

HR Certification Institute – Certification Core Leadership Area  
4/15/2010 Webinar – “Getting Programs Pre-Approved for Credit”  
Text of Question & Answer Session

**When will PowerPoint slides be available for print? I'd like to add the presentation to our SOP Manual.**

The PowerPoint slide deck is available in the Volunteer Leaders' Resource Center (VLRC) at [www.shrm.org/vlrc](http://www.shrm.org/vlrc). Select “Webcasts for Volunteers” on the left navigation pane. Then, scroll down to HR Certification Institute. In addition to the slide deck you will also find a link to the recorded webinar.

**Can we ask the HR Certification Institute to re-review a program they denied for Strategic Credits?**

Yes, you can ask us to review your program again. Please respond to the denial email with any additional information. Please make sure you address the reason(s) for the denial.

**Are we able to sign as the chapter when requesting pre-approval for a program?**

Each chapter has a username and password. If you are the contact, you need to login using the chapter's information.

**Do the approval e-mails state which type of credits (strategic / general) was approved?**

Yes, the e-mails state the title, dates, credit hours and sample language and the seal.

**Will the screens for program submission change with the new website?**

No, the submission process/screens will remain the same after the website changes.

**Can you forward information on setting up and conducting certification study groups?**

At the current time, a guide to establishing and/or conducting certification study groups is not available. However, this could be a great topic for a discussion at the state level and could be led by your state council certification director. Other chapters in your state may already have a study group in place and your fellow chapter certification directors may be happy to share their “how to” experience with you.

**How would I submit a program for a different organization that only does this once in a while?**

If this chapter does not have an account set up, you need to create one for them at [www.hrci.org/hrciprovideronline](http://www.hrci.org/hrciprovideronline). Once you have created a profile, you can login and begin submitting programs.

**If they cannot use the program ID, how will they be able to get credit for part of an all day session?**

Individuals who seek specified credit at a conference should submit the hours in their online account without a Program ID number. HR Certification Institute will keep a copy of the session grid and recertification template on file. Both forms will list what has already been reviewed and approved for specified credit.

**When getting approval for an ongoing program that will be offered more than once in a year, will the initial seminar be approved if it occurs within four weeks of submission for approval?**

HR Certification Institute requires programs be submitted at least four weeks in advance. If you submit a program within four weeks, we will review it but we cannot guarantee it will be reviewed before the start date.

**For a round table program, must the tables discuss the same topic as the minimum 15 minute presentation?**

No, you do not have to discuss the same topic.

**Can you tell us where to find the link to the flyer regarding strategic programs you spoke about at the beginning of the webinar?**

The flyer can be found at <http://www.hrci.org/recertification/stmgt/smcredit/>.