HRCI Exam Preparation

Presented by: The HR Certification Institute
About the HR Certification Institute

Mission

To develop and deliver the highest quality certification programs that validate mastery in the field of human resource management and contribute to the continued improvement of individual and organizational performance.

History

• 1976 – Began certifying HR professionals (PHR and SPHR)
• 2004 – GPHR exam launched
• 2005 – Online recertification process started
• 2007 – California exam introduced
• 2008 – Online approved provider directory launched
• 2011 – New exam eligibility requirements commence
• 2012 – Launch of global credentials – HRBP and HRMP
A Global Certified Community

- PHR: 77,408
- SPHR: 53,577
- GPHR: 1,730
- CA: 1,161
- HRMP: 389
- HRBP: 496

Multiple Designations: 1,558
Preparation Statistics

Preparation Methods

- **Self-Study**: 43%
- **Studied Online**: 30%
- **College Course**: 11%
- **Study Group**: 8%
- **Other**: 8%

Legend:
- Purple: Self-Study
- Blue: Studied Online
- Yellow: College Course
- Green: Study Group
- Orange: Other
Exam Preparation Overview

- To maintain the integrity of its certifications, HRCI does not offer test preparation, nor is it connected to any test-preparation product or organization.

- There are many well-regarded test-preparation and recertification providers that can help you get ready for HRCI’s certification exams or get recertified.

- HRCI has compiled a list of self-study and instructional resources that are currently available on the market.

- For additional information, visit:
Exam Preparation Resources

• Bodies of Knowledge
  • Get familiar with the bodies of knowledge (www.hrci.org).

• Official Certification Guidebooks
  • Available for PHR, SPHR, GPHR and CA certification exams. Purchase from iShop or other leading bookstores.

• Online Assessment Exams
  • Available for PHR, SPHR, GPHR and CA certification exams. Consists of actual retired exam questions. Assess your level of HR knowledge and experience.

• Test Your Knowledge Quizzes
  • 10-question quiz with answers and rationale (www.hrci.org).

• Social Networks
  • Approach our groups on LinkedIn or Facebook to form study groups or to learn study tips.
Exam Preparation – Identify Your Challenges!

Potential Certificants often have to overcome a few obstacles before achieving certification:

• Limited HR experience;
• Specialist vs. Generalist experience;
• Experience in one industry;
• Test anxiety;
• Time to prepare;
• Employer expectations;
• Financial support.
Preparation Resources

- David Siler, Distinctive Human Resources (PHR, SPHR)
- Terri Zaugg, HRCP (PHR, SPHR, HRBP, HRMP) (In 2015 – GPHR, CA)
- Carolyn Sperl, HR Review (PHR, SPHR, GPHR)
- Stephanie Evans, McGraw-Hill (PHR, SPHR)
- David Dusthimer, Pearson (PHR, SPHR)
- Sandy Reed, Reed/Bogardus (PHR, SPHR)
- Mike Steere, CalChamber (CA)
Distinctive Human Resources
Background

Distinctive Human Resources
David Siler, SPHR, GPHR, HRMP, HRBP

"Over the last year and using DHR's materials exclusively, I have had 55 out of 60 candidates pass their S/PHR exams on the first try for the program I teach at UNC-Charlotte."

Ken Defeo, SPHR
VP/Director of Compensation, Benefits and Employee Relations
Yadkin Bank
Lead Instructor S/PHR – University of North Carolina at Charlotte
Complete Training Platform

Training manual (follows HRCI’s Body of Knowledge)
Flashcards (350+)
Audio CD set (14 hours)
Learning Management System (LMS)
  1,500+/- practice questions
  Learning games & quizzes
  Video skits
  Troublesome topic videos (20+)
  Classroom lectures (David's classroom lectures are videotaped)

A final PHR and a final SPHR practice exam of 175 questions to determine readiness
Webinar Option

Accessible from anywhere
No phone fees if using computer
Full training package
Visit [www.phrexamprep.com](http://www.phrexamprep.com)
LMS
Downloadable options
Materials
Cost

$349 per set ($295 for bulk purchases)

Additional manuals = $795

Webinar = $1,199 each

Testimonials – Friend us on Facebook at “Distinctive Human Resources”
Contact

Distinctive Human Resources, Inc.

