



HR CERTIFICATION IS A MARK OF DISTINCTION

It represents a personal and professional commitment to the field.

HR certification serves as a visible acknowledgement of your demonstrated mastery of core HR principles and skills essential to the best practice of HR.

It consists of three key components:

- Eligibility—a combination of professional HR experience and formal education;
- Applied knowledge and skills demonstrated through the exam; and
- Ongoing professional development through recertification.

Certified HR professionals are leaders, willing mentors and trusted partners, serving both their organizations and the profession.

We invite you to consider HR certification.

To set myself apart, I pursued the SPHR certification as the key differentiation tool. Combined with my HR experience, the SPHR certification enabled me to think like a strategic partner of my organization. When I moved to California, I added the California credential to my title. It was a wise move because California employers are hesitant in hiring HR professionals who are unfamiliar with California employment laws. My SPHR-CA credential proved that I was the right candidate for the job.

Kristi West, SPHR-CA, GPHR

Northeast Florida has numerous driven and outstanding HR professionals. As a young HR professional, I understand that credibility is essential to my rise to the top of the ladder. The PHR certification proved my credibility as a leader to my peers and the business sector. Having my PHR certification also allowed me to be a trusted HR resource as a volunteer leader in my hometown. Confidence, respect and continual growth – the PHR certification provided them all.

Jennifer Dobbins, PHR

Earning the SPHR certification was one of many highlights that I considered to be part of the capstone of my HR career. Combining my HR experience with the principles and concepts I learned while preparing for the SPHR exam, I was able to offer strategic HR recommendations to my company. My job scope and responsibilities expanded. I was chosen to represent the HR function to attend strategy sessions and global business initiatives. This year, my company implemented an HR shared service center. I was chosen to be part of this dynamic project because of my strategic HR knowledge.

Marcus Jones, SPHR

AN INVITATION TO LEAD

HR CERTIFICATION EXPERIENCE KNOWLEDGE COMMITMENT

An Overview of PHR®, SPHR®, GPHR® and California HR Certifications

Questions? Speak to one of our certification specialists at +1.703.535.6000 or info@hrci.org

ABOUT HR CERTIFICATION INSTITUTE

The HR Certification Institute, established in 1976, is an internationally recognized certifying organization for the human resource profession.

Today, more than 115,000 HR professionals worldwide proudly maintain the HR Certification Institute's credentials as a mark of high professional distinction.

The HR Certification Institute is a global leader in developing rigorous exams to demonstrate mastery and real-world application of forward-thinking HR practices, policies and principles.

To learn more, visit www.hrci.org.



EXAM APPLICATION DEADLINES

	SPRING 2012	WINTER 2012
APPLICATION PERIOD STARTS	Jan. 9, 2012	July 9, 2012
APPLICATION DUE	Mar. 9, 2012	Oct. 5, 2012
LATE APPLICATION DUE*	April 13, 2012	Nov. 9, 2012

*Late fees will be incurred after the regular deadline.

EXAM DATES

	PHR®/SPHR®	GPHR®/CA®
SPRING 2012	May 1–June 30, 2012	May 1–31, 2012
WINTER 2012	Dec 1, 2012– Jan. 31, 2013	Dec. 1–31, 2012

For more in-depth information on the exam dates, please visit www.hrci.org.

