



**THR HR CERTIFICATION INSTITUTE APPROVED PROVIDER APPLICATION  
FOR CALENDAR YEAR 2012**

Directions: Please read HR Certification Institute's Approved Provider Programs policies and procedures before applying. If you have any questions, please call the HR Certification Institute at 1.866.898.4724 or 1.703.548.3440 or email [afc@hrci.org](mailto:afc@hrci.org) before you submit your application. Failure to answer all questions and or clearly label any attachments may result in your application being returned.

The Approved Provider application can take up to four weeks to review based on the received date. Once your organization's paper application has been reviewed, all Approved Provider applicants are required to complete Approved Provider training before their organization can become or remain an Approved Provider. Applicants will be notified after their paper application has been processed by email. You will have 30 days to complete the training including an assessment. A score of at least 70% must be achieved. If you do not pass the training the first time, you will have an additional 14 calendar days (from the first training ) to complete the training again. If you do not pass after the second attempt, your application will be denied and you will be refunded your money minus the application fee. Organizations that do not pass the training are required to wait one year before they can reapply.

The Approved Provider webinar training will be emailed AFTER we have received and processed your application.

**ORGANIZATION**

Organization Name:

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Continuing Education/Training Unit or Group:

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Organization's Mission Statement:

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**RESPONSIBILITY AND CONTROL**

**Contact Information**

Contact Person Name and Title:

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Street Address:

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City/State/Zip:

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Phone (include Area Code):

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Fax (include Area Code):

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E-mail:

Organization Internet Address:

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**In completing this application, please include information for each item below. Failure to provide all necessary information may result in a denial of your application.**

**1. SAMPLES OF EDUCATIONAL ACTIVITIES**

- a. Attach a representative listing (3-4 programs) of your HR-related education or training programs.
- b. Attach copies of promotional materials that are representative of your organization for which you will be using our seal.
- c. Please explain HR Certification Institute's definition of Business Management and Strategy, International and California credit based on PHR/SPHR, GPHR and California exam contents.

**2. SYSTEM FOR AWARDING RECERTIFICATION CREDITS**

- a. Please attach a brief description of the system you have in place to calculate recertification credit hours and how you identify participants who complete educational activities.
- b. Please include a copy of your organization's written policy on record retention and record privacy including the name and title of the person responsible for this process.
- c. Please indicate on which of the following documents the "Approved Provider" seal will appear.
 

On-site materials                       Certificate of successful completion
- d. Please indicate the number of years your organization has been conducting continuing education/training: \_\_\_\_\_ Years
- e. Please indicate the total number of HR-related continuing education/training events conducted during the past calendar year: \_\_\_\_\_ Events
- f. Please indicate the total number of HR-related continuing education/training events anticipated in the upcoming calendar year: \_\_\_\_\_ Events
- g. Are your continuing educations or training activities currently approved by another agency or agencies?

Yes     No

If yes, please list those agencies below.

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### 3. LEARNING ENVIRONMENT

- a. Are your programs open to the general public?
- Yes  No
- b. Does your organization ensure that all learning events are held in handicapped accessible locations?
- Yes  No
- c. Does your organization ensure that learning events are held in facilities that are conducive to learning?
- Yes  No
- d. If your organization offers online (i.e. e-learning, webcast) or other distance learning opportunities, please describe method used to track login and participation. Do you ensure that participants are informed before registering for the program of any software, hardware or other technical needs?
- Yes  No

If the answer to questions A-C are no, please provide an explanation on a separate sheet of paper.

### 4. NEEDS IDENTIFICATION

- a. Describe the process used by your organization to assess and identify the needs of target audiences and how that information is used to plan events. Please attach sample forms or data gathering methods used to document the process.
- b. Attach a copy or copies of marketing catalogs that demonstrates that participants are given clear information on the target audience and any prerequisites.

### 5. LEARNING OBJECTIVES

Attach a sample set from two or three programs that demonstrate that learning outcomes are clearly and concisely communicated to learners and potential registrants.

