

Choosing to obtain your HR credential(s) from the HR Certification Institute is a career-long commitment that shows to your peers and your organization that you are driven to be successful in HR management. Earning your HR credential:

- » **Makes your resume stand out from other job applicants.** 96% of employers indicated that job applicants who are certified have hiring advantage over those who are not certified.
- » **Increases your chance of career advancement.** 91% of employers agreed that certified HR professionals have stronger chance of being considered for promotion opportunities.
- » **Business leaders find that HR certification distinguishes individuals who are more self-motivated.** 68% of employers indicated that certification demonstrates employees' commitment to HR.
- » **Connects you to an elite network of driven HR professionals around the globe.** Achieving HR certification puts you in a network of more than 115,000 HR practitioners who work in leading organizations like Boeing, Chevron, FedEx, GlaxoSmithKline, Samsung and Wal-Mart in more than 70 countries and territories.

Our HR certifications require that you stay up-to-date with the most current HR practices and developments. To remain certified, you must fulfill continuing education requirements or demonstrate your current knowledge of the profession through retesting.

Note: All statistics are based on the HR Certification Institute's 2010 Value of Certification Study.

THREE CORE CERTIFICATIONS AVAILABLE

The HR Certification Institute offers three core certifications:

- » **Professional in Human Resources (PHR®)**—This exam focuses on the technical and operational aspects of human resource practices, U.S. laws and regulations.
- » **Senior Professional in Human Resources (SPHR®)**—The SPHR exam focuses on the strategic and policy-making aspects of HR management in the United States.
- » **Global Professional in Human Resources (GPHR®)**—This exam focuses on the skills and knowledge necessary to successfully operate in a global marketplace.

The exams are administered via computer at testing centers located throughout the world. The PHR and SPHR exams are three hours in length and consist of 175 multiple-choice questions. The GPHR exam is three hours in length and consists of 165 multiple-choice questions.

To determine which exam is best for you, take the HR Certification Institute's online assessment exams at www.hrci.org. Available for all three certifications, these online assessment exams will help you determine your strengths and weaknesses in each of the functional areas. More importantly, they allow you to become familiar with the format and difficulty level of the exam questions.

EXAM ELIGIBILITY REQUIREMENTS

Our certification exams test experience-based knowledge; therefore, you must possess the right level of professional (exempt-level) HR experience and education to qualify.

PROFESSIONAL IN HUMAN RESOURCES (PHR®)

- » 1 year of demonstrated professional (exempt-level) HR experience with a master's degree or higher.
- » 2 years of demonstrated professional (exempt-level) HR experience with a bachelor's degree.
- » 4 years of demonstrated professional (exempt-level) HR experience with less than a bachelor's degree.

SENIOR PROFESSIONAL IN HUMAN RESOURCES (SPHR®)

- » 4 years of demonstrated professional (exempt-level) HR experience with a master's degree or higher.
- » 5 years of demonstrated professional (exempt-level) HR experience with a bachelor's degree.
- » 7 years of demonstrated professional (exempt-level) HR experience with less than a bachelor's degree.

GLOBAL PROFESSIONAL IN HUMAN RESOURCES (GPHR®)

- » 2 years of global demonstrated professional (exempt-level) HR experience with a master's degree or higher.
- » 3 years of demonstrated professional (exempt-level) HR experience (with two of the three being global HR experience) with a bachelor's degree.
- » 4 years of demonstrated professional (exempt-level) HR experience (with two of the four being global HR experience) with less than a bachelor's degree.

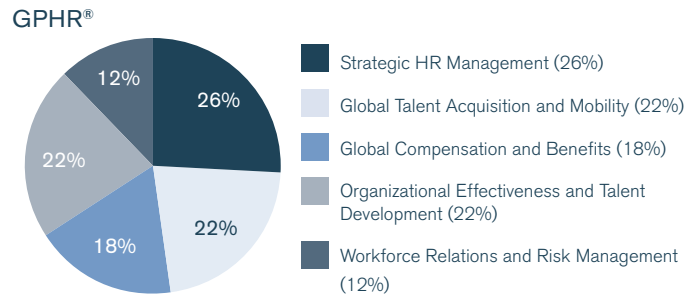
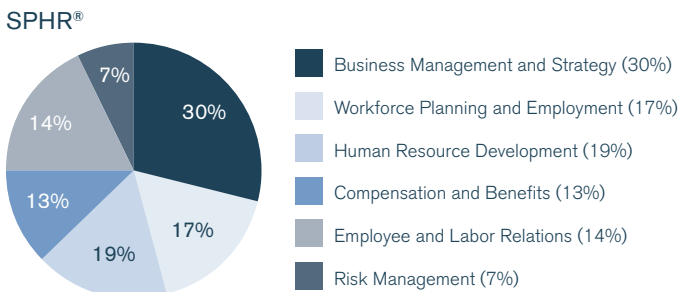
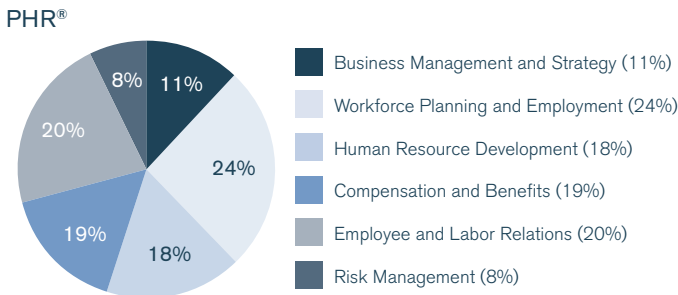
FINANCIAL ASSISTANCE AVAILABLE

- » **Your Employer:** Reach out to your benefits manager to see if your employer reimburses the cost of the exam through education assistance or professional development benefits.
- » **SHRM Foundation:** \$750 scholarships are available to SHRM members pursuing professional certification. Go to www.shrm.org/foundation to learn more about this program.
- » **Local SHRM Chapters:** Check with your local chapter for more details on its certification scholarships.

EXAM TYPE	EXAM DATES	EXAM FEES	APPLICATION STARTS	APPLICATION DUE	LATE APPLICATION DUE*
SPRING					
PHR/SPHR	May 1–June 30, 2012	PHR HR professional: US\$300 SHRM member: US\$250	Jan.9, 2012	March 9, 2012	April 13, 2012
		SPHR HR professional: US\$425 SHRM member: US\$375			
GPHR/CA	May 1–May 31, 2012	GPHR HR professional: US\$425 SHRM member: US\$375	Jan.9, 2012	March 9, 2012	April 13, 2012
		CA HR professional: US\$325 SHRM member: US\$275			
WINTER					
PHR/SPHR	Dec. 1, 2012–Jan.31, 2013	PHR HR professional: US\$300 SHRM member: US\$250	July 9, 2012	Oct.5, 2012	Nov.9, 2012
		SPHR HR professional: US\$425 SHRM member: US\$375			
GPHR/CA	Dec. 1–31, 2012	GPHR HR professional: US\$425 SHRM member: US\$375	July 9, 2012	Oct.5, 2012	Nov.9, 2012
		CA HR professional: US\$325 SHRM member: US\$275			

*A US\$75 late fee will be incurred after the regular deadline.

THE EXAMS ASSESS YOUR KNOWLEDGE IN THE FOLLOWING AREAS



APPLYING FOR THE EXAM

Apply for your exam online in three simple steps:

1. Go to www.hrci.org. Create an online profile to obtain your HRCI ID number.
2. Fill out the application and submit payment.
3. Schedule your appointment after receiving notification that you are eligible to take the exam.

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and our *CERTIFICATION MATTERS BLOG*
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