

The session “**Using Technology to Streamline Business**” is approved for *1.25 Business credits with HRCI*. If you attended this session, you can claim that credit by following the instructions below provided by HRCI. You will make two entries for the conference – one for the session with business credit (1.25 hours) and one for the remainder of sessions for the balance of the general credits (11 hours). **Do not use the Activity/Program ID number for the conference.**

Instructions from HRCI

When logged into your profile, click on “Add My Recertification Activities”

1. When the new page opens, note your cycle dates in the upper left hand corner and the credit gauge in the middle of the page.
2. Under the Credit gauge, click on **Add Activities**.
3. A window will appear, asking if you completed a pre-approved activity. Click **No** and **CONTINUE**.
4. A new window will appear and tell you to Select the Activity Type you wish to add your activity to. For any conference, look at the first category, **Instructor-led Continuing Education**. Click on **Add Activity**.
5. Click the circle for **Conference/Symposium**, then scroll down and click on **Continue**.
6. A new window will open with a form for you to complete. First, submit your *business credit*.
 - a. Title the activity: “*Conference Name – Business Credit*”.
 - b. Complete the rest of the form. To award business credit, we must have the title of the business sessions. You can attach a list as a document or you can past a list of the business sessions in the Activity Description field.
 - c. Without a list of the business session titles, the activity may only be awarded general credit.
 - d. Complete the form, click the attestation and then **Continue**.
 - e. You will see the activity added to the list of Submitted Activities in your record.
 - f. Create another entry to get *general credit* for the balance of the conference sessions.
 - g. Click Add Activity,
 - h. “Did you complete an HRCI pre-approved activity?” – Click **No** and **CONTINUE**.
 - i. A new window will appear and tell you to Select the Activity Type you wish to add your activity to. For any conference, look at the first category, **Instructor-led Continuing Education**. Click on **Add Activity**.
 - j. Click the circle for **Conference/Symposium**, then scroll down and click on **Continue**.
 - k. A new window will open with a form for you to complete. Now, submit your general credit. It is the same process as for business credit, exception you are **NOT** required to provide the titles of the general sessions.

I hope this has been helpful. If you need additional assistance, please feel free to contact HRCI by phone at 1-866-898-4724 or visit us online at www.hrci.org.