

## HRCI (Human Resource Certification Institute) Approved Courses

### Re-Certification Credits for PHR and SPHR Designations

The following courses and seminars conducted by The Employers Association have been approved for HRCI recertification credit. Those designated as “strategic” count for strategic hours towards the SPHR recertification.

Course/Seminar Name	Re-Certification Credit Hours
Accounting & Finance for the Non-Financial Manager	6.5
Affirmative Action Compliance	4.0
ADA/FMLA/Workers' Compensation	3.0
Americans with Disabilities Act	3.0
Alternative Staffing Arrangements	2.0
Change in the Organization	3.0
COBRA/HIPAA Administration	
COBRA Compliance Workshop	3.0
Conducting Performance Appraisals	3.0
Communication	2.75
Creative Solutions to Absence Management	3.0
Current Developments in Section 125 Plans	2.0
Delegation	2.75
DiSC Interpersonal Skills/Understanding Work Behavior Styles	3.0
Discipline and Recognition	3.0
Documentation: Tales from the File Zone	6.0
Documentation: Just the Facts	3.0
EEO Briefing	1.5
EEO-1 Report Compliance	2.0
EEO and The Law for Managers & Supervisors	2.75
Employee Benefits Update	3.0
Employment Benefits: The Basics	6.0
Employment Law Workshop	7.0
Employment Agreements	3.0
Employing Temporaries –Don't Make Mistakes!	3.0
Employment Selection and Interviewing	6.0
Employee Handbooks	3.0

<b>Course/Seminar Name</b>	<b>Re-Certification Credit Hours</b>
Family and Medical Leave Act	2.5
Fringe Benefits, the IRS, and You	3.0
Fundamentals of Compensation	6.0
Gold of the Desert Kings	3.0
Handling Workers' Compensation Claims in NC	3.0
Workers' Compensation – the Insurance Perspective	3.0
HIPAA...Are You Doing It Right?	1.5
How to Keep Your Company Out of Court	3.5
HR Essentials	12.0
HR Management I	12.0
HR Management II	12.0
HR Management III	12.0
Immigration Update	3.0
Internet Applicants and Record Keeping	1.5
Introduction to Situational Leadership II (Strategic)	6.0
Managing & Resolving Conflict	5.5
Maintaining a Union Free Work Environment	3.0
Organized Labor Update	3.0
Pandemic Planning...Are You Prepared?	2.0

