



35th 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>Who needs RCHs? 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>Who needs CPE credits? Continuing Professional Education (CPE) credits are for those who are Certified Public Accountants (CPAs). In order to maintain the CPA designation, certificants must earn CPE credits.</p>	<p>Who needs HRCI credits? 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>How can I earn RCHs from Congress workshops?</p> <ol style="list-style-type: none"> 1. Log in 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. 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. 3. Complete the daily and overall Congress evaluations. <ul style="list-style-type: none"> ➤ <i>Daily</i> evaluations are sent nightly via email during Congress week. You may complete the daily evaluations at www.wynjade.com/apa17/CEU.com. The <i>overall</i> evaluation is sent via email the week after Congress. 	<p>How can I earn CPE credits from Congress workshops?</p> <ol style="list-style-type: none"> 1. Log in to the APA website to select the workshops you attend (see below for instructions). CPE credits will be awarded based on your <i>final</i> workshop selections. 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. 3. Complete the daily and overall Congress evaluations. <ul style="list-style-type: none"> ➤ <i>Daily</i> evaluations are sent nightly via email during Congress week. You may complete the daily evaluations at www.wynjade.com/apa17/CEU.com. The <i>overall</i> evaluation is sent via email the week after Congress. 	<p>How can I earn HRCI credits from Congress workshops?</p> <p>Most of the APA 35th Congress sessions have been approved for HRCI credits (up to 25 credits).</p> <ol style="list-style-type: none"> 1. Download the HRCI Recertification Credit Form for a full list of approved courses and detailed instructions: www.americanpayroll.org/congress/congress-workshops/ 2. Follow the instructions to submit your activities directly to HRCI for recertification.
<p>Women in Leadership Program Follow the above steps and attend all workshops within the Women in Leadership Program to receive a certificate of completion.</p>	<p>Women in Leadership Program Follow the above steps and attend all workshops within the Women in Leadership Program to receive a certificate of completion.</p>	<p>Women in Leadership Program Follow the above steps and attend all workshops within the Women in Leadership Program to receive a certificate of completion.</p>
<p>When will I receive my RCHs? RCHs will be applied to your APA record and transcript 6-8 weeks 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>When will I receive my CPE credits? CPE Certificates will be sent to you 6-8 weeks 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>When will I receive my HRCI credits? For all questions about earning HRCI credit hours for the approved 35th Congress sessions, please contact HRCI directly at recertification@hrci.org.</p>
<p>RCH Questions? Contact APA. Email certification@americanpayroll.org</p>	<p>CPE Questions? Contact APA. Email certification@americanpayroll.org</p>	<p>Questions? Contact HRCI. Email recertification@hrci.org</p>
<p>How do I make workshop selections?</p> <ol style="list-style-type: none"> 1. Log in to our website at www.americanpayroll.org, then click the Congress icon on the Member Welcome page. Next, click "Attendees click here to view or 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." 		