



# RCH POLICY (RCHs)

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PayrollEdge Learning Academy (PayEdge Academy) is committed to maintaining the standards set forth by the PayrollOrg (PAYO) for Recertification Credit Hours (RCHs). This policy outlines the requirements for earning and awarding RCHs for qualifying courses and webinars

## I. RCH ELIGIBILITY

- ❖ Only designated classes and webinars qualify for RCH credit.
- ❖ Any RCH-approved session will display the RCH logo during registration.
- ❖ Not all classes or webinars will qualify for RCH credit; non-credit events will be clearly noted.

## II. ATTENDANCE REQUIREMENTS

To receive RCH credit for an event, participants must:

- ❖ Log in under their own name for the full duration of the event.
- ❖ Participating in ALL required polls, quizzes, or knowledge checks during the session.
- ❖ For online trainings participants must be active for 50 minutes of a 60 minute course
- ❖ Meet any additional participation criteria outlined in the event description.
- ❖ RCH certificates will only be issued if all participation requirements are met.

## III. ATTENDANCE RECORD RETENTION

PayEdge Academy will retain attendance records for all RCH-approved events for a minimum of 6 years, in accordance with PAYO requirements.

## IV. ISSUING RCH CERTIFICATES

- ❖ Certificates will be emailed to qualifying participants within 10 business days of the event.
- ❖ Certificates will include the course title, date, RCH value, and PayEdge Academy's provider number.
- ❖ Participants who need a replacement RCH certificate must email [support@payedgeacademy.com](mailto:support@payedgeacademy.com).



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## V. EVENT FEEDBACK

- ❖ At the conclusion of each RCH-approved class or webinar, a feedback survey will be sent to all participants.
- ❖ Survey participation is encouraged to help improve the quality of PayEdge Academy programs and may be shared with presenters for their professional development.