



## HR Florida 2011 Frequently Asked Questions Conference Recertification

Thank you for attending the 2011 HR Florida State Conference and Expo. If you are a certified professional through the HR Certification Institute, this event has been approved for a maximum 14 credits toward your recertification. To assist you in documenting your attendance, listed below are the commonly asked questions we receive about recording recertification credits.

### **Please note:**

- Use Program I/D for general credit only. Do not use if you are recording Strategic or International recertification credit. See instructions below for entering specific credit and additional general credits.
- If you attended all of the concurrent sessions, the Program I/D is pre-approved for total of 14.00 credits.
- The Program I/D is on Page 8 and 42 of the conference program
- A PHR may attend any pre-approved session for Strategic or International credit and receive general credit.

If you have additional questions (not reflected in this FAQ), please feel free to contact us at [certification@hrflorida.org](mailto:certification@hrflorida.org). Thanks and we look forward to seeing you next year!

### **1. How many recertification credits will be awarded for the conference?**

If you attend all of the credit-eligible sessions, including all of the Masters Series sessions, the conference provides a maximum **14** general recertification credits.

### **Specific Credit:**

Strategic Management credits – 13

International credits – 9

### **2. If I attend a pre-conference workshop, do I receive recertification credit?**

Yes, pre-conference workshops have individual Program I/D numbers separate from the conference. The Certification Prep pre-conference workshop is the only sessions not eligible for recertification credit (for obvious reasons).

### **3. If I don't attend all of the sessions, how would I record individual sessions in my recertification file?**

- **Do not enter the Program I/D into your recertification file.**
- General, Strategic Management and International credit sessions, and Masters Series sessions may be listed as separate groups in the "Title and Description of Program" field in your recertification file.
- For each grouped listing, add up the total hours of the sessions attended. (Recertification is awarded on an hour-for-hour basis, up to the quarter hour.)
- Refer to the example at the end of the FAQ's.

### **4. What is the difference between the HR Certification Institute's Recertification Credit Tracker, included the conference program, and the HR Certification Institute's Recertification Credit form?**

- The credit tracker that is included in your conference program is for notating the concurrent sessions that you attended. The HRCI Recertification Credit form inserted in the program is the official record of what sessions have been awarded specific credit or are not eligible for recertification credit. Both forms are to help you track the sessions you attended. You are not required to send these forms to the HR Certification Institute.

#### **5. How much credit is awarded for each session?**

Credit is awarded on an hour-for-hour basis, excluding meals, exhibit hall hours and any non HR-related sessions, such as those considered personal development. That means each regular one-hour concurrent session is 1 recertification credit. Masters Series sessions are worth 2 recertification credits.

<http://www.hrflorida.org/displayconvworkshops.cfm?convnbr=7639>

Click on concurrent sessions (in the right navigation bar) and you can view the individual concurrent sessions and the corresponding recertification credit. NOTE: The official record is the HRCI Recertification Credit form.

#### **6. How do I know which sessions are approved for strategic management or international credit?**

Refer to the HRCI Recertification Credit Tracking form inserted into the conference program for the official credits. You may also log on to the HR Florida website at [www.hrfloridaconference.org](http://www.hrfloridaconference.org).

1. Select Concurrent Sessions from the right hand navigation bar
2. Tracks: Select Strategic Management or International Management
3. Level: Show All

NOTE: The official record is the HRCI Recertification Credit form.

#### **7. If I attend strategic or international credit sessions, how do I record it in my HRCI recertification file?**

- **Do not enter the Program I/D into your recertification file.**
- Strategic Management and International credit sessions, and Masters Series sessions may be listed as separate groups in the "Title and Description of Program" field in your recertification file.
- For each grouped listing, add up the total hours of the sessions attended. (Recertification is awarded on an hour-for-hour basis, up to the quarter hour.)
- Refer to the example at the end of the FAQ's.

#### **8. How do I record Masters Series sessions?**

- Follow the same instructions as #7. Enter in the appropriate credit category.
- **Do not enter the Program I/D into your recertification file.**
- Enter Masters Series sessions attended in the "Title and Description of Program" field in your recertification file.
- For each grouped listing, add up the total hours of the sessions attended. (Recertification is awarded on an hour-for-hour basis, up to the quarter hour.)
- Refer to the example at the end of the FAQ's.

#### **9. I did not attend any Masters Series sessions and I'm submitting all sessions for general credit.**

- **If you attended 12 sessions, enter Program I/D for 12 general credits.**
- **If you attended less than 12 sessions do not enter the Program I/D into your recertification file.** Enter the individual sessions attended. Refer to #3.
- **If you attended more than 12 sessions enter the Program I/D into the recertification file for the regular sessions attended** and then refer to #3 on how to record the additional sessions.

- Refer to the example at the end of the FAQ's.

## 10. How long should I retain the HR Certification Institute's Recertification Credit Tracker and Credit Form?

You may be selected for a random audit. It is your responsibility to retain your (1) registration receipt as attendance verification and both the (2)HR Certification Institute's Recertification Credit Tracker and (3)Credit form as documentation of your attendance for six months following the end of your recertification cycle and submission of your recertification application.

### Example:

Date of Activity	Type of Activity	Title & Description of Program	Educational Institution or Host Organization & Location	Type of Credit	Amount
8/30/2010 – 9/1/2010	Conference Seminars	8/30/2010 9:00-10:00AM, "Are You Keeping Up?" (1) 8/30/2010 1:15-3:30PM, <b>Masters Series</b> "What the C-Suite Wants from HR" (2.25) 8/31/2010 1:00-3:00PM, "Workplace Public Policy: Why HR Needs to be More Proactive in this Debate (2) 9/1/10 7:00AM-9:15AM <b>Master Series</b> "Tomorrow's HR Today" (2.25)	HR Florida State Conference & Expo	Strategic Mgmt	7.5
8/30/2010 – 9/1/2010	Conference Seminars:	8/30/2010 1:30-2:30PM "Going Global with HR Payroll" (1) 8/31/2010 7:00-8:00AM, "How the Global Recession Changes International HR Strategies (1)	HR Florida State Conference & Expo	International	2
8/30/2010 – 9/1/2010	Conference Seminars:	8/30/2010 1:30-2:30PM "Healthcare Reform- Don't Bet Your Career On It" (1) 8/31/2010"Florida Employer Survival Guide-How to Reduce Your Risk of Wage and Hour Law Suits" (1) 9/1 8:30-9:30AM "Recruit, Engage, Retain through Corporate Social Responsibility" (1)	HR Florida State Conference & Expo	General	3