

How to get FREE Recertification Credits Through Your Membership with AAIM Employers' Association



OVERVIEW

All aPHR®/PHR®/SPHR® certified professionals who are employed by a member company of AAIM Employers' Association will be eligible to receive up to 12 recertification credit hours, just for being employed by a member organization. Eligibility is based on the number of years during your recertification cycle employed at a(n) AAIM Employers' Association member organization.

Credits can also be prorated monthly for partial years of employment at a member company or based on the company's number of years as a(n) AAIM Employers' Association member. The following instructions outline how to submit recertification credit hours based on your membership.

TIPS

You may only count the months during your recertification cycle that you were employed by a(n) AAIM Employers' Association member company. You may only claim credit through the current date when information is submitted. You may not submit dates in advance.

We recommend you submit up to three (3) credit hours annually or the total applicable credits at the end of your recertification cycle. Three HR general credits under "Professional Achievement / Professional HR Membership". You can submit these credits if you are employed by a member company throughout your HRCI recertification cycle.

ACCESSING YOUR RECERTIFICATION APPLICATION

STEP 1: LOGIN

Go to hrci.org.

On the top navigation, click on "Have an Account? Login Here."



Have an Account? Login Here



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STEP 2: LOGIN INTO YOUR PROFILE

Sign into your HRCI profile.

“Login” to your existing account by entering your username and password or set-up an account. Click on “Sign-Up.”

Click on “Login”

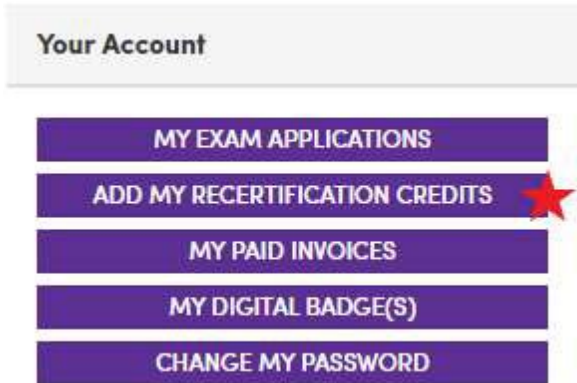
A screenshot of the HRCI login page. At the top is the HRCI logo. Below it are two buttons: "Log In" and "Sign Up". A link for "Need help? info@hrci.org" is centered. There are two input fields: one for an email address (containing "yours@example.com") and one for a password (masked with dots). Below the password field is a link "Don't remember your password?". At the bottom is a large purple button labeled "LOG IN >".

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STEP 3: ADD RECERTIFICATION ACTIVITIES

After you have logged in to your account, click on "Add My Recertification Credits" to add your recertification activities.



STEP 4: Add Activities

Scroll down to the "Current Recertification Hours" section. Click on "Add Activities". A prompt will come up that asks "Did you complete an HRCI pre-approved activity?" Select "No," and then click to continue.

Current Recertification Hours

Total Activity Hours

0/60
Hours

I affirm that I have included one (1) required ethics course toward my recertification credits.

When you add a new activity, (15) carry-over general credits from your previous recertification cycle will automatically be added.

Once you reach maximum credit hours for each category, all additional credit hours are not counted towards the current recertification application. For more information click here

ADD ACTIVITIES

Did you complete an HRCI pre-approved activity?

Yes

No

CONTINUE CANCEL



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ENTERING PROFESSIONAL ACHIEVEMENT CREDITS

You may earn a maximum of three credits per year or nine credits per recertification cycle. These credits are available based solely on the months/years you were employed by a(n) AAIM Employers' Association member company during your recertification cycle.

Under the header called "Professional Achievement," select "Add Activity." Select "Professional HR Membership."

Professional Achievement 40 Credit Maximum [Add Activity](#) ✓

Earn credits for presenting on an HR topic, doing a work-related activity that leads to new HR learning, volunteering HR knowledge and expertise outside of work, conducting primary research on an HR-related topic for publication and/or participating in an HR association. There is a 40-hour recertification maximum for this category. The 40 hours may come from one subcategory or any combination of the five subcategories (except for HR membership).

Professional HR Membership
Up to 12 credits allowed per recertification cycle. Two credits are awarded per full year of HR membership, one credit is awarded for a minimum of six months. When entering your hours in this category, you can only earn credit for the time your professional membership occurred with your recertification cycle

- Examples of national or international HR-related professional associations or societies include (but are not limited to):
 - Japan HR Society (JHRS)
 - Australian Human Resources Institute (AHRI)
 - Mexican Association in Human Resources (AMEDIRH)
 - Chartered Institute of Personnel Development (CIPD)
 - Society for Human Resource Management (SHRM)
 - World at Work
- Local SHRM chapters

Two credit hours are awarded for an entire year of membership. You must be a member for at least six months to earn one credit recertification credit. When entering your hours in this category, you can only earn credit for the time your professional membership occurred with your recertification cycle.

Please note that the bottom sentence indicates that being a professional membership for an entire year is only eligible for 2 credit hours. Because of the arrangement AAIM Employers Association has, you are eligible for 3 credit hours per year.

Scroll to the bottom and click on "Continue".

CONTINUE

CANCEL



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The “Add a new Activity” prompt will open. Enter in all of the information (but leave the URL field as blank).

Add a new Activity

Activity Type *	Professional HR Membership
Provider Name	
Activity Name *	
URL	
Date activity began *	<input type="text"/>
	MM/DD/YYYY
Date activity ended *	<input type="text"/>
	MM/DD/YYYY
Activity Description *	<input type="text"/>
Credit Type *	
Requested Activity Hours *	0
Additional Documentation	<input type="button" value="UPLOAD"/>
Attestation Confirmation *	<input type="checkbox"/> I certify that I attended, hosted, or presented at the activity described above.

Please note that at this step, you will enter in the dates that your organization has been a member of AAIM Employers' Association*. In addition, you can also upload the “Association Membership Verification Form”, at this step (for documentation purposes), or you can leave it blank. This document would potentially be required in the event you are selected for a random audit.

**Please note that the dates your organization has been a member must match with your own recertification cycle dates!*

Under the “Credit Type” you will select “HR”

Under the “Requested Activity Hours” you will enter 3

Click the box on the “Attestation Confirmation” to indicate this is an accurate and true entry

When you are finished, click on, “Add Activity”

