

HRCI/SHRM Recertification Credits for Attendance at CEWD Annual Summit

Members who hold an HRCI /SHRM certification may be eligible for recertification credits when attending the CEWD Annual Summit. The Summit is not pre-approved for recertification credits by the HR Certification Institute or the Society of Human Resources. However, several members have received both HRCI and SHRM recertifications credits for their attendance at the Summit in previous years. Below are several guidelines that may be helpful in registering the Annual Summit agenda items for recertification credits.

Obtaining HRCI Recertification Credit

Members have received HRCI recertifications credits for their attendance at the summit when added to their recertification application under: Professional Development: Continuing Education (Instructor led) for HR General Credits.

Many of the Summit panels and presentations align to the requirements listed in the recertification handbook. Below is the content from the [recertification handbook](#) that may align to the content of the Summit.

“In general, if an activity can be tied to the Exam Content Outline for that certification and it adds to a person’s knowledge of the HR field, we award recertification credit. You can find the aPHR, PHR, PHRca, SPHR, GPHR, PHRi, and SPHRi certification Exam Content Outlines at www.hrci.org. All recertification activities must be HR-related. Activities that focus on personal development are not eligible for recertification credit. Examples of personal development courses or activities are “How to Reduce Stress,” “Developing Your Network for Success,” and “Time Management.” When you submit your recertification application, you must show how the activity is HR-related if it is an activity that has not already been preapproved by HR Certification Institute. Additionally, when you describe your activities, you should relate them to the HR Exam Content Outline. In some cases, an HR Certification Institute reviewer may not accept the activity if it does not seem to be HR-related.”

“Subcategory: Instructor-Led Continuing Education – No Maximum Courses that are led by an instructor whether live or recorded and have structure to the program. Earn credits by completing a course offered by a college or university, ***by attending a non pre-approved program or conference that adds to your HR knowledge***, by participating in e-learning, online training, in-house work training, or by attending a professional HR chapter program.”

Rules: “Programs must be at least 45 minutes long (30 minutes of content and 15 minutes of Q&A is the minimum) and HR-related. Credit may be recorded in quarter-hour increments such as 1.25 for a program that is one and fifteen minutes in length. Programs held during a meal must be at least 1.5 hours long in order to be eligible for one hour of credit. For a one-day conference, six credit hours are awarded. Documentation must be included to be considered for more than six hours.”

Audit Documentation: “Certificate or letter of attendance, registration form, course syllabus, unofficial transcript, grade report, or other course material are all acceptable forms of documentation.” CEWD suggests submitting a copy of the final agenda, which can be located on the CEWD site by clicking [here](#).

“Conferences and Seminars Credit may be given for a general (plenary) session if the presentation is at least one-hour long and is specifically HR-related. Typically, six credit hours are awarded for attending all conference educational sessions during a one-day conference. Additional credit hours may be awarded for preconference workshops if you give additional information about them on your recertification application.”

When submitting the CEWD Summit for recertification, members should describe how each completed activity is related to the HR profession. If HRCI cannot tell whether a listed activity is HR-related, you will be asked to provide more details. This will delay the review process. To avoid potential delays, always include a description of the completed activities and attach the agenda to your submittal.

Obtaining Society of Human Resources Professional Development Credits

Society of Human Resource credential holders qualify for recertification credits by participating in professional development activities related to the elements of the SHRM BoCK (Body of Competency & Knowledge). SHRM BoCK organizes the 15 areas of HR knowledge that make up the technical competency HR Expertise into three domains: People (HR Strategic Planning, Talent Acquisition, Employee Engagement & Retention, Learning & Development, Total Rewards), Organization (Structure of the HR Function, Organizational Effectiveness & Development, Workforce Management, Employee & Labor Relations, Technology Management) and Workplace (HR in the Global Context, Diversity & Inclusion, Risk Management, Corporate Social Responsibility, U.S. Employment Law & Regulations).

Because competencies are included in the SHRM BoCK, many educational programs not directly tied to human resource management will qualify for professional development credits (PDCs). For example, courses in statistics expand capabilities in the Critical Evaluation competency and business education offerings promote the Business Acumen competency. Below is the content from the [recertification handbook](#) that may align to the content of the Summit.

Categories of Professional Development Credit

“SHRM has addressed the needs of HR Professionals by creating three avenues by which SHRM-CP and SHRM-SCP credential holders earn recertification credits. *Advance Your Education, Advance Your Organization and Advance Your Profession*. These categories parallel the SHRM BoCK’s three main elements of Strategic Mindset/ Effective Individual Performance, Successful Business Outcomes and Advancing the HR profession, respectively – further evidence of relevance of these credentials to the contemporary practice of HR.”

Advance Your Education – Continuing education activities include: Conference – Instructor Led

“You may earn recertification credit by attending conferences, seminars or workshops that relate to HR competencies or knowledge domains as outlined in the SHRM BoCK. The number of PDCs are calculated based on the actual time spent in the sessions. In order for the sessions to qualify, they must be at least 1 hour in length. There are no limits to how many recertification credits can be obtained by attending conference, seminars and workshops.”

Acceptable Audit Documentation: Onsite program or agenda for the conference.

We suggest printing/ saving a copy of the final agenda, which can be located on the CEWD site by clicking [here](#).