

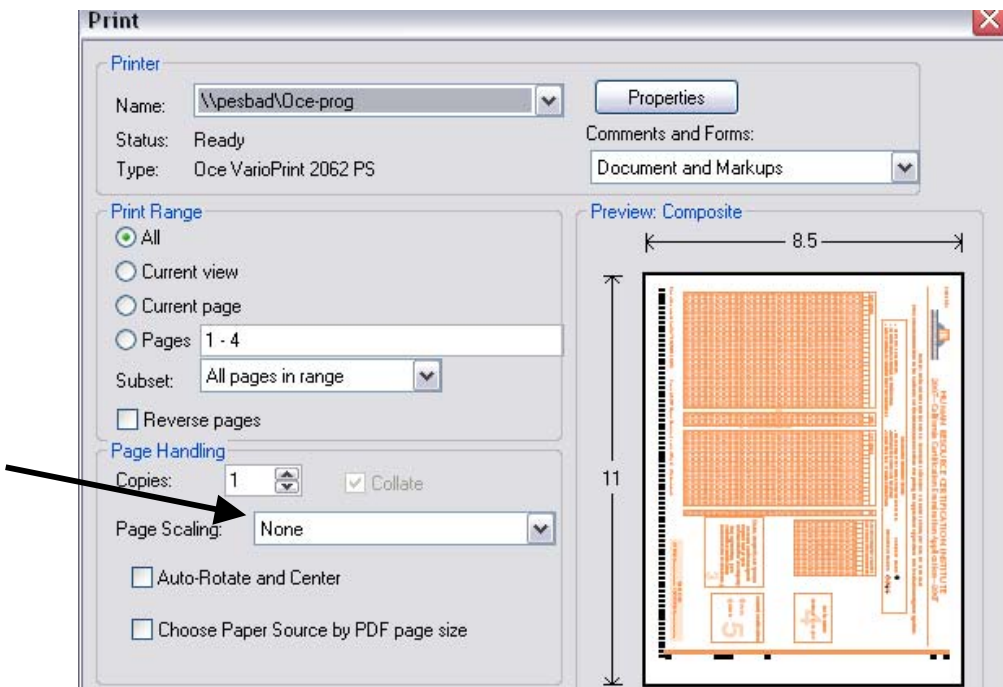
## **Printing the Scannable Application Form – a PDF File**

**FOLLOWING THESE INSTRUCTIONS IS EXTREMELY IMPORTANT! IF THEY ARE NOT FOLLOWED EXACTLY, IT IS LIKELY THAT YOUR APPLICATION WILL BE RETURNED TO YOU, DELAYING THE ENTIRE APPLICATION PROCESS.**

### **1 –Download the 7.0 or greater version of Adobe PDF reader**

To print the scannable application form which is a PDF file, it is recommended that you download and use 7.0 or greater version of the Adobe PDF reader. The 7.0 or greater version of Adobe will automatically default your printing options Page Scaling to “NONE” so please don’t override the printing option or rotate the page because your application will not scan.

If you are not able to download the 7.0 or latest Adobe PDF reader you may use an earlier version, make sure that Page Scaling is set to “None” as illustrated below.



### **2 –Determine color of application you will need – color or black and white**

Two color versions of the Scannable Application Form PDF are available – one for printing in black and white; the other for printing in color, depending on the type of printer you have.

### **3 – Print application only after reading ALL of these instructions carefully.**

The 7.0 or greater version of Adobe will automatically default your printing options for Page Scaling to “NONE” so please do not override the printing option or rotate the page because your application will not scan properly.

#### **4 – Complete the scannable form**

Once you have printed the scannable application form, please follow the instructions found on the first page of the scannable application. It is your responsibility to follow these instructions for completing the scannable form. Failure to follow these instructions properly will result in your application being rejected and returned to you. It is your responsibility to make sure your application is complete and postmarked by the deadline specified in the *Candidate Handbook and Application*.

**Do Not Forget!** Along with the scannable application form, you must also submit the following if required:

- Please mail your completed HR Work Experience Documentation/Student Verification Form or any other supporting documentation to PES along with the application fee.

**Please note:** Professional Examination Service and HRCI look forward to receiving your application to sit for a PHR/SPHR/GPHR examination postmarked no later than the published deadline. However, submitting an incomplete application or a scannable application form that has not been correctly printed could delay processing your application in time for you to sit for the examination.

#### **5 – To print the scannable application form - click the link below for the appropriate color.**

SPHR/PHR/GPHR/CALIFORNIA **Color**

SPHR/PHR/GPHR/CALIFORNIA **BW**