



**Professional Human Capital Leader in Education
(pHCLE)
Recertification Handbook
Policies and Procedures**

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Why Recertify?

Change in the field of PK-12 school HR is constant. Ongoing education and professional development further strengthen your competencies in this profession. Your success as an HR leader depends on staying abreast of new developments. Recertification demonstrates your dedication to yourself, your profession, and your district. Keep your pHCLE certification active by recertifying every three years.

Recertification Requirements

The Professional Human Capital Leaders in Education (pHCLE) requires all certified PK-12 school HR professionals to recertify every three years. Recertification can be obtained by engaging in professional development activities that are aligned with the HCLE Professional Standards. These standards focus on four main categories: Performance Excellence, Strategic Staffing, Talent Management & Development, and Culture & Total Rewards.

To Recertify:

- Earn 60 professional development points (PDPs) within your three-year certificate cycle. All recertification activities must have taken place in your three-year certification cycle. Your certification dates are printed on your certificate.
- Submit your [Recertification Application](#) along with the signed [Recertification Tracking Guide](#) before or on the end date printed on your certificate.

OR

- Retake and pass the certification exam at the end of your three-year recertification cycle.

Recertification Timeline:

Your certification cycle dates are printed on your certificate. It is your responsibility to keep track of your recertification due date. As a certified pHCLE, you must complete and submit your PDPs within your three-year recertification cycle or retake the certification exam. Once your recertification request has been approved, your next three-year recertification cycle will begin from your existing end date. If you complete your recertification cycle early, your end date will not change.

Note about PDPs:

Only PDPs earned within the cycle dates will be accepted. Any unused PDPs completed within your current certification cycle cannot be carried over to the next cycle. PDPs completed after your application has been submitted but before your next cycle start date cannot be carried forward to your next certification cycle.

Recertification Application Fee

AASPA Member	\$150.00
Non-AASPA Members	\$250.00
AASPA Member Late Submission Fee	\$250.00
Non-AASPA Member Late Submission Fee	\$350.00

pHCLE Credentialing Exam Cost AASPA Member	\$300.00
pHCLE Credentialing Exam Cost Non-AASPA Member	\$550.00
pHCLE Certificate or Pin Re-Issue Fee	\$25.00

Recertification Application Process

1. Record and document your recertification activities using the **Recertification Tracking Guide**. Sometimes, a session’s title will be enough to ensure alignment with one of the HCLE Standards. When the title is unclear (for instance, “How to Float Their Boat”), you must provide a session description. When in doubt, please provide both. **NOTE: Your recertification activities must have occurred within your three-year certification cycle.**
2. Submit your **Recertification Application** along with payment. If your application and payment or PO is not received by the last day of your current certification cycle, you will be required to pay the late submission fee.
3. Mail, Fax or Email your **signed Recertification Tracking Guide** form to the AASPA offices:
 American Association of School Personnel Administrators
 7285 W. 132nd St., Ste 100,
 Overland Park, KS 66213
 Email: aaspa@aaspa.org
4. You will receive a confirmation email once we receive your Recertification Application. We will contact you again after we have received your Recertification Tracking Guide. AASPA reviews applications only if they have been submitted with payment.
5. Please allow 3-5 weeks for the application review process to be complete. If your application is incomplete or denied, you will receive an email stating the reasons your recertification was not accepted. When we ask for more information, we will give you a deadline for when you must respond. Your application will not be approved if you do not meet the deadline. Typical reasons a recertification application is not approved include:
 - Your application did not meet the minimum requirements.
 - Some or all of your professional development activities did not align with the HCLE Standards.
 - Your documentation did not include enough information to verify the professional development activity aligned with one of the HCLE Standards. (please include a course or session description with each entry to avoid this.)
 - If there are no issues with your application and tracking guide, you will receive a new pHCLE certificate with new certification dates.

Tips on Submitting Professional Development Points

- You may begin earning recertification credit hours immediately after you have received your official pHCLE certificate from AASPA. Use the provided **Recertification Tracking Guide** to record your activities.
- Attend pre-approved activities - this guarantees the activity will be accepted. To view a list of pre-approved activities, go to <https://aaspa.org/hcle-pre-approved-activities/>. While not required, it is recommended that all professional development activities be submitted to AASPA as pre-approved events or programs.
- Keep track of your professional development activities. In the event your application is selected for audit, you

must provide proof of attendance, including dates and session descriptions. Acceptable forms of documentation include a copy of the registration confirmation, payment receipt, presentation, agenda, blog posting or attendance certificate, course descriptions from the host organization, publications, and/or onsite program book.

- List each SESSION you attend, not just the entire event. For instance, if you attended a non-approved conference, you must report each session you attended and ensure the subject matter is aligned with one of the HCLE Standards. Credit is not given for time spent in the exhibit hall, meals or breaks.
- If you attend an event pre-approved through AASPA, you will only need to provide the approval code for the event. You will not be required to list each session individually.

