Understanding PHR, SPHR, and GPHR recertification
What is the PHR, SPHR, and GPHR?

- Each certification widely recognized in the HR Industry, by HRCI, and by SHRM

- Like the “CPA of HR”

- Varying levels
How to recertify

- Accumulate 60 credit hours of HR-related **continuing education activities** every three years to keep the certification active.

- PHR
  - 60 general in three years

- SPHR
  - 45 general in three years
  - 15 strategic in three years

- GPHR
  - 30 general in three years
  - 30 global in three years
Recertification credits and overlap

- SHRM applies up front for credits with your provided information.
  - General credits apply to PHR
  - Strategic credits apply to SPHR/PHR
  - Global credits apply to GPHR

  **Note:** If we applied for Global and Strategic credits up front we could get both (assuming the topic content was pre-approved for both). Then the topic could attract all three audiences (PHR, SPHR and GPHR).

  **Note:** If we applied (and were pre-approved) for Global Credits we can automatically apply these to general credits (similar to how strategic credits would work that way). Then the topic could attract two audiences (PHR and GPHR). SPHR also requires
Recertification Credits

With permission of HRCI:
- General – typically the easiest to obtain
- Strategic – harder to obtain
- Global – harder to obtain

Why?
- SPHR/GPHR certification credits harder to get and more prestigious (so are these certifications)
- Recertification credits only awarded to topics that are more “rich” in the right kinds of HR subject-content
- Not as easy to find topics that qualify for strategic and/or global credits
Recertification Credits

- So when you submit your presentation content consider this:
  
  - The more information you provide us about the HR Body of Knowledge the better positioned we are to get strategic/global credits.

  - Strategic and global credits will incent larger and different audiences to attend your presentation.
## Minimum requirements to test

<table>
<thead>
<tr>
<th><strong>PHR ELIGIBILITY</strong></th>
<th><strong>SPHR ELIGIBILITY</strong></th>
<th><strong>GPHR ELIGIBILITY</strong></th>
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<tbody>
<tr>
<td>• 1 year of demonstrated professional (exempt-level) HR experience with a master’s degree or higher</td>
<td>• 4 years of demonstrated professional (exempt-level) HR experience with a master’s degree or higher</td>
<td>• 2 years of demonstrated global professional (exempt-level) HR experience with a master’s degree or higher</td>
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<tr>
<td>• 2 years of demonstrated professional (exempt-level) HR experience with a bachelor’s degree</td>
<td>• 5 years of demonstrated professional (exempt-level) HR experience with a bachelor’s degree</td>
<td>• 3 years of demonstrated professional (exempt-level) HR experience (with 2 of the 3 being global HR experience) with a bachelor’s degree</td>
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<tr>
<td>• 4 years of demonstrated professional (exempt-level) HR experience with less than a bachelor’s degree</td>
<td>• 7 years of demonstrated professional (exempt-level) HR experience with less than a bachelor’s degree</td>
<td>• 4 years of demonstrated professional (exempt-level) HR experience (with 2 of the 4 being global HR experience) with less than a bachelor’s degree</td>
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Recertification Credits – two birds with one stone

- About credits
  - If you qualify for strategic/global credits this could benefit PHR/SPHR/GPHR certified professionals and attract larger audiences to your talk (since they are harder to find).

- What begins to qualify for credit?
  - See HR body of knowledge on the next page
HR Body of Knowledge - categories

- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management

The PHR/SPHR test on these categories, but the SPHR pulls most from Strategic Management.

The GPHR focuses on similar issues but only if they deal on a global/international scale.
Does your content qualify?

HRCI asks:

- Can I connect the activity to one of the responsibility or knowledge statements found in the HR exam content for my certification?

- Does the activity add to my knowledge of the HR profession?

- Does the activity focus on my professional development rather than my personal development?
  - (For example, topics such as “How to Reduce Stress,” “Developing Your Network for Success,” “Personal Dynamics” do not qualify.)
HR Body of Knowledge – Strategic Management

- Defined
  - Developing, contributing to, and supporting the organization’s mission, vision, values, strategic goals, and objectives
  - Formulating policies; guiding and leading the change process
  - Evaluating HR’s contributions to organizational effectiveness.
Strategic Management

- Interpret information from financial/accounting, business development, marketing, sales, operations, and information technology, in order to contribute to the development of the organization’s strategic plan.

- Interpret information from external sources related to the general business environment, industry practices and developments, technological developments, economic environment, labor pool, and legal and regulatory environment, in order to contribute to the development of the organization’s strategic plan.

- Participate as a contributing partner in the organization’s strategic planning process.

- Establish strategic relationships with key individuals in the organization to influence organizational decision-making.
Strategic Management

- Establish relationships/alliances with key individuals and organizations in the community to assist in achieving the organization’s strategic goals and objectives.

- Develop and utilize metrics to evaluate HR’s contributions to the achievement of the organization’s strategic goals and objectives.

