



Dear California State University, East Bay :

Congratulations, HR Certification Institute® (HRCI®) we have approved your renewal application to continue your partnership as an HRCI Approved Provider. We are excited to receive your educational activity/program submissions for review and pre-approval!

Next Steps:

1. You can only claim the Approved Provider Seal once you submit a program and it is approved.
2. To determine whether a program will qualify for specified credit, please refer to the HRCI's [Exam Content Outline\(s\)](#).
3. All marketing/promotional materials must display the following mandatory disclaimer while accompanied by HRCI's official Approved Provider Seal: ***"HRCertification Institute's® (www.HRCI.org) official seal confirms that {Your Company} meets the criteria for pre-approved recertification credit(s) for any of HRCI's eight credentials, including SPHR® and PHR®."***
4. This official seal may be used exclusively for activities that have been pre-approved by HRCI. This approval is valid through 1/31/2022 and is not transferable.
5. For on-site materials or certificates of completion, please use the below prescribed language while accompanying HRCI's Approved Provider Seal.

"This Activity, ID No. "Program ID", has been approved for Units Credit Types recertification credit hours toward aPHR™, aPHRI™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ recertification through HR Certification Institute® (HRCI®)."

Both the prescribed language and the mandatory disclaimer must be used in close proximity to the official Approved Provider Seal.

1. The Activity ID Number is to be exclusively communicated to individuals who have attended the program and cannot be included on general promotional materials. The Activity ID is required as a part of on-site materials or certificates of completion. The Activity ID may not be communicated after the Activity has ended without verification of attendance. Please remind participants to make note of the Activity ID number and use to claim credit for the HRCI Recertification requirements.
2. To print your organization's HRCI Approved Provider certificate, login to your AP account and click on the *Print AP Certificate* button.

Reminder: HRCI reviews submittals in the date-order received. We recommend you submit programs as soon as possible to receive pre-approval.

Again, congratulations on your successful renewal submission and thank you for partnering with HRCI. We look forward to working with you to provide quality continuing educational activities to our mutual customers, HRCI-certified HR professionals.

If you require additional assistance, please contact us at: +1.571.551.6700 or +1.866.898.4724 or via email at AP@hrci.org.

Kind Regards,

The AP Team

