



## Recertification Planning Tool

Name: \_\_\_\_\_

Certification(s): \_\_\_\_\_

Recertification Cycle Dates: \_\_\_\_\_ to \_\_\_\_\_

All certified HR professionals are required to earn 60 recertification credit hours during their three-year recertification cycle. Use our Recertification Planning Tool to assist you in charting out a plan for earning your credits. ***This worksheet is for planning purposes only and is optional.*** To receive approval for recertification credits, you must enter credits in your Online Profile provided by the HR Certification Institute and submit your recertification application with payment.

Certification	General Credits Required	Specified Credits Required
PHR	60	none
SPHR	45	At least 15 strategic business management credits*
GPHR	15	At least 15 international credits*
PHR-CA/SPHR-CA	45	At least 15 California specific credits*

*\*If more specified credit is earned than required, the additional credit will be considered general and reduce the number of general credit needed.*

**Instructions:** Use the tables below to manage your pace towards recertifying your HR Certification Institute credential(s). The table is quick and easy to use! Before using this tool, read the section “Recertification through Continuing Education” in the *Recertification Handbook*.

1. Refer to the Sample, “Recertification Cycle Year 1,” table below.
2. In the “Plan to Earn” column, enter in the total number of credits you plan to earn during that year beside the applicable category.
3. When you complete your planning, add up all the credit hours under the, “Plan to Earn” column and enter your plan total under the table on the “Total Credits to Date” “Planned” line.
4. As you complete activities during the year, enter in the number of credit hours you actually earn in the “Actually Earned” category.
5. Continue to complete activities and update your total value in the, “Actually Earned” column.
6. At the end of the year add up all the credit hours under the “Actually Earned” columns and enter your actual total under the table on the, “Total Credits to Date,” “Actual” line.
7. In years two and three, be sure to include totals from the previous year in the “Total Credits to Date” calculations, which will show you what you’ve entered to date and will assist you in planning for the next year in your recertification cycle.
8. Remember to continue to enter the details of each of your activities into your Online Profile available on the HR Certification Institute’s web site.

**Sample of how to complete table:**

<b>Sample Recertification Cycle Year 1</b>							
Category	Credit Max	Plan to Earn	Actually Earned	Category	Credit Max	Plan to Earn	Actually Earned
<b>Continuing Education</b>				<i>Professional Membership</i>	10	0	0
<i>Conferences, Seminars &amp; Workshops</i>	60	10	8	<i>Instructions/Teaching</i>	20	0	0
<i>e-Learning &amp; Online courses</i>	60	5	6	<i>On-the-job experience</i>	20	0	0
<i>College &amp; University Courses</i>	60	0	0	<i>Research &amp; Publishing</i>	20	0	0
<i>Webcast, Videoconference, Podcast, Audiotapes</i>	20	5	4	<i>Leadership</i>	20	0	0
<b>Total Credits</b>		<b>20</b>	<b>18</b>	<b>Total Credits</b>		<b>0</b>	<b>0</b>

**Total Credits to Date: Planned**   20   **Actual**   18   (add these totals to the planned and actual credits earned in year two)



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 Certification(s): \_\_\_\_\_  
 Recertification Cycle Dates: \_\_\_\_\_ to \_\_\_\_\_

Recertification Cycle Year 1							
Category	Credit Max	Plan to Earn	Actually Earned	Category	Credit Max	Plan to Earn	Actually Earned
<i>Continuing Education</i>				<i>Professional Membership</i>			
<i>Conferences, Seminars &amp; Workshops</i>	60			<i>Instructions/Teaching</i>	20		
<i>e-Learning &amp; Online courses</i>	60			<i>On-the-job experience</i>	20		
<i>College &amp; University Courses</i>	60			<i>Research &amp; Publishing</i>	20		
<i>Webcast, Videoconference, Podcast, Audiotapes</i>	20			<i>Leadership</i>	20		
<b>Total Credits</b>				<b>Total Credits</b>			

**Total Credits to Date: Planned** \_\_\_\_\_ **Actual** \_\_\_\_\_

Recertification Cycle Year 2							
Category	Credit Max	Plan to Earn	Actually Earned	Category	Credit Max	Plan to Earn	Actually Earned
<i>Continuing Education</i>				<i>Professional Membership</i>			
<i>Conferences, Seminars &amp; Workshops</i>	60			<i>Instructions/Teaching</i>	20		
<i>e-Learning &amp; Online courses</i>	60			<i>On-the-job experience</i>	20		
<i>College &amp; University Courses</i>	60			<i>Research &amp; Publishing</i>	20		
<i>Webcast, Videoconference, Podcast, Audiotapes</i>	20			<i>Leadership</i>	20		
<b>Total Credits</b>				<b>Total Credits</b>			

**Total Credits to Date: Planned** \_\_\_\_\_ **Actual** \_\_\_\_\_

Recertification Cycle Year 3							
Category	Credit Max	Plan to Earn	Actually Earned	Category	Credit Max	Plan to Earn	Actually Earned
<i>Continuing Education</i>				<i>Professional Membership</i>			
<i>Conferences, Seminars &amp; Workshops</i>	60			<i>Instructions/Teaching</i>	20		
<i>e-Learning &amp; Online courses</i>	60			<i>On-the-job experience</i>	20		
<i>College &amp; University Courses</i>	60			<i>Research &amp; Publishing</i>	20		
<i>Webcast, Videoconference, Podcast, Audiotapes</i>	20			<i>Leadership</i>	20		
<b>Total Credits</b>				<b>Total Credits</b>			

**Total Credits to Date: Planned** \_\_\_\_\_ **Actual** \_\_\_\_\_