Where the profession goes to earn the most recognized credentials for HR mastery worldwide.
Agenda

- Who is HRCI?
- What is certification?
- How does HRCI compare?
- Advantages of certification
- aPHR Pilot Program
- aPHR Exam Content Outline
- Dates & Pricing
- Application steps
- Preparation Overview
- What to expect on exam day?
- Getting your results
- What is recertification?
Committed to Excellence

Since 1976, HR Certification Institute® (HRCI®) has certified more than 500,000 HR professionals. HRCI is the premier, accredited HR credentialing organization. A range of best-in-class certifications are available – whether you are a budding HR practitioner or a strategic business partner practicing worldwide.

1976
Inaugural PHR and SPHR Exams

2004
Launched GPHR Exam

2007
Launched California Exam

2012
Launched HRMP and HRBP Exams
Continued Excellence

2015
Announced Partnership with Top Employers Institute

2016
HRBP and HRMP rebranded as PHRi and SPHRi

2016
Launched aPHR Exam

2016
California Exam rebranded to PHRca

HRCI continues to look to future trends in the HR field, always seeking new ways to elevate the profession.
World-Class Organization

HRCI-Certified Professionals in 98% of Fortune 500 Companies

Certification Holders in 100+ Countries

+500,000 Credentials Over 40 Years
Credential Holders Work At Elite Companies

- Capital One
- KIMPTON® hotels & restaurants
- Google
- accenture
- Marriott
- PwC
- KPMG
- Navy Federal Credit Union
- EY
- Deloitte
- O.C. Tanner
- Mayo Clinic
- Goldman Sachs
- McDonald's
- Nordstrom
Partnerships

HRCI aligns with other organizations that believe in the dynamic power of Human Resources. We are building a global network of alliance partners committed to advancing the HR profession through certification.
What is Certification?

HRCI credentials provide an opportunity for you, and HR professionals around the world, to demonstrate relevance, competence, experience, credibility and dedication to human resources to employers, clients, staff members and professional peers.

Certification demonstrates:

- Career-long commitment
- Mastery of core HR knowledge and principles
- Dedication to HR Field
Components of Certification

CERTIFICATION IS MADE OF 4 KEY COMPONENTS:

1. **ELIGIBILITY**
   Eligibility through a combination of experience and/or formal education

2. **APPLICATION**
   Demonstrated applied knowledge and skills through application and exam

3. **ETHICAL STANDARDS**
   Adherence to a professional ethical standard

4. **RECERTIFICATION**
   Through continuing education or by retaking the exam
Professional Advantages

BENEFITS:

- More likely to be in demand/promoted/fully employed.
- More likely to be strategically engaged.
- Professionals with HRCI credentials report greater satisfaction and passion for work.
- PHRs and SPHRs earn $4,500 and $20,000 more than their peers, respectively.*

*An evaluation of the Value of HR Certification for Individuals and Organizations, 2015
Business Advantages

The fact is HR impacts organizational results.

How? Because people and the skills they bring to the table are critical for the success of an organization.

Of all factors that impact success, leaders put talent at the top of the list.
Business Advantages

HRCI-CERTIFIED STAFF IN YOUR ORGANIZATION

Proven risk-mitigation

Improved competitive advantage

Higher-performing HR department

Increased credibility in the marketplace

Results

HR Leads Business

Certification of both HR employees and the HR practices of their organizations have higher stock prices, faster revenue growth and better brand perception by sites like Glassdoor.*

*RP3 Analysis, 2016
HRCI Introduces Its Newest Credential

HRCI is thrilled to announce the newest addition to our suite of credentials!

The Associate Professional in Human Resources™ (aPHR™) represents the industry’s first-ever HR certification designed for practitioners who are just beginning their HR professional journey.
Start Your Career Off Right with the aPHR!

Applicants will demonstrate:

- **Mastery** of foundational HR knowledge based on the most trusted and credible HR certification authority, HRCI.

