete Recertification Requirements X

Attestation: I hereby attest that all facts presented on this application are correct and complete. I grant permission to the HR Certification Institute to make inquiries that the Institute may deem necessary to verify my submitted activities for recertification and to provide supporting documentation if deemed necessary. I further agree to abide by the Code of Ethical and Professional Responsibility (refer to the Recertification Handbook) as well as the rules and decisions of the HR Certification Institute and understand that falsification of this application is grounds for revoking certification. I further agree that if I manipulate any forms or falsify any information on my application that I can be barred from registering for any HR Certification Institute credential for three years. All candidates are bound by the policies and procedures outlined in the Recertification Handbook. You attest that you have read the handbook and agree to abide by all HR Certification Institute’s policies.

I attest*:

[Cancel](#)

3hii. The payment page will come up, click the orange, “pay fees,” button to continue to make your payment.

Recertification Application: Make Payment X

Recert Payment*: **Title:** Recert Payment
Amount: \$ 150.00

3hiii. Complete the credit card information and include your billing address. When completed, click the orange, “continue,” button.

Check Out

Item(s) To Be Purchased

Title	Price	Quantity	Total
Recert Payment	\$ 150.00	1	\$ 150.00
Totals:			\$ 150.00

Payment Information

Credit Card Information

Total Charge: \$ 150.00

Card Type:

Card Number*:

CVV/CVC Code*:

Expiration Date*:

Billing Information

Bill To*:

Address*:

City, State/Province, Postal Code*:

Country*:

Phone Number:

You will be able to review your purchase before finalizing.

3hiv. Review and confirm the purchase screen and click the orange, “complete purchase” button.

Confirm Purchase

Your purchase is not complete until you click “Complete Purchase” below.

Title	Price	Quantity	Total
Recert Payment	\$ 150.00	1	\$ 150.00
Total:			\$ 150.00

Credit Card Information

Total Charge: \$ 150.00

Card Type: Visa

Card Number: *****1111

CVV/CVC Code: 123

Expiration Date: 1/2016

Contact Information

Bill To: Robert Cartwright

Address: 123 Main Street

City, State Postal Code: City, ST 12345

Country: USA

Phone Number:

[Complete Purchase](#)

[Edit Payment Information](#)

[Cancel](#)

3hiv. The payment confirmation screen will appear.

3hvi. Click the blue “continue,” link.

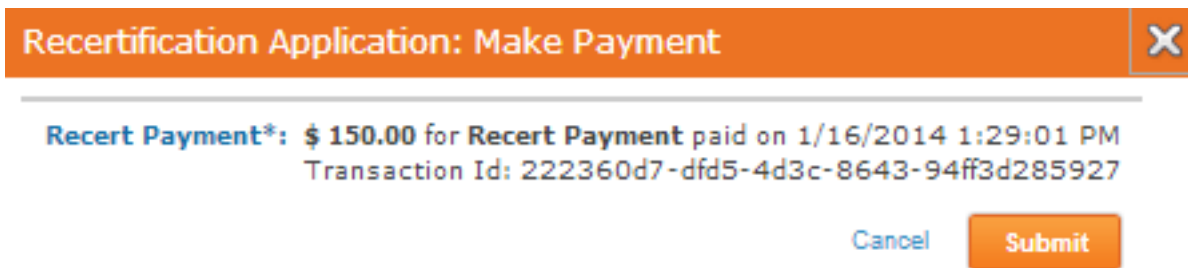
Payment Confirmation

Thank you for your payment!

You will receive an email summary of this transaction shortly. Details of this and all previous transactions are available in your [Payment History](#).

[Continue](#)

3hvii. A final pop-up screen will come up to show payment has been posted. Click the orange, “submit,” button to send in your application for review.



Please note - you will be notified immediately upon submission if you have been selected for an audit. You will be able to upload your documentation back in your application or you can submit to us via email. You will receive an instructional email on how to proceed, should you be selected for an audit. The HR Certification Institute’s audit is random and is required to ensure the integrity of our certifications.

3hviii. Your recertification application homepage will refresh and the orange “complete application,” button you had previously used will now be grey and will say “submitted.”

