

# HR CERTIFICATION EXAM ELIGIBILITY REQUIREMENTS IN 2011

## PHR® SPHR® GPHR®

The eligibility requirements for the Professional in Human Resources (PHR®), Senior Professional in Human Resources (SPHR®) and Global Professional in Human Resources (GPHR®) exams are changing starting with the May/June 2011 exams.

The last PHR, SPHR and GPHR exams to be administered under current eligibility requirements are during December 2010–January 2011 exam administration.

PHR EXAM ELIGIBILITY REQUIREMENTS IN 2011	CURRENT PHR EXAM ELIGIBILITY REQUIREMENTS
<ul style="list-style-type: none"><li>• Minimum of <b>1 year</b> of demonstrated professional (exempt-level) HR experience with a <b>master's degree</b> or higher.</li><li>• Minimum of <b>2 years</b> of demonstrated professional (exempt-level) HR experience with a <b>bachelor's degree</b>.</li><li>• Minimum of <b>4 years</b> of demonstrated professional (exempt-level) HR experience with <b>less than a bachelor's degree</b>.</li></ul>	<ul style="list-style-type: none"><li>• Minimum of two years of professional (exempt-level) HR experience.</li><li>• At least 51% of your daily work activities are within the HR function.</li></ul>
SPHR EXAM ELIGIBILITY REQUIREMENTS IN 2011	CURRENT SPHR EXAM ELIGIBILITY REQUIREMENTS
<ul style="list-style-type: none"><li>• Minimum of <b>4 years</b> of demonstrated professional (exempt-level) HR experience with a <b>master's degree</b> or higher.</li><li>• Minimum of <b>5 years</b> of demonstrated professional (exempt-level) HR experience with a <b>bachelor's degree</b>.</li><li>• Minimum of <b>7 years</b> of demonstrated professional (exempt-level) HR experience with <b>less than a bachelor's degree</b>.</li></ul>	<ul style="list-style-type: none"><li>• Minimum of two years of professional (exempt-level) HR experience.</li><li>• At least 51% of your daily work activities are within the HR function.</li></ul>
GPHR EXAM ELIGIBILITY REQUIREMENTS IN 2011	CURRENT GPHR EXAM ELIGIBILITY REQUIREMENTS
<ul style="list-style-type: none"><li>• Minimum of <b>2 years</b> of demonstrated <b>global</b> professional (exempt-level) HR experience with a <b>master's degree</b> or higher.</li><li>• Minimum of <b>3 years</b> of demonstrated professional (exempt-level) HR experience with a <b>bachelor's degree</b>. <b>Two of the 3</b> years experience must be in <b>global</b> HR.</li><li>• Minimum of <b>4 years</b> of demonstrated professional (exempt-level) HR experience with <b>less than a bachelor's degree</b>. <b>Two of the 4</b> years experience must be in <b>global</b> HR.</li></ul>	<ul style="list-style-type: none"><li>• Minimum of two years of professional (exempt-level) HR experience.</li><li>• At least 51% of your daily work activities are within the HR function.</li></ul>

### **ONLY ONE TESTING SESSIONS REMAIN BEFORE EXAM ELIGIBILITY REQUIREMENTS CHANGE!**

The new exam eligibility requirements will begin with the spring 2011 testing window (May–June 2011). The last PHR, SPHR and GPHR exams to be administered under current eligibility requirements are in December 2010–January 2011.

## FREQUENTLY ASKED QUESTIONS

### **Q: Why are the PHR, SPHR & GPHR exam eligibility requirements changing?**

**A:** The exam eligibility requirements are changing to reflect changes and needs of the HR profession. The changes were made based on recommendations from over 14,000 HR professionals, business leaders, students and academicians. The new eligibility requirements will better align with the candidate profile which shows the level of practical experience and HR knowledge needed to perform successfully on the exam.

### **Q: How is “demonstrated HR experience” defined?**

**A:** If a candidate's title is not on the approved position title list, a candidate must demonstrate that:

- Activities are at the professional (exempt-level), and
- At least 51% of his or her daily activities are with the HR function, OR
- An individual has direct supervision of those who deliver HR services.

### **Q: What is the definition of “professional level” work?**

**A:** To be recognized as working at a “professional level” the experience must include:

- Independence of actions – relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- A depth of work requirements – relates to the extent to which work experience requires data-gathering, analysis and interpretation;
- A level of interaction – the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers; and
- Responsibility for work outcome – the accuracy and extent to which the individual is held accountable for his/her work and decisions.

### **Q: How is “global HR experience” defined?**

**A:** Global HR experience is defined as having direct cross-border HR responsibilities for two or more countries or regions. An applicant who works for a company that operates in two or more countries but who does not have hands-on international HR responsibilities for at least two of those countries would not be eligible to sit for the exam.

### **Q: How will the new eligibility requirements impact students?**

**A:** Students will not be eligible to sit for the exams unless they meet the exam's new eligibility requirements.

### **Q: My bachelor's (or master's) degree is not in HR. Does that matter?**

**A:** No, the degree requirements do not stipulate a specific area of study. However, because the exams are both experienced- and knowledge-based, your specific area of study can make a difference in your exam performance.

### **Q: I am interested in taking the California certification exam. What are the eligibility requirements for that certification?**

**A:** To be eligible for the California certification you must already be certified as a PHR or SPHR.

### **Q: If I want to recertify in 2011 (or later) by retaking the exam, do I need to meet the new eligibility requirements?**

**A:** Yes. Current certificants who wish to recertify by taking the exam in 2011 or later will have to meet the new eligibility requirements that go into effect in 2011.

### **Q: Where can I go for more information?**

**A:** Contact the HR Certification Institute:

The web: [www.HRCI.org](http://www.HRCI.org)

Email: [info@hrci.org](mailto:info@hrci.org)

Call: 1-866-898-4724

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