Top Four Reasons Professional Development Activities Are Not Approved

1. The activity is a personal activity, not professional development. Activities that focus on personal development are not eligible for recertification credit. Common examples include How to Minimize Stress in Your Life, Dressing for Success, and Personal Branding Tips.
2. The session does not align with one of the HCLE Standards.
3. The activity took place outside your three-year certification cycle. All continuing education must take place in your certification cycle.
4. Not enough information was provided to align the activity with the HCLE Standards. Titles of sessions often don't provide enough information for application reviewers to know whether the activity relates to the Standards. When in doubt, provide session descriptions to show how the activity aligns with one of the Standards.

Types of Recertification Professional Development Activities

- You are not required to have educational activities in all HCLE Standards. However, the activity must align with one of the HCLE standards.
- Of your 60 PDPs during your three-year certification cycle, up to **seven points per cycle** may be for professional affiliation - memberships and service.
- Activities may be face-to-face events, webinars (both live and on-demand), classes, presenting individual sessions, or publishing articles.
- College credit is acceptable. Documentation can include course syllabus, unofficial transcript, grade report or other course material.
- All AASPA Conferences, Workshops, Webinars, and Membership attended/joined will be pre-approved for credit. You will still need to list them on your form.
- Participation in the Executive Human Capital Leader in Education (eHCLE) Certification program can be used to meet your full 60 points for the recertification cycle.

Recertification Activity Categories and Subcategories

You can obtain PDPs through any combination of the following activities:

Recertification Activities	Maximum Credit Available
Pre-Approved Program	No Maximum

Instructor-Led Continuing Education	No Maximum
Self-Directed Learning	30 Point Maximum per recertification cycle
Instruction/Presenting	20 Point Maximum per recertification cycle
Professional Affiliation/Membership and Service	7 Point Maximum per recertification cycle
Participation in the eHCLE Certification Program	60 Point per recertification cycle

All recertification activities must be PK-12 school HR industry related in order to count towards your recertification requirements. In general, if an activity can be related to the Human Capital Leaders in Education Standards and it adds to the certification holder’s knowledge of the PK-12 school HR field, recertification credit will be awarded. You are not required to have activities in each of the HCLE Professional Standards.

Self-Directed Learning includes activities that have no formal structure or instructor such as being mentored or coached and documentation must be provided as to how the activity improved your PK-12 school HR knowledge. Points will be awarded on an hour-for-hour basis. A letter from the mentor/coach with specific learning outcomes and notes will be an acceptable form of documentation.

Professional Development/Growth Examples

The pHCLE certification program recognizes the value of continuing professional development through lifelong learning, contributing to the development the PK-12 school HR profession through leadership activities such as presentations, writing and education, as well as providing your time and services to help support PK-12 HR organizations.

The following are examples of pre-approved recertification activities and their point value:

Recertification Continuing Education Activity	Point Value
Attendance at an AASPA Annual Conference, Boot Camp or Summit Session	1 hour = 1 point
Presenter at an AASPA Annual Conference, Boot Camp or Summit	1 hour = 3 points
Publishing a Professional Development article in an AASPA Publication	2 points
Publishing a Professional Development article in a state/national Publication	2 point
Blog Posting	1 point
Attendance at an AASPA Webinar	1 points
Presenter for an AASPA Webinar	2 points
Attendance at any webinar, event or conference	1 hour = 1 point

Presenter at any event or conference	1 hour = 3 points
College Credit Course (To receive recertification credit for college coursework, 15 points/semester or you must pass the course with a grade of "C" or better.)	10 points/3 credit hours
Assistance in pHCLE development	up to 20 points

Please note:

- Credits may be recorded in one-half point increments.
- Points will only be awarded for the first time a presentation is given or an article is published.
- Points will not be given for attending and presenting the session.

Professional Affiliations - Memberships and Service

The pHCLE certification program recognizes the value of joining a community of like-minded PK-12 school HR professionals which can expose you to new ideas and broaden your perspective. We also recognize the value of providing your time and services to support affiliate organizations, which help develop your leadership skills.

Affiliation	Point Value
AASPA Membership	1 point per year
Membership to your State Affiliate	1 point per year

Membership in other organizations whose primary focus is HR	1 point per year
AASPA Executive Board officer	3 point per year
AASPA Committee Chair/Co-Chair position	1 point per year
State Affiliate Executive Board officer	2 point per year

Please note:

- You must be a member for a minimum of six months to earn recertification credit.
- There is a maximum of 7 points for membership and services per certification cycle.