David Siler, SPHR, GPHR, HRMP, HRBP

221 N. Horner Blvd., Sanford, NC 27330

919-777-3006 (cell)

david@distinctivehr.com

www.phrexamprep.com  (for more information on products)
Background

Human Resource Certification Preparation, L.C. (HRCP)

Established in 1995 (nearly 20 years in business)

Study Materials for:

PHR
SPHR
HRBP
HRMP

*Coming in 2015, GPHR, CA
Authors

David Cherrington, DBA, SPHR

- University Professor
- Served on the HRCI Board of Directors from 1989 to 1995
- National Director of Codification and Research
- National Director of Exam Development

Laura Middleton, SPHR

- University Instructor
- Master’s Organizational Behavior
- Researcher
- Consultant
- President of HRCP, L.C.
HRCP Preparation Program

Six Books: 800+ pages of text

Flash Cards: 600+ HR terms and definitions

Practice Exams: 14 practice exams, 800 questions
Developing and Updating HRCP Program

In order to provide the most current and relevant content:

- Materials updated annually
- Follow HRCI’s HR Body of Knowledge
- Research new legislation/changes in legislation
- HRCP staff takes PHR/SPHR exams on regular basis
- Respond to feedback from partners and customers
Resources

• Sample study schedules
• Weekly email with study and test-taking tips
• Facebook Page
• LinkedIn Group
• Partners who offer Preparation Courses
Cost

Regular price $345

Money Back Guarantee: You Pass or Your Money Back

Really. If you don’t pass the PHR or SPHR exam, we’ll refund your money!

We are so certain that using the HRCP Program will prepare you to pass the HR Certification exam, we’ll give you your money back if you don’t pass.

(Visit our website for complete details.)
Contact

Address:
HRCP, L.C.
1176 East 2620 North
Provo, UT 84604

Phone: 801-343-3699

Email: hrcp@hrcp.com

Website: www.hrcp.com
HRReview, Inc.
Background

HRReview, Inc.

• Celebrating our 10th year
  • Full study and course materials for PHR/SPHR and GPHR
    • (HRBP, HRMP in 2015)
• Authors
  • Carolyn J. Sperl, J.D., SPHR, GPHR
    • BSBA and MS in HR/Industrial Relations
    • J.D. – Chicago Kent
    • Degree and Certificate in Labor and Employment Law
    • 25 years HR Management Experience
• Subject Matter Experts
  • All six functional areas
Materials

• PHR/SPHR WORKBOOK Package - $399
  – Complete study outlines
  – Over 900 Multiple Choice Practice Exam Questions
  – 675 AudioReview and PowerPoint Flashcards in Outline order
  – Audio Coaching Session
  – Unlimited Online Final Exams

WORKBOOK Package with professionally Recorded Course - $549

• GPHR WORKBOOK Package - $449
  – Includes WORKBOOK
  – AudioReview and PowerPoint Flashcards
  – International HR Management Textbook
Online Courses

- **PHR/SPHR and GPHR Courses**
  - Six sessions covering the functional areas of the HRCI Body of Knowledge
  - Between Sessions
    - WORKBOOK assignments and Audio-Review Flashcards

- **Last Minute Course**
  - Comprehensive, difficult, 225 question exam taken under exam-day conditions
  - Three Session Exam Review
    - May be combined with the Start Smart Course or taken on its own