- **Commitment and passion** — not only to enter the HR practice, but to remain in the practice as a dedicated and continuous-learning contributor.

- **Confidence** to stay on a successful HR career path — while gaining real-world experience and — along the way — moving towards HRCI’s more advanced credentials such as the PHR, SPHR and GPHR.
aPHR Pilot Program

About the aPHR Pilot Program

The aPHR will help newly graduated HR students and others who wish to demonstrate their knowledge of HR make more productive transitions into the HR field. The pilot program will only be available in the United States. In April, aPHR registration will be available worldwide (basic knowledge of U.S.-based HR laws will be required of all participants).

aPHR exam content outline, preparation resources and FAQs are available online at www.hrci.org/aphr.

Eligibility
Individuals who are interested in pursuing a career in HR management and have a high school diploma or equivalent. This is the perfect program for recent college graduates, those serving in HR support roles, armed services men and women who want to make the transition to a civilian role, and other professionals seeking a career transition into the HR field.

Registration
Registration for the aPHR pilot program begins on February 16. Exam will be administered between May 2-22, 2016.

Why a Pilot?
The pilot will allow us to select the best questions to appear on the final exams. Pilot participants will see more questions than regular exam takers because we expect that some questions may be discarded once the results have been analyzed. Only those questions that perform within acceptable statistical measures will be scored at the conclusion of the pilot.
aPHR Content Outline & Eligibility Requirements

Eligibility

- High school diploma or equivalent.
- HR experience not required.
# Certification Exam Dates

<table>
<thead>
<tr>
<th>YEAR</th>
<th>EXAM</th>
<th>EXAM DATES</th>
<th>REGISTRATION PERIOD</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Nov 1, 2017 – Jan 31, 2018</td>
<td>Apr 1, 2017 – Sept 30, 2018</td>
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## Pricing

<table>
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<tr>
<th>CERTIFICATION</th>
<th>EXAM FEE</th>
<th>APPLICATION FEE</th>
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</thead>
<tbody>
<tr>
<td>Pilot Program</td>
<td>$200</td>
<td>Fee Waived</td>
</tr>
<tr>
<td>Regular Testing</td>
<td>$325</td>
<td>$75</td>
</tr>
</tbody>
</table>

The engine behind PHR®, SPHR®, GPHR® and more.
Application Steps

Go to www.hrci.org and access your online account

Complete Application

Sign Affirmation Statement

Pay Fees

Schedule Exam

Exam Preparation

Take Exam

Receive Results

BY MARCH 31
Certification Prep Overview

1. Investigate the exam’s content
2. Assess your current knowledge and experience
3. Consider your individual learning style & challenges
4. Tap into social networks
5. Review government resources online
6. Select a mix of study materials
Suggested Preparation Resources

EXAM CONTENT OUTLINES
Review the Exam Content Outline for the exam you plan to take. The content includes the specific tasks and knowledge statements covered on the exam. [hrci.org/eco](http://hrci.org/eco)

HR GENERALIST PUBLICATIONS
Reviewing HR textbooks that cover the foundational areas of Human Resource knowledge is one way to prepare for a knowledge-based exam like the aPHR. You can find a list of titles in the Preparation Resources document at [www.hrci.org/aphr](http://www.hrci.org/aphr).

A GUIDE TO THE HUMAN RESOURCES BODY OF KNOWLEDGE
A Guide to the Human Resource Body of Knowledge 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. While it is based on the PHR/SPHR Exam Content Outline, it 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](http://www.hrci.org/hrbok).
Exam Study Tips

SCHEDULE
Develop a schedule that works for you. Assess how much time you have and how much preparation you need.

PROGRESS
Regularly check your study plan to make sure you are on schedule and to adjust study time if you need to.

LEARNING STYLE
For example, consider the time of day when you study more proactively. Also consider whether you learn best by yourself or in a group.

HABITS
For example, if you tend to avoid studying, ask a friend or colleague to make sure you stay with it. Connect with fellow test takers on various social platforms.

