

2020 Leadership Conference Instructions for the SPHR/SPHRi Certified

CREDIT BREAK DOWN FOR SPHR/SPHRi: BUSINESS CREDIT=4.5 | HR CREDITS=5.5

The HR Professionals who are SPHR/SPHRi certified and require specified credits Business credits will update the conference in the following manner.

How to Submit a Conference for Specified Recertification Credit:

For 1st Activity Submission:

- Log into your HRCI profile and click on Add My Recertification Credits
- Click on the Add Activities button located below the Current Recertification credit hours dashboard.
- Select the option “No” on the next page for self-reporting of the specified credits.
- Under the Instructor-led Continuing Education, click on Add Activity and select Conference and after that click on Continue.
- Enter the Provider Name, Activity Name, etc.
- Enter the Start and the End date
- Under the Activity Description- List the Business Sessions you attended (Enter the Activity ID in this field)
- For the Credit Type – Select Business
- Enter the Requested Activity Hours
- Check the Attestation Confirmation box and click on Add Activity button.

For 2nd Activity Submission:

- Log into your HRCI profile and click on Add My Recertification Credits
- Click on the Add Activities button located below the Current Recertification credit hours dashboard.
- Select the option “No” on the next page for self-reporting of the specified credits.
- Under the Instructor-led Continuing Education, click on Add Activity and select Conference and after that click on Continue.
- Enter the Provider Name, Activity Name, etc.
- Enter the Start and the End date
- Under the Activity Description- List the HR Sessions you attended (Enter the Activity ID in this field)
- For the Credit Type – Select HR
- Enter the Requested Activity Hours
- Check the Attestation Confirmation box and click on Add Activity button.



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.