- Course participants may audit course again
www.hrreview.com

- Go to our website for:
  - Product and course information
  - Free sample PHR, SPHR and GPHR exams
    - Take the sample exam and join our email list for special offers!
Contact

www.HRReview.com

Carolyn J. Sperl, J.D., SPHR, GPHR
Carolyn@hrreview.com
630-285-1140

HRReview, Inc.
21W176 Shelley Drive
Itasca, IL 60143
Background

McGraw-Hill Education

- Leading content provider for both Professional and Academic markets
- Specialize in certification preparation and on-the-job reference materials
- Ideal for price-conscious candidates; under $100
- Focuses primarily on self-study
- Includes robust set of learning tools
  - In-depth coverage of all PHR and SPHR Functional Areas
  - On-the-job resource for beyond certification
  - Complete set of digital assets, including comprehensive electronic test engine
  - Companion Practice Exam book for additional preparation
  - Value-added Bundle, includes *All-in-One* and *Practice Exam* book
## Products

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<th>Price</th>
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<tr>
<td>PHR/SPHR All-in-One Guide</td>
<td>December 2014</td>
<td>$50.00</td>
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<tr>
<td>PHR/SPHR Practice Exams</td>
<td>July 2014</td>
<td>$40.00</td>
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<tr>
<td>PHR/SPHR Certification Bundle</td>
<td>January 2015</td>
<td>$80.00</td>
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Expert Author Team

Dory Willer, SPHR
Senior HR executive, speaker, and training facilitator with over 25 years’ HR experience

William H. Truesdell, SPHR
President and founder of The Management Advantage, Inc.

Tresha Moreland, SPHR, MBA
Founder and senior principle consultant with HR C-Suite

Gabriella Parente-Neubert, PHR, MLHR
Professor of HR at Webster University, and Senior Human Capital Consultant with TriNet HR Corporation

Joanne Simon Walters, PHR, MBA
Employee and Labor Relations Manager for Illinois school district with over 15 years’ HR and management experience
**All-in-One and Practice Exams Features**

**All-In-One**

- Complete coverage of all six Functional Areas
- Materials presented in a logical approach, where topics build on themselves
- Targets working HR professionals, and is both a cert prep tool and on-the-job reference
- Expert insight into common HR issues, and “in the trenches” contributions from HR experts
- Companion CD with over 300 practice exam questions, customizable test engine, electronic worksheets, and free e-book

**Practice Exams**

- Over 600 additional practice PHR and SPHR questions with in-depth explanations
- Customizable test engine to allow candidate to text by Functional Area
- Tech Edited by former HRCI President, Bill Kelly
Background

Pearson Education

• Largest Education Services Company in the world

• We publish for all types of certifications and exams

• We publish products in all form factors:
  – Books and ebooks
  – Video
  – Online courses
  – Practice Tests
Products

- eBook with Practice test 12/2014 $65.00
- Print Books 2/2015 $59.99
- Insights from Experts Video 2/2015 $69.00
- Online Courses 5/2015 $99.99
Product Features

• All products will be based on HRCI functional areas and will include:
  – Case studies
  – Study notes
  – Real life exam questions

• All products will be reviewed and approved by HRCI

• All products can be used as self-study or in an Instructor led environment

• Primary author is certified and has taught at Cornell for many years

• Products are available for under $100.00
Contact

• Training Company Instructors
  – Contact Ami Sponseller
    ami.sponseller@pearson.com

If in doubt contact James Manley or Betsy Brown
James.manley@pearson.com
Betsy.brown@pearson.com
David.Dusthimer@pearson.com
Background

• Sandra M. Reed has been in the Human Resources Industry for 20+ years:
  – Consulting
  – Exam Preparation Training
  – Author

• In 2012 she co-authored the exam preparation resource made popular by Anne Bogardus, currently in its 4th Edition
Materials

• Textbook
  – #1 Seller on Amazon in vocational education

• Test Question Software
  – Over 600 sample test questions designed to measure knowledge and to review content

• The Virtual Training Center
Materials, Cont.