### 6. PLANNING AND INSTRUCTIONAL PERSONNEL

- a. Describe the process your organization uses to identify and screen presenters/instructors to determine if they are competent in the subject matter to be taught, that they understand the learning event's purpose and learning outcomes and that they have knowledge and skills in instructional methods and learning processes.
- b. Describe the process in place used to monitor and provide feedback to instructors.

## 7. CONTENT AND INSTRUCTIONAL MATERIALS

Attach a sample set from two or three programs that demonstrates the interrelationship between established learning outcomes, the course content and the instructional methods and materials used.

## 8. ASSESSMENT OF LEARNING OUTCOMES

Describe the methods of learning assessment commonly used in your organization's programs or courses.

## 9. POST-EVENT EVALUATION

- a. Describe how your organization develops program/course evaluation process during the early planning phases.
- b. Attach course/program evaluations for the course programs used in section 9a of this application form.

## 10. FEES

Please include the \$750 Approved Provider Program fee which includes a \$100 non-refundable application fee. Checks should be made payable to the **HR Certification Institute**, 1800 Duke Street, Alexandria, VA 22314. Please be sure the name of your organization appears on the check. Price subject to change without notice.

<input type="checkbox"/> My check is enclosed      Please charge my: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex	
Card No. _____	Security Code _____
Exp. Date _____	
Please print name as it appears on card: _____	
Signature: _____	Date _____



## Policies Requirements

1. The application fee is \$750. \$100 is a non-refundable processing fee. If we determine that the application does not meet our requirements for an Approved Provider, we will refund \$650— the application fee minus the processing fee.
2. Once your application has been reviewed and approved you will be required to complete and pass a mandatory training program. An email will be sent with instructions.
3. To be eligible for pre-approval, an activity must be open to the public.
4. To be eligible for pre-approval, your submission must include HR learning objectives and the speaker's biography.
5. To be eligible for pre-approval, an activity that is longer than three hours must include a detailed schedule.
6. To be eligible for pre-approval, an activity must contribute to an attendee's HR knowledge. We do not pre-approve an activity for personal development, for example, stress management, time management etc.
7. If your organization is a volunteer organization (association) including a SHRM affiliate chapter/state council you must have a paid administrator as the organization contact when you apply for Approved Provider status and throughout the three-year period.
8. For a webcast to be eligible for pre-approval, the submission must include your organization's process for recording and monitoring an attendee's participation. Archived webcasts must be within two years of the live presentation date and your organization must provide documentation of participation to the attendee.
9. For an e-learning activity to be eligible for pre-approval, a quiz of some type must be part of the activity.
10. For any university classroom or online course to be eligible for pre-approval, the submission must include the syllabus, frequency and duration of each class minus breaks.
11. If an Approved Provider shares its programs with other organizations, it is the responsibility of the organization using the program to submit it for pre-approval credit.
12. As an Approved Provider you must renew your status every three years to maintain your status.

## Monitor Status

1. If we approve your application and you pass the quiz exam you will become an Approved Provider on “monitor” status. This means that your activities will be reviewed for one year from the date that your application is approved to make sure that your organization complies with our policies and procedures. Once the one year “monitor” status is completed, all program submissions will be automatically approved.
2. If your organization changes your contact person, we will return your organization to “monitor” status for at least six months.
3. While your organization is in “monitor” status, we review and approve all activities before you can advertise them as pre-approved.
4. We may deny pre-approval for any activity that you advertise as being “pre-approved” before we approve them.

## Format

1. 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 we define it in our exam content.
2. To be eligible for pre-approval, an activity must not be given at the same time as a meal. The meal must be served, eaten, and cleared before or after the presentation as not to disrupt the presenter and to create the appropriate learning environment.
3. For a panel presentation to be eligible for pre-approval, each panel member must make a presentation. The total panel presentation must be at least 45 minutes.
4. To be eligible for pre-approval, an activity must not be in a game-show or theatre-style format, even if the content is HR related.

