

# How to get FREE Recertification Credits Through Your Membership with Archbright



## OVERVIEW

All aPHR®/PHR®/SPHR® certified professionals who are employed by a member company of Archbright will be eligible to receive up to 12 recertification credit hours, just for being employed by a member organization. Eligibility is based on the number of years during your recertification cycle employed at an Archbright 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 an Archbright member. The following instructions outline how to submit recertification credit hours based on your membership.

## TIPS

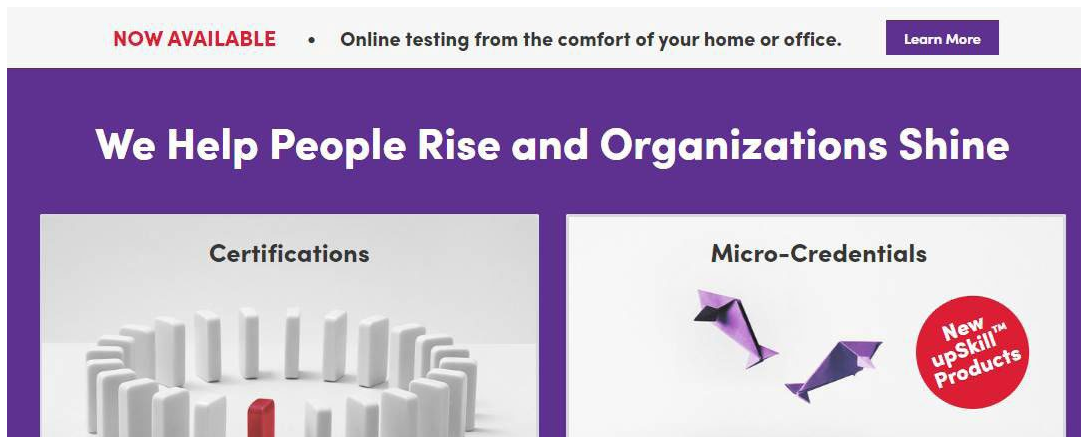
- You may only count the months during your recertification cycle that you were employed by an Archbright member company.
- You may only claim credit through the current date when information is submitted. You may not submit dates in advance.
- We recommend you submit up to four credit hours annually or the total applicable credits at the end of your recertification cycle. Three HR general credits under "Professional Achievement / Professional HR Membership" and one Business credit under "Instructor-led Continuing Education / In-House Training." You can submit these credits if you are employed by a member company throughout your HRCI recertification cycle.

## ACCESSING YOUR RECERTIFICATION APPLICATION

### STEP 1: LOGIN

Go to [hrci.org](http://hrci.org).

Click "Login" located in the top right-hand corner of the homepage.

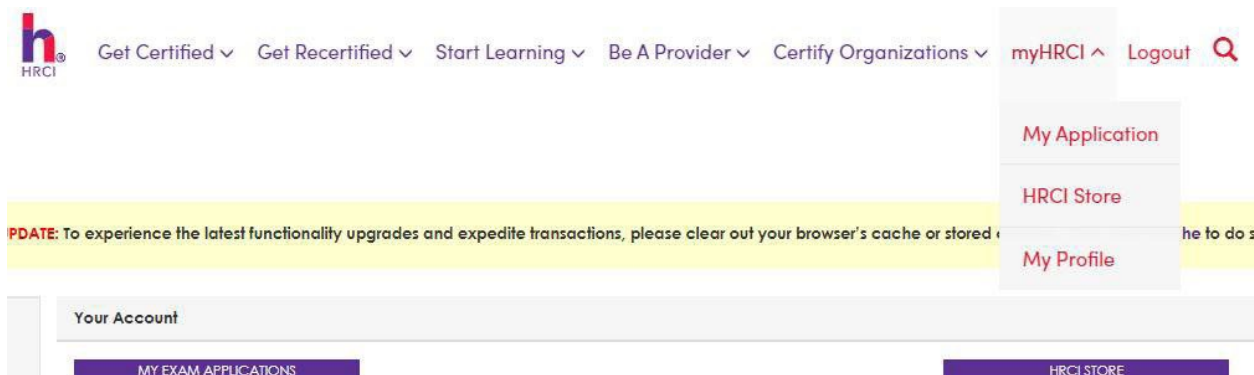


### STEP 2: LOGIN INTO YOUR PROFILE

Sign into your HRCI profile.

"Login" to your existing account or set-up an account. Click on "Sign-Up."

Click on "myHRCI," then the "My Profile" tab.



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The recertification credit for being employed at an Archbright member company will be submitted under two self-reported activity categories: “Professional Achievement / Professional HR Membership” and “Instructor-led Continuing Education / In-House Training.” You can submit these credits if you are employed by an Archbright member company throughout your HRCI recertification cycle.

