

HRCI Credits Add Value to Your Programs

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A number of years ago as a new member I attended a Colorado Hospital Association for Human Resource Management (CHAHRM) meeting. The content was really good and I asked someone at my table, "Does CHAHRM offer HRCI credits for these conferences?" The answer was, "No."

So I approached the president of the association and asked if that would be something that they would value and like someone to do. The response was, "Of course."

So here is the question, would your chapter members value getting HRCI credits for programs they attend? If so, what follows is a combination of how to make it happen and learning experiences.

Step One:

Set up an HR Certification Institute account for your chapter. Go to www.hrci.org, select Partners and then Pre-Approved Programs. Then select Approved-for-Credit Program and follow the steps. See excerpt from the page that follows:

Before we can consider each activity for pre-approval, you need to

- create an [online account](#)
- submit each activity separately
- submit the activity at least four weeks before it starts
- pay \$45 for each activity you submit
- agree to the Program's [policies and procedures](#).

Once you create your account, keep in mind that you need to submit your request for credit at least four weeks ahead of when the event starts. You will usually get your approval about four weeks after your submission.

When you prepare your programs, keep in mind that programs and presentations that cover the "body of knowledge" of the Human Resource function will be approved for general credits. If you want to have some strategic credits, schedule presentations that meet the HRCI requirements for Strategic Credits. See this link:

<http://www.hrci.org/Recertification/STMGT/>

Step Two:

To be eligible for pre-approval, an activity must be at least one hour, minimum 45 minute presentation with 15 minutes of question and answer, and directly related to HR as defined in their exam content.

To be eligible for pre-approval, an activity that is longer than three hours must include a detailed schedule.

I have found that HRCI won't approve round tables for credits, so avoid having round tables in your programs if you want credits.

When you plan the program, create three documents—the first is a program overview and agenda, which should include the program name, date (or dates), start and stop times for the program and each presentation, and the location of the program. For each presentation have a presentation title, a summary and learning objectives, and the bio of each presenter.

Note that it is important to put a copy of the program overview and agenda on your association's website. HRCI will want your website address as part of the verification process.

For the second document, group all of the presentation summaries and learning objectives. This will make it easier to copy and paste the information into the online application.

The third document should include the names and bios of each presenter. HRCI wants to know the presenter has the expertise to make the presentation.

Step Three:

Complete the application. Do this by logging onto the site—insert your login information in the login box on the right side of the page. Once you have logged in select "Submit New Program" and copy and paste the appropriate information in to the application. Fill in the rest of the application with the relevant information.

If you have a combination of general and strategic presentations under the Specified Credit Hours, select Specified and Strategic. What HRCI will do is review the presentations described and determine if strategic credits can be approved.

Step Four:

Check off your affirmation that you have read the Policies and Procedures and the E-learning requirements. Then check Submit. You will be required to pay \$45.00 for each program. One way to defray this cost is to get someone to pick up this tab. That is what I have done as a vendor member of the CHAHRM, working with the program committee, preparing the submission, paying the fee, and preparing the credit certificates that contain the key information for members to get credit.

For questions and a template of the certificate, you may contact Stephen Moulton. Stephen Moulton is president of Action Insight Inc., author of the CEO's Advantage: 7 Keys for Hiring Extraordinary Leaders, software inventor, and competency expert that focus on using competency and behavioral-based approaches for selecting, coaching, and developing employees. He can be reached at 303-439-2001.