## Credit Type

1. In order for an activity to be eligible for business management and strategy credit, any activity you submit must directly tie to the PHR/SPHR exam content. To be eligible for international credit, any activity you submit must directly tie to the GPHR exam content.
2. When we review your activities, we may determine that one or more activity qualifies for a different type of recertification credit. In that case, we will re-assign the credit type. For example, we may change an activity you submitted as “business management and strategy” to “general”.

## Marketing

1. Before we pre-approve an activity, you must limit the language on marketing material to the following:

“This program has been submitted to the HR Certification Institute for review.”

2. You must use the following disclaimer with the “Approved Provider” seal: “The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute’s criteria to be preapproved for recertification credit.”

3. You may not change our “Approved Provider” seal. You may use the seal only with the activity that we reviewed. You may not include the seal on your organization’s homepage or any other website.

4. You may use the Program ID for a pre-approved activity only on a certificate of completion or material given at the activity. You may not use it on a web site, an email, a brochure, or any other marketing material.

## Other

1. We do not pre-approve any activity that focuses on a specific type of software.

2. We do not pre-approve self-study or any type of independent reading, for example book clubs.

3. We do not pre-approve roundtable discussions.

4. We do not pre-approve an exam preparation program or course.

5. We reserve the right to revoke pre-approval if an Approved Provider violates a policy or procedure. In such cases where an Approved Provider is awarding the incorrect type of credit to activities being submitted, we will put the Approved Provider back on “monitor” status, anywhere from six months to one year.

6. We will revoke the Approved Provider status of an organization that continues to violate one of our policies or procedures. When this happens, the organization cannot re-apply for at least one year from the date of revocation.

## Procedures Requirements

1. Once your application has been reviewed and approved you will receive an email indicating that you are required to complete a mandatory training program and pass a

timed-20 minute quiz including 10 questions before your organization can become an Approved Provider. You will have 30 days to complete the training. You must score at least 70% to pass. If you do not pass on your first attempt, you will have 14 calendar days to retake the training and quiz. If you do not pass the second time, we will deny your application and refund your money minus the \$100 processing fee. In addition, you will need to wait one year before you can reapply.

2. You must enter all activities into the organization account prior to the date the activity begins.
3. Submit a conference or multiple-day event for general credit even if you want us to pre-approve some of the sessions for a different type of credit.
4. You will need to re-submit each activity each year even if the activity content stays the same. Activities are valid through December 31 of the same year as the start date of the activity.
5. When you are an Approved Provider no longer on monitor status, you can use a feature that automatically duplicates the activities previously approved within the past 12 months.

#### “Monitor” Status

1. While you are on “monitor” status, submit each activity at least four (4) weeks before you need the seal. This will ensure that you have time to market your program as being “preapproved”.
2. We reserve the right to put an Approved Provider’s account back on “monitor” status if we determine that the organization misunderstands or violates our policies and procedures.

#### Credit Type

1. If we change the recertification type of credit, we will email notification to your organization’s contact person.

#### Marketing

1. The Approved Provider seal applies to all three of our certifications (PHR, SPHR, and GPHR). If an activity is awarded business management strategy or international credit, you must specify this in the language you use with the seal. For example, you might write “The HR Certification Institute has pre-approved this activity for 2.5 business management strategy hours toward PHR, SPHR, and GPHR recertification. If an activity is not awarded business management strategy or international credit, you must specify that in the language you use with the seal. For example, you might write “The HR Certification Institute has pre-approved this activity for general recertification credit.”

## Other

1. To renew your Approved Provider status, submit a renewal application before your Approved Provider status expires, pay the appropriate fee, send us all of the documentation we need to audit your account during renewal as well as complete and pass the mandatory training program.
2. If we revoke an Approved Provider's status, the organization must remove the seal and/or approval language from all program marketing materials, website, etc.