



HRCI Exam Application Audit Process

PURPOSE

To maintain the integrity of its programs, HRCI periodically conducts random audits of exam applications to verify compliance with eligibility requirements.

REQUIREMENTS FOR THE AUDIT

All required documentation must be submitted together for HRCI to process an eligibility determination. Incomplete submissions may result in delays.

1. An official job description on company letterhead for each job listed on the exam application that demonstrates the work experience requirement (**not a resume or CV**).
2. A copy of your degree or official transcript, if applicable.
3. Documentation that the Employment Law requirement has been met (**SPHRI® only**).
4. The audit form must be filled out completely and signed.

During the audit, we may:

- Contact supervisors listed on the audit form to verify work experience.
- Request additional documentation as needed to verify all submitted information.

Candidates who refuse to participate in the audit, fail to respond by the deadline stated in the notification email, or cannot provide documentation supporting their experience, degree, or Employment Law component will be ineligible to sit for the exam.

AUDIT OUTCOME NOTIFICATION

Candidates selected for an audit will be notified of the outcome via email or mail. To avoid delays, please ensure all required documentation is included when submitting audit materials.



Exam Application Audit Form

To validate eligibility, please document your [professional-level work experience](#) using the form below. Submit the completed form along with supporting documentation for each position listed in the employment section—such as a job description (**not a resume or CV**)—to confirm professional-level status. If applicable, also include a copy of your university diploma or transcript. Incomplete submissions will delay processing.

Contact Information

First Name	Middle Initial	Last Name
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Address Line 1

Address Line 2

City	State / Province	Postal Code	Country
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Primary Phone Number	Primary Email Address
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I, _____, give HRCI permission to request verification documentation of my HR professional-level experience from any current or previous employment contact that I list below:

Date	Signature
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Organization Name

Supervisor's Name	Supervisor's Phone Number	Supervisor's Email Address
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Professional Level

Candidate's Current Position	From (MM/YY) to (MM/YY)
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Professional Level

Candidate's Previous Position (If applicable)	From (MM/YY) to (MM/YY)
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Employment

Current Employment (If not currently employed, please leave this section blank.)

Organization Name

Supervisor's Name

Supervisor's Phone Number

Supervisor's Email Address

Professional Level

Candidate's Position

From (MM/YY) to (MM/YY)

Organization Name

Supervisor's Name

Supervisor's Phone Number

Supervisor's Email Address

Professional Level

Candidate's Position

From (MM/YY) to (MM/YY)

Organization Name

Supervisor's Name

Supervisor's Phone Number

Supervisor's Email Address

Professional Level

Candidate's Position

From (MM/YY) to (MM/YY)

Please submit completed form through one of the following

Mail:

HRCI
Exam Audit Form
1725 Duke Street
Suite 400
Alexandria, VA 22314 USA

Email:

examaudit@hrci.org