

PROFESSIONAL HUMAN CAPITAL LEADERS IN EDUCATION
(pHCLE)
2018 Recertification Handbook
Policies and Procedures



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pHCLE Recertification - Why Recertify?

It is important for certified professionals to continually update their PK-12 school HR knowledge and competencies. When you became certified, you showed your commitment to the PK-12 school HR profession, but in a profession where change is constant, your success depends on your continued dedication to excellence. Recertification allows you to demonstrate that dedication to your profession, district and yourself, as well as to stay on top of the rapidly changing PK-12 school HR field through education and professional development. The Professional Human Capital Leaders in Education (pHCLE) requires all certified PK-12 school HR professionals to recertify every three years, either by testing again or by accumulating the required recertification points through professional development, achievement or memberships.

pHCLE Recertification Requirements

PK-12 school HR leaders will obtain recertification 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.

pHCLE certification holders must:

- Submit a recertification application after earning 60 professional development points (PDPs) within a three-year recertification cycle that ends on the last day of the credential holder's three-year cycle date. ***All recertification activities must have taken place in your three-year certification cycle.***
or
- Retake and pass the certification exam at the end of the three-year recertification cycle.

Recertification Timeline

As a certified pHCLE, you must complete and submit your PDPs within your three-year recertification cycle or retake the certification exam. It is your responsibility to keep track of your recertification due date. Your certification expiration date may be found on your certificate.

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. 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. Only PDPs earned within the cycle dates will be accepted.

Recertification Application Fee

AASPA Member	\$100.00
Non-AASPA Members	\$150.00
AASPA Member Late Submission Fee	\$200.00
Non-AASPA Member Late Submission Fee	\$300.00
pHCLE Credentialing Exam Cost AASPA Member	\$275.00
pHCLE Credentialing Exam Cost Non-AASPA Member	\$295.00
pHCLE Certificate or Pin Re-Issue Fee	\$25.00

If renewing by mail, payment, including any applicable late fees, must be included. If renewing online, you will receive an invoice for the applicable fee. Payment will be required prior to the approval of your application. The application fee is nonrefundable, even if your application is not approved.

Recertification Application Processing

- You must record your recertification activities and submit documentation. Sometimes, a session's title will be enough to insure the alignment with one of the HCLE Standards. When the title is not clear (for instance, "How to Float Their Boat"), you will also need to provide a session description. When in doubt, please provide both.
- All of your recertification activities must have taken place within your three-year certification cycle.
- AASPA reviews applications once they have been submitted with payment.
- Once you submit your application (via the online form), you will receive an email letting you know that we have received it. We will contact you again after the review of your application. Please allow 3-5 weeks for the application review process to be complete. Applications received on or before the cycle end date are considered on-time. Applications received after the certification cycle end date will be considered late. Additional late fees will apply.
- 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. If you do not meet the deadline, your application will not be approved. Typical reasons a recertification application is not approved include:
 - ❖ Your application did not meet the minimum requirements.
 - ❖ Some or all of your continuing education activities did not align with the HCLE Standards.
 - ❖ Your documentation did not include enough information to verify the continuing education aligned with one of the HCLE Standards. (to avoid this, please include a course or session description with each entry.)
- When your application is approved, you will receive a new certificate in the mail that will show your new certification cycle dates. Your new certification dates will start where your previous cycle ended.

Tips on Submitting Continuing Education Activities

1. You may begin earning recertification credit hours immediately after you have received your official pHCLE certificate from AASPA.
2. 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/>.
3. List each SESSION you attend, not just the entire event. For instance, if you attended a non pre-approved conference, you will need to report each session you attended and make sure 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.
4. If you attend an event that has been pre-approved through AASPA, you may enter the “code” given for the entire event. You will not be required to list each session individually.

Top Four Reasons Continuing Education Activities Are Not Approved

1. The continuing education 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.

Submitting Your Professional Development Points

Step 1 - Keep track of your professional development activities, including dates, as you complete them.

A copy of the receipt, presentation, agenda, blog posting or attendance certificate are all acceptable forms of documentation.

Step 2 - Use the provided “Recertification Tracking Guide” to record your activities. A link to the form will be provided with your initial certificate.

Step 3 - After you have earned all 60 PDPs that fall under the requirements for approval, submit your application and application fee, including any applicable late fees, to AASPA at 11863 W. 112th Street, Suite 100 - Overland Park, KS 66210. To access the pHCLE Recertification Application go to: <https://aaspa.org/human-capital-leaders-education/>

Please Note: While not required, it is recommended that all professional development activities be submitted to AASPA as pre-approved events or programs.

Recertification Activities

- You must document a total of 60 points 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.
- The subject matter of the activities must relate to one of the Human Capital Leaders in Education Standards.
- You must provide proof of attendance, including dates and a session description for each activity. For activities that are pre-approved, you will only need to provide the approval code. Proof of attendance includes: registration confirmation, payment receipt and/or certificate of completion. For college credit, course syllabus, unofficial transcript, grade report or other course material are acceptable forms of documentation.
- Your documentation can also include: course descriptions from the host organization, publications and/or onsite program book.
- You are not required to have educational activities in all of the HCLE Standards.
- All AASPA Conferences, Workshops, Webinars and Membership that you have attended/joined will be pre-approved for credit. You will still need to list them on your form.

Recertification Activity Categories and Subcategories

For recertification you must accumulate the required professional development points during the three-year certification cycle. You can obtain credit hours 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

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.

Continuing Education/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 = 1.5 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	1 point
Blog Posting	1 point
Attendance at an AASPA Webinar	1.5 points
Presenter for an AASPA Webinar	2 points
Attendance at a non-AASPA webinar, event or conference	1 hour = 1 point
Presenter at a non-AASPA event or conference	1 hour = 2 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

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 both attending and presenting the same session.

Professional Affiliations - Membership 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

Must be a 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 recertification application. 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, plan to keep all supporting documents for reference until the application has been fully processed and approved. Additional information and instructions will be provided to you at the time 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 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 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 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 \$100 non-refundable late fee for AASPA Members and a \$150 non-refundable late fee for AASPA Non-Members, in addition to the recertification application fee will be due at the time of submission. During this 30-day grace period, your credential will be placed in suspended status. During this time, AASPA will not be able to 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 to attain the required PDPs in the three-year recertification cycle. Examples of hardship includes a serious personal health condition, long-term unemployment, death or serious illness of an immediate family member and military deployment. In the instance of a 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 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 any 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:

- 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.
- Pay a one-time processing fee of \$150 USD via check or credit card. Payment must be received before the retired status will be considered.
- 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 to not meet requirements by the reviewers. Appeals are not permitted for applications in which information was misrepresented. Applications containing fraudulent or willfully misrepresented information will result in permanent disqualification of 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, 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.

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, changes 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

11863 W 112th Street, Suite 100

Overland Park, KS 66210

aaspa@aaspa.org

Phone: 913.327.1222

Fax: 913-327-1223

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