

2016 Continuing Education Credits

Leadercast offers several options for continuing education units (CEU's). Details have been provided below outlining the credits offered through Leadercast event attendance. Please note one or more of these options may apply to you and your site so please read all information carefully.

Option 1: General CEU Credits through Georgia College and State University (GCSU)

- Georgia College and State University is offering **4 nationally accredited credit hours or .4 CEU's** for participation in the Leadercast event.
- Attendees must sign in during the event to prove their attendance. **Sign in will ONLY be available through our Leadercast app**, which will be available for download in April. (If you are unable to access the app, please see troubleshooting below.)
- The cost for General CEUs is \$10 that will be paid through the app. *NOTE: Your attendee contact hours will ONLY be recorded when attendees complete the form on the Leadercast app and pay the \$10 fee.*
- After registering their attendance through the app and paying the \$10 fee, attendees will be emailed a CEU Certificate of Attendance from GCSU, within six weeks.

Option 2: Human Resources (SHRM/HRCI) recertification credits

- Leadercast is recognized by SHRM to offer 4.5 Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM.
- Leadercast offers 6 (HR (General)) recertification credit hours toward California, GPHR, PHRi, SPHRi, PHR and SPHR recertification through the HR Certification Institute (HRCI).
- Attendees must sign in during the event to prove their attendance. **Sign in will ONLY be available through our Leadercast app** that will be available for download in April. (If you are unable to access the app please see troubleshooting below.)
- The cost for HRCI/SHRM CEUs is free.
- Within three weeks following the event, Leadercast will provide a certificate with an activity code directly to the registered attendees along with instructions on how to obtain credit.
- It is the attendee's responsibility to login to their respective accounts and utilize this code in order to obtain their CEU credits.
- For more information about certification or recertification, please visit the HR Certification Institute and/or Society of Human Resources Management websites at www.hrci.org and <http://www.shrm.org> respectively. The pre-approval recertification is used worldwide.

HRCI recertification credits – Specific to attendees, the following information details how to claim CEU credit post event

- Attendees should login to their profile at <https://hrci.org/login>
- Click the My Recertification link
- Review your progress dashboard and requirements
- Find the Continuing Education: Pre-Approved Activities section of your learning plan
- Click *Add Activity*
- Enter the Activity ID and click *Search*
- Click *Select* next to the activity title
- Enter the Start and End Dates that you attended the activity* and click *Next*
- 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.

SHRM recertification credits – Specific to attendees, the following information details how to claim CEU credit post event

- Attendees should login to their profile
<https://portal.shrmcertification.org/Login.aspx?ReturnUrl=%2fProfile%2fDefault.aspx>
- From your account homepage, select “Add PDCs” as illustrated below.
- Select the recertification category that you would like to enter in your activity for.
- Either enter an Activity ID in the field named “Activity ID Number” and select “Search” OR add an activity without an Activity ID by providing the details listed below and clicking “Submit”

Option 4: General Letter of Participation, Certificate of Professional Development, & Event Curriculum

- Leadercast offers **4 hours of professional development**.
- Attendees may take these documents to their individual accrediting associations in order to achieve credit independently. *Leadercast is not responsible for the acceptance of credit hours by any association outside of those outlined in this document though many additional associations will accept a letter of participation to award continuing educational credit.*
- Attendees must sign in during the event to prove their attendance. **Sign in will ONLY be available through our Leadercast app**, which will be available for download in April. (If you are unable to access the app, please see troubleshooting below.)
- The cost is free.
- Within three weeks following the event, Leadercast will provide a certificate directly to the attendee along with speaker and event information.
- It is the attendee’s responsibility to take this information to their respective accrediting bodies to request continuing education credits.

On-Demand:

- On-Demand attendees must also sign in during the event to prove their attendance. **Sign in will ONLY be available through our Leadercast app**, which will be available for download in April. (If you are unable to access the app, please see troubleshooting below.)

Rebroadcasts:

- Rebroadcast host sites have the ability to offer CEU’s from May 6, 2016 – December 31, 2016.
- Any Rebroadcast done after December 31, 2016 will not qualify for CEU credits.
- Attendees must sign in during the event to prove their attendance. **Sign in will ONLY be available through our Leadercast app** that will be available for download in April. (If you are unable to access the app, please see troubleshooting below.)
- The cost is free.
- Within three weeks following the event, Leadercast will provide the appropriate certificate and/or activity codes directly to the registered attendees along with instructions on how to obtain credits.
- It is the attendee’s responsibility to login to their respective accounts and utilize their code or certificate in order to obtain their CEU credits.

Event Day Sign-In Troubleshooting:

- If you have any app related issues please visit www.leadercast.com/ceu to sign in and verify your attendance (link will NOT be active until May 6, 2016).
- You must sign in via the Leadercast app or link in order to obtain CEU credits.