ENVIRONMENT
Set aside a workstation where you can keep your study materials and resources at hand.

WEAKES AREAS OF HR KNOWLEDGE
Identify them, plan to study them first, and consider using other resources.
Exam Day Tips

Know Before You Go

- 📚 Familiarize yourself Prometric exam features.
- 🚗 Plan your route to the testing center to arrive early.
- 🚧 Check the Prometric website for emergency closures.

Arriving on Exam Day

- 📜 Be prepared to present a valid, government-issued, non-expired form of photo ID.
- ⛔️ You will be assigned a locker to store all personal items.

For more information on exam day tips, please visit www.hrci.org/examdaytips
During the Exam

- Pace yourself. **175 questions and 3 hours to complete the exam.**

- Mark questions that you don’t know the answer to. **You can go back at the end, if time allows.**

- If you are not sure of an answer it's **better to guess** than to leave a question blank. Don’t second guess yourself!

- Take all the time you're given; you get **no points for finishing early.**
Getting Your Results

- **Prepare for your results**
  - You will receive your exam results 10-12 weeks after sitting for your exam. Because this is a new exam, please be patient, as all of our exams must be analyzed and validated before we can determine your individual results.
  - Your certificate will follow in the mail after your electronic results.

- **If you do pass, get ready to celebrate!**

- **Once you have official confirmation:**
  - Tell your employer (and update your personnel records)
  - Download your digital badge
  - Update your LinkedIn profile;
  - Announce your success on social media;
  - Get new business cards;
  - Display your certificate proudly!
What is Recertification?

Achieving certification from the HR Certification Institute is a long-term commitment to yourself, your career and the HR profession. Recertification is the process of renewing one's certification.

Recertification shows that you:

- Keep current on changing HR laws, best practices and innovative labor strategies
- Ensure that your organization and its employees work at peak performance
- Remain a strategic business partner in your organization's success
- To demonstrate continuing competence in and commitment to the HR Profession
Earn Recertification Credits

Recertification Credit Breakdown

In order to maintain your certification, you need to earn 45 recertification credits. You can earn these credits through a variety of activities, many of which are low-to-no-cost.

<table>
<thead>
<tr>
<th>Recertification Activity</th>
<th>Maximum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Ed./ Pre-Approved Programs</td>
<td>45</td>
</tr>
<tr>
<td>Instruction*</td>
<td>40</td>
</tr>
<tr>
<td>On-The-Job Activity*</td>
<td>40</td>
</tr>
<tr>
<td>Research and Publishing*</td>
<td>40</td>
</tr>
<tr>
<td>Leadership*</td>
<td>40</td>
</tr>
<tr>
<td>Self-Directed</td>
<td>30</td>
</tr>
<tr>
<td>Professional Membership*</td>
<td>12</td>
</tr>
</tbody>
</table>

* A maximum of 40 hours combined can be awarded for professional achievement activities such as Instruction, On-The-Job, Leadership, Research & Publishing, and Professional Membership.
Steps to Recertification

Go to www.hrci.org and access your online account

Enter your recertification activities as you complete them

Upload supporting documentation

Submit your application for recertification

Complete the affirmation statement

Pay Fees
Distinguish Yourself

HR Certification Institute: the gold standard for the most recognized HR certifications worldwide:

- A comprehensive suite of high-stakes exams for individual HR practitioners that meet a range of professional experience levels.
- Proven value for HR practitioners and the organizations they serve.
- 40 years of credentialing experience to demonstrate HR mastery.
- 98% of the Fortune 500 employ HRCI-certified professionals.
- HR professionals in more than 100 countries have been certified.
Questions?
Contact HRCI Today!

HRCI is also available on social channels:

Website: www.hrci.org
Email: info@hrci.org
Phone: 571-551-6700
Toll-Free: 866-898-4724

www.facebook.com/hrcertificationinstitute
@HRCertInstitute
www.linkedin.com/company/hr-certification-institute