

How to Download and Print an HR Certification Institute Paper Exam Application

Printing the application:

- **Select the appropriate application.**
- **Before printing, make sure your print settings are properly configured.**
 - **Set Page Scaling to “Reduce to Printer Margins”**
 - **“Auto-Rotate and Center” should be checked**
 - **“Choose Paper Source by PDF Page Size” should be checked**
- **Print application in black and white only. Color copies cannot be processed and will be returned.**

Completing the application:

- **Fill in the application using #2 pencil or black or blue ink pen.**
- **Use upper case letters.**
- **Fill in check boxes completely; do not mark outside the box.**
- **To avoid delays in processing, make sure all required fields are completed.**
- **Do not staple your application pages together.**

Mail the completed application to:

**HR Certification Institute-Exam Apps
P.O Box 79932
Baltimore, Maryland USA 21279 – 0932**