



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 13.50 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.

The Program ID is for general credit only when you have attended all credit eligible sessions including all of the Masters Series.

If you have additional questions (not reflected in this FAQ), please feel free to contact us at 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 **13.50** general recertification credit.

Specific Credit:

Strategic Management Credits – 11.50

Strategic or International Credit – 2.0

International Credits – 4.0

Inserted in your conference program is the HR Certification Institute's "Recertification Credit Tracking Form", which includes the Program ID.

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), 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.

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. How long should I retain the HR Certification Institute's Recertification Credit Tracking form?

You may be selected for a random audit. It is your responsibility to retain the HR Certification Institute's Recertification Credit Tracking Form as documentation of your attendance for six months following the end of your recertification cycle.

Example:

Date of Activity	Type of Activity	Educational Institution or Host Organization & Location	Type of Credit	Amount
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, Masters Series "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, Masters Series, “It’s Not About the Grind”	HR Florida State Conference	General	2.25
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