- Develop and execute strategies for managing organizational change that balance the expectations and needs of the organization, its employees, and all other stakeholders.

- Develop and align the organization’s human capital management plan with its strategic plan.

- Facilitate the development and communication of the organization’s core values and ethical behaviors.
Strategic Management

- Reinforce the organization’s core values and behavioral expectations through modeling, communication, and coaching.

- Develop and manage the HR budget in a manner consistent with the organization’s strategic goals, objectives, and values.

- Provide information for the development and monitoring of the organization’s overall budget.

- Monitor the legislative and regulatory environment for proposed changes and their potential impact to the organization, taking appropriate proactive steps to support, modify, or oppose the proposed changes.

- Develop policies and procedures to support corporate governance initiatives (for example, board of directors training, whistleblower protection, code of conduct).
Strategic Management

- Participate in enterprise risk management by examining HR policies to evaluate their potential risks to the organization.

- Identify and evaluate alternatives and recommend strategies for vendor selection and/or outsourcing (for example, HRIS, benefits, payroll).

- Participate in strategic decision-making and due diligence activities related to organizational structure and design (for example, corporate restructuring, mergers and acquisitions [M&A], off shoring, divestitures).

  **SPHR ONLY**

- Determine strategic application of integrated technical tools and systems (for example, HRIS, performance management tools, applicant tracking, compensation tools, employee self-service technologies).
Workforce Planning and Employment

- Defined

  - Developing, implementing, and evaluating sourcing, recruitment, hiring, orientation, succession planning, retention, and organizational exit programs necessary to ensure the workforce’s ability to achieve the organization’s goals and objectives.
Workforce Planning and Employment

- Ensure that workforce planning and employment activities are compliant with applicable federal, state, and local laws and regulations.

- Identify workforce requirements to achieve the organization’s short- and long-term goals and objectives (for example, corporate restructuring, M&A activity, workforce expansion or reduction).

- Conduct job analyses to create job descriptions and identify job competencies.

- Identify and document essential job functions for positions.

- Establish hiring criteria based on job descriptions and required competencies.
Workforce Planning and Employment

- Analyze labor market for trends that impact the ability to meet workforce requirements (for example, SWOT analysis, environmental scan, demographic scan). **SPHR ONLY**

- Assess skill sets of internal workforce and external labor market to determine the availability of qualified candidates, utilizing third party vendors or agencies as appropriate.

- Identify internal and external recruitment sources (for example, employee referrals, online job boards, résumé banks) and implement selected recruitment methods.

- Evaluate recruitment methods and sources for effectiveness (for example, return on investment [ROI], cost per hire, time to fill).

- Develop strategies to brand/market the organization to potential qualified applicants.
Workforce Planning and Employment

- Develop and implement selection procedures, including applicant tracking, interviewing, testing, reference and background checking, and drug screening.

- Develop and extend employment offers and conduct negotiations as necessary.

- Administer post-offer employment activities (for example, execute employment agreements, complete I-9 verification forms, coordinate relocations, schedule physical exams).

- Implement and/or administer the process for non-U.S. citizens to legally work in the United States.
Workforce Planning and Employment

- Develop, implement, and evaluate orientation processes for new hires, rehires, and transfers.

- Develop, implement, and evaluate retention strategies and practices.

- Develop, implement, and evaluate succession planning process.

- Develop and implement the organizational exit process for both voluntary and involuntary terminations, including planning for reductions in force (RIF).

- Develop, implement, and evaluate an AAP, as required.
Human Resource Development

Defined

- Developing, implementing, and evaluating activities and programs that address employee training and development, performance appraisal, talent and performance management, and the unique needs of employees.

- Designing such programs to ensure that the knowledge, skills, abilities, and performance of the workforce meet current and future organizational and individual needs.
Human Resource Development

- Ensure that human resource development programs are compliant with all applicable federal, state, and local laws and regulations.

- Conduct a needs assessment to identify and establish priorities regarding human resource development activities. **SPHR ONLY**

- Develop/select and implement employee training programs (for example, leadership skills, harassment prevention, computer skills) to increase individual and organizational effectiveness. Note that this includes training design and methods for obtaining feedback from training (e.g., surveys, pre- and post-testing).
Human Resource Development

- Evaluate effectiveness of employee training programs through the use of metrics (for example, participant surveys, pre- and post-testing). **SPHR ONLY**

- Develop, implement, and evaluate talent management programs that include assessing talent, developing talent, and placing high-potential employees. **SPHR ONLY**

- Develop/select and evaluate performance appraisal process (for example, instruments, ranking and rating scales, relationship to compensation, frequency).

- Implement training programs for performance evaluators. **PHR ONLY**

- Develop, implement, and evaluate performance management programs and procedures (for example, goal setting, job rotations, promotions).