• The VTC is a companion to the textbook

• Designed to deliver a self-paced or “lightly” facilitated study session

• Includes presentations by exam objective, case studies and worksheets

• Links to Wiley flashcards and tests
Cost

- Competitive pricing
  - Students can purchase the materials on Amazon for under $100 (excluding the workbook).
  - The VTC is priced at $299 for open access during the exam window and works on all devices.
  - Self-paced functionality.
Contact

• Sandy Reed, SPHR

• (209) 324-9327

• www.epochresources.com

• sandy@epochresources.com
CalChamber
Background

At CalChamber, we employ employment law experts, human resources professionals and pro-business staff lobbyists within one organization to bring you all the resources you need in a single place.

Our affordable products and memberships help California businesses navigate the often-complicated terrain of labor law.
HRCI – HR California Study Tool

The HR Certification Institute (HRCI) offers several human resource certifications. After completing either the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®), you may then take the California Certification exam to add the -CA designation to your credentials (PHR-CA® or SPHR-CA®).

HRCalifornia is an excellent resource to help you prepare for the HRCI California specific exam. Our digital study tool links the required body of knowledge for California certification to HRCalifornia's in-depth HR Library pages, helping you find exactly the information you need.

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<td>Study Quiz</td>
<td>22%</td>
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<td>Employment and Employee Relations</td>
<td>Study Quiz</td>
<td>46%</td>
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<td>Benefits and Leaves of Absence</td>
<td>Study Quiz</td>
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<tr>
<td>Health, Safety and Workers’ Compensation</td>
<td>Study Quiz</td>
<td>12%</td>
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Study Tool, Cont.

Compensation/Wage and Hour Study Quiz

If an employer requires employees to wear a uniform, which of the following is true?

A. The employer can charge the employee for normal wear and tear
B. The employer can charge the employee for the uniform at hire
C. The employer need not provide uniforms that are standard in the industry
D. The employer can deduct from the final paycheck for unreturned uniforms
Study Tool, Cont.

Wages and Salaries

California’s wage and wage payment laws can confuse even the most seasoned HR professional. Employers must comply with hundreds of state and federal codes, regulations, court cases and opinion letters. Sometimes state and federal law conflict, making it difficult for California employers to know which law to follow.

Wage and Hour Law: Definitions of Terms

Minimum Wage
Read about 2014 and 2016 minimum wage increases.

Split Shift Pay

Shift Differential Pay

Reporting Time Pay

On-Call and Standby Pay
Read about a 2013 court case

Power Outage Pay

Timely Payment

Expense Reimbursements
Read about a 2014 agency action.

Form of Wage Payment

Related Cases & News

- Court Holds: Reimburse Employees for Required Cell Phone Use
  August 21, 2014
- California’s Upcoming Minimum Wage Increase – Review Your Practices
  June 5, 2014
- 2014 Mileage Reimbursement Rates
  December 19, 2013
- Wage Replacements and Leaves of Absence
  November 7, 2013
- Up All Night
  August 8, 2013
- The Labor Commissioner Means Business
  July 25, 2013

Forms & Tools

- Wages and Salaries Forms Download
- Federal Minimum Wage Poster - Black and White
- Federal Minimum Wage Poster - Color
- Federal Minimum Wage Poster - Spanish - Black and White
- Federal Minimum Wage Poster - Spanish - Color

View All
Contact

CalChamber

Mike Steere, Business Development Manager

Direct 916.928.3559

mike.steere@calchamber.com
Reflection

Guest Speaker: Inga Fong, SPHR, GPHR

Reflection of Prep Experience:

- Preparation Methods
- Experience that worked
- Successfully Passed!
Final Notes

• Interactive Provider Map – *Coming Soon!*

• Visit our Exam Preparation Pages on our website – for a complete list of these resources and where they can be purchased!

• Recorded version of this presentation will be made available on our website, www.hrci.org on the Exam Preparation page!
Questions
Contact Information

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Certification Matters Blog (www.hrci.org)