**Instructor-led Continuing Education** 2 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.*

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**Professional Achievement** 1 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).*

## STEP 3: ADD RECERTIFICATION ACTIVITIES

After you have logged in to your account, click on “Add My Recertification Credits” to add your recertification activities.

**DATE:** To experience the latest functionality upgrades and expedite transactions, please clear out your browser’s cache or stored cookies. Click [clear cache](#) to do so.

Your Account

- MY EXAM APPLICATIONS
- ADD MY RECERTIFICATION CREDITS**
- MY PAID INVOICES
- MY DIGITAL BADGE(S)
- EXAM SCHEDULING AND RESULTS
- CHANGE MY PASSWORD

- HRCI STORE
- BUY UPSKILL
- MANAGE ACCOUNTS
- UPDATE MY PROFILE

## STEP 4: REVIEW RECERTIFICATION CYCLE START AND END DATE

Once you are logged into your recertification application, you can view your cycle start and end date.

Get Certified [v](#) Get Recerti

SHOP CART

### My Recertification

Active Application Historical Applications

#### Current Recertification Application

Certification(s)	oPHR
Cycle Start Date	07/19/2018
Cycle End Date	10/31/2021

# FREE Recertification Credits Through Your Membership

## ENTERING PROFESSIONAL ACHIEVEMENT CREDITS

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

To start, click on “Add Activities” from the “My Recertification” page.

At the prompt, “Did you complete an HRCI pre-approved activity?”, select “no”, then “continue”.

Under the header called “Professional Achievement,” select “Add Activity.” Select “Professional HR Membership.” Click on continue. You will fill out the activity form in ten steps:

1. **Activity Type:** Professional HR Membership
2. **Provider Name:** type Archbright
3. **Activity Name:** HR Membership Credit
4. **URL:** N/A
5. **Date Activity Began/Date Activity Ended:** 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 6/01/2016-05/31/2019. Your organization joined in April 2016 and has remained a member through May 2019. Enter 06/01/2016 for Start Date and 5/31/2019 for End Date. You have earned nine credits under this category.

### Example #2

Your recertification cycle is 6/01/16-5/31/2019. Your organization joined in April 2017. When you recertify in May 2019, enter 4/1/2017 for start date and 5/31/2019 for the end date. In this example, you would have earned six credits. (\*HRCI will only award whole or half credit hours. For example, if you have held membership for six months, you may enter 1.5 credit hours.)

6. **Activity Description:** HR Membership Credit via Archbright
7. **Credit Type:** HR General
8. **Requested Activity Hours:** Enter 3-9 hours
9. **Additional Documentation:** Activity documentation is not required. If your application is selected for audit, please reach out to Archbright for receipt of payment or a letter confirming membership.
10. **Attestation Confirmation:** Check the box and “add activity” button.

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



.....  
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# FREE Recertification Credits Through Your Membership

## ENTERING INSTRUCTOR-LED CONTINUING EDUCATION CREDITS

You may earn a maximum of one credit per year or three credits per recertification cycle. These credits are available based solely on the months/years you were employed by an Archbright member company during your recertification cycle.

To start, click on “Add Activities” from the “My Recertification” page.

At the prompt, “Did you complete an HRCI pre-approved activity?”, select “no”, then “continue”

Under the header called “Instructor-led Continuing Education,” select “In-House Training.” Click on continue. You will fill out the activity form in ten steps:

1. **Activity Title:** In-House Training
2. **Provider Name:** type Archbright
3. **Activity Name:** HR Membership Credit
4. **URL:** N/A
5. **Date Activity Began/ Date Activity Ended:** Enter the dates of your recertification cycle that coincide with the months you have been employed by a member company.

**NOTE:** The “date activity ended” cannot be a future.

6. **Activity Description:** HR Membership Credit via Archbright
7. **Credit Type:** Business  
(If you do not have an SPHR® credential, your credit(s) will default to HR general)
8. **Requested Activity Hours:** Enter 1-3 hours
9. **Additional Documentation:** If your application is selected for audit, please reach out to your Association for receipt of payment or a letter confirming membership.
10. **Attestation Confirmation:** Check the box and “add activity” button.

**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.

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## Additional Resources

- [Recertification Handbook](#)

Any questions? Reach out to [Maria.Brown@hrci.org](mailto:Maria.Brown@hrci.org)

**NOTE:** These instructions are as of June 2022. Please be aware there may be a more current document available on the HRCI website. Feel free to contact [Maria Simon](#) if you have questions or require additional assistance.



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