



## HR Florida 2009 Frequently Asked Questions Conference Recertification

Thank you for attending HR Florida 2009 State Conference and Expo. If you are a certified professional through the HR Certification Institute, this event has been approved for a maximum 14.75 credits toward your recertification. In order to assist you in documenting your attendance, listed below are the commonly asked questions that we receive about recording recertification credits.

### **Please note:**

- Use Program ID for general credit only.
- The Program I/D is a pre-approved total for 13.75 credits. HR Florida entered into a partnership with Right Management. We felt it was important for our attendees in transition to add an HR Connections session. This concurrent session is offered at the same as credit eligible sessions. If you opted to attend a credit eligible session in the time slot, enter that session manually as instructed below. See #6.

### **Program addendums:**

Opening General Session with Dr. Christine Dumas is eligible for 1 general recertification credit. This session was approved after the printing of the program and it is not listed on the Credit Tracking form in your conference program. The session is included in the overall credits associated with the Program I./D.

The conference program lists the time for Tim Sanders, Masters Series session on Tuesday, August 18, 2009 as 1:00PM – 3:00PM. The correct time is 1:00PM to 3:15PM. The HR Certification Institute Recertification Credit form does have the correct time.

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 do I know the number of recertification credits that 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 **14.75** general recertification credit.

### **Specific Credit:**

Strategic Management Credits – 11.50

Strategic or International Credit – 2.0  
International Credits – 4.0

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

Yes, pre-conference workshops have their own Program ID number separate from the conference. The only pre-conference workshop that does not receive recertification credit is the Certification Prep Course (for obvious reasons).

**3. If I didn't attend all of the sessions, how would I record individual sessions?**

**Do not enter Program ID into the recertification record.**

Strategic Management, International and Masters Series sessions must be listed individually. See example at the end of the FAQ's.

General credit sessions may be listed as a group with a grand total of all general sessions.

Refer to the sample at the end of the FAQ's.

**4. How do I know how much credit is awarded for a 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 that each regular one-hour concurrent session is 1 recertification credit. Masters Series sessions are worth 2.25 recertification credits.

If you login to the HR Florida website ([www.hrflorida.org](http://www.hrflorida.org)), click on concurrent sessions (in the right navigation bar) and you can view the individual concurrent sessions and the corresponding recertification credit.

The HR Certification Institute's Credit Tracking form inserted in your conference program is the official credit awarded for Strategic Management, International Management and Masters Series sessions. In the middle of your conference brochure is the "Recertification Credit Tracker" to record all sessions attended.

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

Refer to the HRCI Recertification Credit Tracking form for the official credits. You may also logon to the HR Florida website at [www.hrflorida.org](http://www.hrflorida.org).

1. Select Concurrent Sessions
2. Tracks: Select Strategic Management or International Management
3. Level: Show All

**6. If I attended general, strategic, or international sessions, how do I record it? (Each session has to be listed separately.)**

**Do not enter Program ID into the recertification record.** To submit some of the conference sessions for strategic or international management credit, you will need to enter all sessions individually.

Enter the conference name and dates where prompted. List the session titles, dates, times and HRCI recertification credit awarded where prompted for the session title.

General credit sessions may be listed as group with a grand total of all general sessions.

Please refer to the example at the end of the FAQ's.

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

Follow the same instructions as recording strategic management sessions. Enter each Masters Series session attended as a separate entry. **Do not enter Program ID into the recertification record.** Refer to the example at the end of the FAQ's.

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

**Do not enter the program ID into the recertification record.** General sessions may be grouped into one entry. Enter the number of general credit hours.

Please refer to the example at the end of the FAQ's.

### **9. 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 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.

### **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 both the HR Certification Institute's Recertification Credit Tracker and Credit form as documentation of your attendance for six months following the end of your recertification cycle.

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**Example:**

<b>Date of Activity</b>	<b>Type of Activity</b>	<b>Educational Institution or Host Organization &amp; Location</b>	<b>Type of Credit</b>	<b>Amount</b>
8/17/2009 – 8/19/2009	Conference Seminars: 8/17/2009 9:00-10:00AM, "Creating HR Metrics that Matter"	HR Florida State Conference	Strategic Mgmt	1

8/17/2009 – 8/19/2009	Conference Seminars: 8/17/2009 1:15-3:30PM, <b>Masters Series</b> “Relationships for Leadership Revenue and Growth”	HR Florida State Conference	Strategic Mgmt	2.25
8/17/2009 – 8/19/2009	Conference Seminars: 8/18/2009 8:30-9:30AM, “The U.S. Workforce; Ways to Understand It and Leverage It”	HR Florida State Conference	Strategic Mgmt Or International	1
8/17/2009 – 8/19/2009	Conference Seminars: 8/18/2009 1:00-2:00PM, “Corporate Rockstars: Transforming Creativity Into Profits”	HR Florida State Conference	Strategic Mgmt	1
8/17/2009 – 8/19/2009	Conference Seminars: 8/17/2009 9:00-10:00AM “Who’s Next? Job Matching Profiling for Effective Planning”; 8/18/2009 10:30-11:30AM “Stories from the Road-Lessons for Small Business”	HR Florida State Conference	General	2
8/17/2009 – 8/19/2009	Conference Seminars: 8/19/2009 10:00AM-12:15PM, <b>Masters Series</b> , “It’s Not About the Grind”	HR Florida State Conference	General	2.25