HR CERTIFICATIONS AT A GLANCE

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®)	SENIOR PROFESSIONAL IN HUMAN RESOURCES (SPHR®)	GLOBAL PROFESSIONAL IN HUMAN RESOURCES (GPHR®)	CALIFORNIA CERTIFICATION (PHR-CA®/SPHR-CA®)
EXAM ELIGIBILITY REQUIREMENTS	1 year of demonstrated professional (exempt-level) HR experience with a master's degree or higher.	4 years of demonstrated professional (exempt-level) HR experience with a master's degree or higher.	2 years of global demonstrated professional (exempt-level) HR experience with a master's degree or higher.	Must be PHR- or SPHR-certified to qualify.
	2 years of demonstrated professional (exempt-level) HR experience with a bachelor's degree.	5 years of demonstrated professional (exempt-level) HR experience with a bachelor's degree.	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 less than a bachelor's degree.	7 years of demonstrated professional (exempt-level) HR experience with less than 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.	
2012 EXAM FEES*	HR Professional US\$300 SHRM Member US\$250	HR Professional US\$425 SHRM Member US\$375	HR Professional US\$425 SHRM Member US\$375	HR Professional US\$325 SHRM Member US\$275
<i>Exam fees include a US\$75 nonrefundable application fee.</i>				
EXAM INFORMATION	3 hours, 175 questions (150 scored questions and 25 pretest questions)	3 hours, 175 questions (150 scored questions and 25 pretest questions)	3 hours, 165 questions (150 scored questions and 15 pretest questions)	2 hours 15 minutes, 125 questions (100 scored questions and 25 pretest questions)
CERTIFICATION CYCLE	All certifications are valid for three years.			
RECERTIFICATION REQUIREMENTS	Earn 60 recertification credit hours OR retake exam.	Earn 60 recertification credit hours, of which 15 credit hours are in Business Management and Strategy, OR retake exam.	Earn 60 recertification credit hours, of which 15 credit hours are in International HR Management, OR retake exam.	Earn 60 recertification credit hours, of which 15 credit hours are in California-specific activities, OR retake exam.

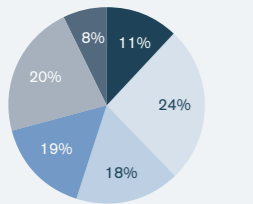
*Exam fees are subjected to changes. Please visit www.hrci.org for the most updated exam fees.

CREDENTIAL PORTFOLIO

PROFESSIONAL IN HUMAN RESOURCES (PHR®)

EST. 1988

The PHR exam focuses on the technical and operational aspects of human resource practices, U.S. laws and regulations.



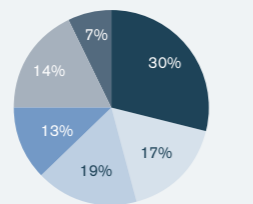
- Business Management and Strategy (11%)
- Workforce Planning and Employment (24%)
- Human Resource Development (18%)
- Compensation and Benefits (19%)
- Employee and Labor Relations (20%)
- Risk Management (8%)

Best for HR professionals supporting operations in the United States.

SENIOR PROFESSIONAL IN HUMAN RESOURCES (SPHR®)

EST. 1988

The SPHR exam focuses on the strategic and policy-making aspects of HR management in the US.



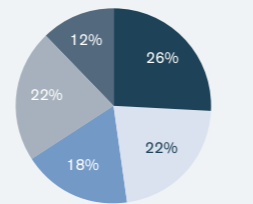
- Business Management and Strategy (30%)
- Workforce Planning and Employment (17%)
- Human Resource Development (19%)
- Compensation and Benefits (13%)
- Employee and Labor Relations (14%)
- Risk Management (7%)

Best for senior HR professionals supporting operations in the United States.

GLOBAL PROFESSIONAL IN HUMAN RESOURCES (GPHR®)

EST. 2004

The GPHR exam focuses on the skills and knowledge necessary to successfully operate in a cross-border global marketplace.



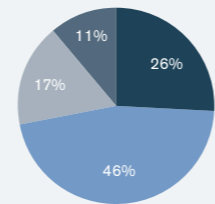
- Strategic HR Management (26%)
- Global Talent Acquisition and Mobility (22%)
- Global Compensation and Benefits (18%)
- Organizational Effectiveness and Talent Development (22%)
- Workforce Relations and Risk Management (12%)

Best for HR professionals with cross-border responsibilities.

CALIFORNIA CERTIFICATION (PHR-CA®/SPHR-CA®)

EST. 2007

The California exam focuses on unique laws and regulations of the state of California.



- Compensation and Benefits (26%)
- Employee and Labor Relations (46%)
- Leaves of Absence and Workers' Compensation (17%)
- Health, Safety and Security (11%)

Best for PHR- or SPHR-certified professionals who practice HR or conduct business in California.