The following list represents a variety of resources that can be used to prepare for the Associate Professional in Human Resources – International™ (aPHR™) examination. No single source should be considered the only basis for preparation and preparation is not required by HRCI prior to taking an HRCI exam. * Your own education or experience may be sufficient.

When studying, candidates should use a number of references to ensure a broad perspective of information. Candidates who performed successfully on other HRCI exams have indicated that they typically engage in 4-6 weeks of study prior to taking the exam. Each candidate presents a unique background and level of knowledge, and while prior experience in HR is not a requirement to take the aPHR exam, a solid foundational knowledge of human resource management is needed.

The following should not be considered an exhaustive list of all resources available for use in preparing for the aPHR exam. However, it does provide a good starting point for study and learning.

**aPHR™ EXAM CONTENT OUTLINE**

The aPHR exam is based on the aPHR Exam Content Outline, which represents the knowledge needed by those performing early HR career roles. An essential first step is to assess your knowledge of the various HR functional areas against the Outline to determine your specific strengths and weaknesses. This will also help you know where to focus your study efforts.

**GUIDE TO THE HUMAN RESOURCE BODY OF KNOWLEDGE**

* A Guide to the Human Resource Body of Knowledge™ (HRBoK™) provides an overview of the HR profession and is used to describe what an HR professional needs to know and be able to do in that profession. The HRBoK is also a framework for the practice of HR that can provide useful information for many purposes. A helpful list of terms and definitions is included. See www.hrci.org/hrbok to place an order.

**HR GENERALIST PUBLICATIONS**

The following publications are listed alphabetically by title and represent a cross-section of HR textbooks that cover the foundational areas of HR knowledge. The use of one or more of these texts is one way to prepare for a knowledge-based exam like the aPHR. They can be purchased from Amazon or Barnes and Noble as e-text books or could be purchased from a bookstore in your location.

* Fundamentals of Human Resource Management
  by David A. DeCenzo, Stephen P. Robbins, Susan L. Verhulst
Fundamentals of Human Resource Management
by Raymond Noe, John Hollenbeck, Barry Gerhart, Patrick Wright
Available as an eTextbook.

Human Resource Management
by Robert L. Mathis, John H. Jackson, Sean R. Valentine
Available as an eTextbook.

Business: A Changing World
by O. C. Ferrell, Geoffrey Hirt, Linda Ferrell
Available as an eTextbook.

GOVERNMENT RESOURCES

The following resource may be accessed online at no charge:

International Labour Organization:
http://www.ilo.org

ADDITIONAL RESOURCES

HR Certification Institute provides a list of Certification Preparation Providers both domestic and international on its website. Please use the link below, to access the latest course offerings for the aPHRi exam.

Certification Preparation Provider Directory

For more information about how HRCI exams are formatted, please visit: https://www.hrci.org/how-to-get-certified/preparation-overview/how-the-exams-are-structured.

*Disclaimer: HR Certification Institute® (HRCI®) does not endorse any particular preparation program or offering. We encourage prospective certification holders to use a variety of resources that reflect their learning styles and needs. Purchasing a certification preparation product is NOT required and HRCI does not guarantee that an individual will pass based on the purchase of a certification preparation product.