Recertification Audit

In order to maintain the integrity of the pHCLE certification program, a certain percentage of recertification applications are randomly selected for audit. If you are selected for our audit, you will be notified immediately. You will be required to verify, with supporting documents, the activities and PDPs listed on your signed Recertification Tracking Guide. Auditing requires individuals to provide additional information, which includes proof of attendance,

HCLE Standard to which the activity relates, program provider, session titles, descriptions, locations, dates, and clock hours. Many professional development activities will help you do your job better or comply with district policies, and it's important that you participate in these activities. If the activity does not specifically align with one of the Human Capital Leaders in Education Standards, it will not count for recertification credit. Should your application be selected for an audit, it will not be considered complete until documentation of all activities listed has been provided. Since the audit selection process is random, keep all supporting documents for reference until the application is fully processed and approved. Additional information and instructions will be provided when your application is selected for the audit process.

Failure to Recertify

Your pHCLE credential may be revoked if you do not meet the 60 PDP requirement minimum for the three-year recertification cycle or if you are unable to provide supporting documentation when audited. If you fail to recertify at the end of the three-year recertification cycle, you will be required to reapply and successfully pass the current version of the pHCLE certification exam to regain the use of your credentials.

Late Submission/Suspended Status

Recertification applications are due on the credential holder's cycle end date. Should you fail to submit your Recertification Application and Recertification Tracking Guide by that date, you will have 30 days to do so before your credential expires. You may not use the 30-day grace period to accumulate PDPs. A non-refundable late fee for AASPA Members and non-members, in addition to the recertification application fee, will be due at the time of submission. During this 30-day grace period, your credentials will be placed in suspended status. During this time, AASPA cannot verify your credentials to current or potential employers. Once you successfully recertify, your active credential status will be reinstated.

Expired Status

The certification of a credential-holder who does not submit a recertification application by the submission date, who does not comply with an audit or who does not complete the required PDPs within the three-year cycle is considered expired. This status means you are no longer certified and may not represent yourself as such.

Hardship Extension Status

AASPA will review hardship cases with extenuating circumstances that may prevent a credential holder from attaining the required PDPs in the three-year recertification cycle. Examples of hardship include a serious personal health condition, long-term unemployment, death or serious illness of an immediate family member, and military deployment. In the instance of hardship, the request must be made in writing 30 days prior to the credential holder's recertification end date. Please include an explanation of the hardship and send a request to aaspa@aaspa.org.

Retired Status

A credential-holder who is actively certified, has held the pHCLE certification status for a minimum of three years and retires from the profession may apply for retired status. A credential-holder who plans to continue working in the district part-time, consulting, lecturing at a college or university, or engaging in other similar work is not considered retired and is not eligible for retired status. Professionals awarded the retired status who later decide to re-enter the PK-12 school HR profession will have the retired status removed and must retake the qualifying exam. Credential

holders awarded the retired status must add the word “Retired” after their earned designation. A retired status credential holder will not be required to submit recertification credits.

To request and use the retired status, please complete the following steps:

1. Send a letter of your intent to retire, including your name, address, certification cycle, name of your district/company, and the date of your retirement. AASPA reserves the right to contact employers to verify retirement.
2. Pay a one-time processing fee of \$150 via check or credit card. Payment must be received before the retired status will be considered.
3. Once your retired status is confirmed, update your credentials on all social media with the word “Retired” after your designation.

Request for Appeal

If your recertification application is denied, you have one opportunity within 14 calendar days of the notice to appeal the application decision. This appeal process is the applicant's opportunity to clarify or provide additional explanation of any items that were disallowed or found not to meet requirements by the reviewers. Appeals are not permitted for applications in which information was misrepresented. Applications containing fraudulent or willfully misrepresented information will permanently disqualify the credential holder’s status.

Appeals must be submitted in writing to the AASPA Office at aaspa@aaspa.org and include the reason for the appeal, the date of the certification cycle, relevant supporting materials not previously submitted, and the applicant's contact information. Receipt of the request will be acknowledged via email within five business days of receipt. The request will be reviewed within ten business days, and a determination will be provided. The determination will be final.

eHCLE Certification/Re-Certification

eHCLE recertification will not be required. eHCLE holders must maintain their pHCLE certification through recertification every three years. Participation in the initial eHCLE program will satisfy all recertification requirements for your pHCLE until the next recertification cycle. Recertification of your pHCLE will include your eHCLE. If an individual decides not to renew their pHCLE, their eHCLE will also expire.

Maintaining Your Contact Information

AASPA makes every effort to keep the most current contact information for pHCLE credential holders. If you change your marital status, move, change jobs, or update your title or contact information, please let us know! Email aaspa@aaspa.org with any updates.

Questions or Comments?

The recertification process is a crucial component of maintaining your professional certification. If you have any questions or comments or simply need additional assistance in completing your recertification, please contact us at:

American Association of School Personnel Administrators

7285 W. 132nd St., Ste 100

Overland Park, KS 66213

aaspa@aaspa.org

Phone: 913.327.1222

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