- Develop/select, implement, and evaluate programs (for example, flexible work arrangements, diversity initiatives, repatriation) to meet the unique needs of employees. **SPHR ONLY**
Total Rewards

- Defined

- Developing/selecting, implementing, administering and evaluating compensation and benefits programs for all employee groups that support the organization’s strategic goals, objectives, and values.
Total Rewards

- Ensure that compensation and benefits programs are compliant with applicable federal, state, and local laws and regulations.

- Develop, implement, and evaluate compensation policies/programs and pay structures based upon internal equity and external market conditions that support the organization’s strategic goals, objectives, and values.

- Administer payroll functions (for example, new hires, deductions, adjustments, terminations).

- Conduct benefits programs needs assessments (for example, benchmarking, employee survey).
Total Rewards

- Develop/select, implement/administer, and evaluate benefit programs that support the organization’s strategic goals, objectives, and values (for example, health and welfare, retirement, stock purchase, wellness, employee assistance programs [EAP], time-off).

- Communicate and train the workforce in the compensation and benefits programs and policies (for example, self-service technologies).

- Develop/select, implement/administer, and evaluate executive compensation programs (for example, stock purchase, stock options, incentive, bonus, supplemental retirement plans). SPHR ONLY

- Develop, implement/administer, and evaluate expatriate and foreign national compensation and benefits programs. SPHR ONLY
Employee and Labor Relations

Defined

- Analyzing, developing, implementing/administering, and evaluating the workplace relationship between employer and employee, in order to maintain relationships and working conditions that balance employer and employee needs and rights in support of the organization’s strategic goals, objectives, and values.
Employee and Labor Relations

- Ensure that employee and labor relations activities are compliant with applicable federal, state, and local laws and regulations.

- Assess organizational climate by obtaining employee input (for example, focus groups, employee surveys, staff meetings).

- Implement organizational change activities as appropriate in response to employee feedback.

- Develop employee relations programs (for example, awards, recognition, discounts, special events) that promote a positive organizational culture.
Employee and Labor Relations

- Implement employee relations programs that promote a positive organizational culture.

- Evaluate effectiveness of employee relations programs through the use of metrics (for example, exit interviews, employee surveys).

- Establish workplace policies and procedures (for example, dress code, attendance, computer use) and monitor their application and enforcement to ensure consistency.
Employee and Labor Relations

- Develop, administer, and evaluate grievance/dispute resolution and performance improvement policies and procedures.

- Resolve employee complaints filed with federal, state, and local agencies involving employment practices, utilizing professional resources as necessary (for example, legal counsel, mediation/arbitration specialists, and investigators).

- Develop and direct proactive employee relations strategies for remaining union-free in non-organized locations.

- Participate in collective bargaining activities, including contract negotiation and administration. **SPHR ONLY**
Risk Management

Defined

- Developing, implementing/administering, and evaluating programs, plans, and policies which provide a safe and secure working environment and to protect the organization from liability.

- Ensure that workplace health, safety, security, and privacy activities are compliant with applicable federal, state, and local laws and regulations.
Risk Management

- Identify the organization’s safety program needs.

- Develop/select and implement/administer occupational injury and illness prevention, safety incentives, and training programs. **PHR ONLY**

- Develop/select, implement, and evaluate plans and policies to protect employees and other individuals, and to minimize the organization’s loss and liability (for example, emergency response, evacuation, workplace violence, substance abuse, return-to-work policies).
Risk Management

- Communicate and train the workforce on the plans and policies to protect employees and other individuals, and to minimize the organization’s loss and liability.

- Develop and monitor business continuity and disaster recovery plans. Communicate and train the workforce on the business continuity and disaster recovery plans.

- Develop internal and external privacy policies (for example, identity theft, data protection, HIPAA compliance, workplace monitoring).

- Administer internal and external privacy policies.
HRCI website

- The Human Resource Certification Institute
  - Decides on what qualifies vs. what does not qualify for credits.

- **Click here** for a searchable directory of events that qualify for credits.

- **Click here** for a link to the recertification handbook.
Approved Credit/Provider Program

- **Click here** for info on the approved provider program
  - If you are submitting many programs for pre-approval.

- **Click here** for info on the approved credit program.
  - If you are occasionally submitting programs each year for pre-approval.
Exam Content

- Click here for PHR exam content
- Click here for SPHR exam content
- Click here for GPHR exam content
- Click here for California Certification exam content
So...when giving a talk remember...

- How does my content fit in?
  - How rich is it within the body of HR Knowledge?

- Strategic credits are really good because they apply to both PHRs and SPHRs

- Global credits are really good as they are very hard to get and may apply to the PHR, SPHR and GPHR recertification needs
So...when giving a talk remember....

- Topics are presented to the HRCI in advance of the talk being given.

- The HRCI screens the presentation materials against the HR Body of Knowledge and assigns general, strategic or global credits accordingly.

- Credits are a great way to promote your speech and attract larger audiences!
Thanks for your time!