

**36<sup>th</sup> CONGRESS CREDITS GUIDE**

*RCH? CPE? HRCI? Here is what it all means and what you need to know!*

I have an FPC or CPP and need RCHs	I am a CPA and need CPE Credits	I am an HR Professional and need HRCI Credits
<p><b>Who needs RCHs?</b> Recertification Credit Hours (RCHs) are for those who hold the Fundamental Payroll Certification (FPC) or the Certified Payroll Professional (CPP) designation. In order to maintain the FPC or CPP designation, certificants must either earn Recertification Credit Hours (RCHs) or retake the respective certification examination.</p>	<p><b>Who needs CPE credits?</b> Continuing Professional Education (CPE) credits are for those who are <b>Certified Public Accountants (CPAs)</b>. In order to maintain the CPA designation, certificants must earn CPE credits.</p>	<p><b>Who needs HRCI credits?</b> The HR Certification Institute (HRCI) has several certifications for HR professionals. In order to maintain the HRCI designation(s), certificants must earn HRCI credits. The designations include: aPHR, PHR, PHRca, SPHR, GPHR, PHRI, and SPHRI.</p>
<p><b>How can I earn RCHs from Congress workshops?</b></p> <ol style="list-style-type: none"> <li>1. <b>Log in</b> to the APA website to select the workshops you attend (see below for instructions). RCHs will be awarded based on your <i>final</i> workshop selections.</li> <li>2. A radio frequency identification (RFID) chip embedded in your badge will automatically track each workshop and General Session you attend. Wear your badge to all workshops and general sessions you attend.</li> <li>3. <b>Complete</b> the daily and overall Congress evaluations. <ul style="list-style-type: none"> <li>➤ <i>Daily</i> evaluations are <u>sent nightly via email</u> during Congress week. You may complete the daily evaluations at <a href="http://www.wynjade.com/apa18/CEU.com">www.wynjade.com/apa18/CEU.com</a>. The <i>overall</i> evaluation is sent via email the week after Congress.</li> </ul> </li> </ol>	<p><b>How can I earn CPE credits from Congress workshops?</b></p> <ol style="list-style-type: none"> <li>1. <b>Log in</b> to the APA website to select the workshops you attend (see below for instructions). CPE credits will be awarded based on your workshop attendance and after completing all conference evaluations.</li> <li>2. A radio frequency identification (RFID) chip embedded in your badge will automatically track each workshop and General Session you attend. Wear your badge to all workshops and general sessions you attend.</li> <li>3. <b>Complete</b> the daily and overall Congress evaluations. <ul style="list-style-type: none"> <li>➤ <i>Daily</i> evaluations are <u>sent nightly via email</u> during Congress week. You may complete the daily evaluations at <a href="http://www.wynjade.com/apa18/CEU.com">www.wynjade.com/apa18/CEU.com</a>. The <i>overall</i> evaluation is sent via email the week after Congress.</li> </ul> </li> </ol>	<p><b>How can I earn HRCI credits from Congress workshops?</b></p> <p>Most of the APA Congress sessions have been approved for HRCI credits (up to 31 credits).</p> <ol style="list-style-type: none"> <li>1. Review the Activity Documentation Form for details (see page 2).</li> <li>2. Login to your HRCI profile at <a href="https://www.hrci.org/login">https://www.hrci.org/login</a></li> <li>3. Click on My Recertification link to Add Activity under the Continuing Education: Pre-Approved Activities section.</li> </ol>
<p><b>Leadership Excellence Series</b> Follow the above steps <b>and attend all workshops within</b> the Leadership Excellence Series to receive a certificate of completion.</p>	<p><b>Leadership Excellence Series</b> Follow the above steps <b>and attend all workshops within</b> the Leadership Excellence Series to receive a certificate of completion.</p>	<p><b>Leadership Excellence Series</b> Follow the above steps <b>and attend all workshops within</b> the Leadership Excellence Series to receive a certificate of completion.</p>
<p><b>When will I receive my RCHs?</b> RCHs will be applied to your APA record and transcript <b>6-8 weeks</b> after Congress. RCHs (only for CPP and FPC recertification) will be awarded based on your final workshop selections and after completing all conference evaluations.</p>	<p><b>When will I receive my CPE credits?</b> CPE Certificates will be emailed to you <b>6-8 weeks</b> after Congress. CPE credits (applicable only for CPA renewal) will be awarded based on your workshop attendance and after completing all conference evaluations.</p>	<p><b>When will I receive my HRCI credits?</b> For all questions about earning HRCI credit hours for the approved Congress sessions, <b>please contact HRCI directly at <a href="mailto:recertification@hrci.org">recertification@hrci.org</a></b>.</p>
<p><b>RCH Questions? Contact APA.</b> Email <a href="mailto:certification@americanpayroll.org">certification@americanpayroll.org</a></p>	<p><b>CPE Questions? Contact APA.</b> Email <a href="mailto:certification@americanpayroll.org">certification@americanpayroll.org</a></p>	<p><b>Questions? Contact HRCI.</b> Email <a href="mailto:recertification@hrci.org">recertification@hrci.org</a></p>

**How do I make workshop selections?**

1. Log in to our website at [www.americanpayroll.org](http://www.americanpayroll.org), then select Conferences>Congress>Workshops. Next, click "Attendees click here to select workshops."
2. Next, click on the link that reads "Click Here to Enter Workshop Selections."
3. As you select your workshops, be sure to select all luncheons and events that you will be attending to ensure you are properly accommodated. This web-based workshop selection process automatically adjusts available workshop selections when you choose a double session.
4. Complete and submit your selections by selecting "Save Workshop Registration Information."

## 345225 - APA 36th Annual Congress

Activity ID:	345225
Activity Type:	Conference
Start Date:	5/15/2018
End Date:	5/19/2018
Total Credit:	31
Credit Type(s)	HR (General)

### Instructions for submitting this activity for recertification credit:

1. Login to your profile at <https://hrci.org/login>
2. Click the My Recertification link
3. Review your progress dashboard and requirements
4. Find the Continuing Education: Pre-Approved Activities section of your learning plan
5. Click **Add Activity**
6. Enter the Activity ID and click **Search**
7. Click **Select** next to the activity title
8. Enter the Start and End Dates that you attended the activity\* and click **Next**
9. Review the activity details, agree to the attestation and click **Submit**

\* Because some activities are ongoing throughout the year, the Start and End Dates are left intentionally blank.

If you have questions about earning credit hours for this activity, please contact:  
[recertification@hrci.org](mailto:recertification@hrci.org).