HR CERTIFICATION: YOUR KEY TO CAREER SUCCESS AND ADVANCEMENT

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Presenter’s Title: Recertification Supervisor
Co-Presenter’s Name: Tally Bringas
Co-Presenter’s Title: Recertification Specialist

Note: There is no recertification credit awarded for attending this presentation.
TODAY’S GOALS

[What You Will Learn]

• What is HR certification
• Benefits of earning HR certification
• Exam eligibility, development process, and exam content
• Exam preparation resources
• Applying for the exam
WHAT IS HR CERTIFICATION

[Certification shows]

- Career long commitment
- Mastery of core HR knowledge and principles
- Dedication to the HR field

To remain certified, HR professionals need to recertify every three years.
[Certification is achieved and maintained by]

- Meeting work and education requirements
- Passing an experience based exam
- Meeting recertification requirements by staying current in the field.
[Professional certifications are NOT certificate programs]

Professional Certifications

- Based on work experience and educational eligibility.
- Certification proves standards of credentialing organization are met.
- Use of credentials e.g. GPHR after their names to show certification status.
- Requires recertification via professional development.
- Reflects specific Body of Knowledge.

Certificate Programs

- No work experience or educational component required.
- Certificates received once a course has been completed.
- No credential awarded.
- No recertification or professional development required.
**Value of HR Certification**

**[Hiring]**
- 96% of employers state that a certified job applicant has a greater hiring advantage than a non-certified job applicant.

**[Promotion]**
- 91% of employers state that a certified HR professional is more likely to be considered for promotion than a non-certified HR professional.

**[Job Security]**
- 81% of employers believe that a certified HR professional has greater job security than a non-certified HR professional.

*Findings based on the 2010 Value of Certification Study.*
[FOR YOU]

• Competitive Advantage
• Mastery of HR knowledge and dedication
• Recognition from peers and organization
• Assists in job search and business
• Network with HR professionals
[For Organization]

- Competitive advantage with certified staff
- Certified staff are more driven and has a greater sense of ownership
- Assurance for clients brought about by credibility of certified staff

RESULTS

- Long run operational efficiencies
- Strategic progress
[Mission]
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
2010  Final year under old exam eligibility requirements
2011  New exam eligibility requirements commence
[HR certification exams offered]

- Professional in Human Resources (PHR®)
- Senior Professional in Human Resources (SPHR®)
- Global Professional in Human Resources (GPHR®)
- California certification (needs to be PHR- or SPHR- certified to take the exam)
Join more than 115,000 HR professionals from over 70+ countries in being certified.
**EXAM ELIGIBILITY REQUIREMENTS**

**[PHR®]**
- 1 year of demonstrated exempt-level HR experience with a Master’s degree or higher
- 2 years of demonstrated exempt-level HR experience with a Bachelor’s degree
- 4 years of demonstrated exempt-level HR experience with less than a Bachelor’s degree

**[SPHR®]**
- 4 years of demonstrated exempt-level HR experience with a Master’s degree or higher
- 5 years of demonstrated exempt-level HR experience with a Bachelor’s degree
- 7 years of demonstrated exempt-level HR experience with less than a Bachelor’s degree

**[GPHR®]**
- 2 years of demonstrated global exempt-level HR experience with a Master’s degree or higher
- 3 years of demonstrated exempt-level HR experience (with 2 of the 3 being global HR experience) with a Bachelor’s degree
- 4 years of demonstrated exempt-level HR experience (with 2 of the 4 being global HR experience) with less than a Bachelor’s degree
EXAM DEVELOPMENT PROCESS

[STEP 1]
Develop current HR practices

[STEP 2]
Validates practices with HR practitioners

[STEP 3]
Develop exam questions

[STEP 4]
Test exam questions
GET CERTIFIED. GET NOTICED.

SPHR® BODY OF KNOWLEDGE

SPHR Exam Areas

- Business Management & Strategy: 14%
- Workforce Planning & Employment: 30%
- Human Resource Development: 17%
- Compensation & Benefits: 19%
- Employee & Labor Relations: 13%
- Risk Management: 7%
GPHR® BODY OF KNOWLEDGE

GPHR Exam Areas

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

GET CERTIFIED.
GET NOTICED.
GET CERTIFIED.
GET NOTICED.

Californian Body of Knowledge

California Exam Areas

- Compensation & Benefits: 26%
- Employee & Labor Relations: 11%
- Leaves of Absence & Workers' Compensation: 17%
- Health, Safety & Security: 46%
## Certification Exam Information

<table>
<thead>
<tr>
<th>EXAMS</th>
<th>PHR®</th>
<th>SPHR®</th>
<th>GPHR®</th>
<th>California</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Operational &amp; tactical</td>
<td>Strategic/Policy</td>
<td>International HR practices, assignment &amp; management</td>
<td>California laws &amp; practices</td>
</tr>
<tr>
<td><strong>Pass Rates</strong></td>
<td>59–67%</td>
<td>52–60%</td>
<td>56–70%</td>
<td>52–72%</td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td>175 multiple-choice questions</td>
<td>175 multiple-choice questions</td>
<td>165 multiple-choice questions</td>
<td>125 multiple-choice questions</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>3 hours</td>
<td>3 hours</td>
<td>3 hours</td>
<td>2 hours &amp; 15 minutes</td>
</tr>
<tr>
<td><strong>Application Dates</strong></td>
<td><strong>SPRING</strong>&lt;br&gt;Early registration period: January 9–March 9, 2012&lt;br&gt;Late registration period: March 10–April 13, 2012</td>
<td><strong>WINTER</strong>&lt;br&gt;Early registration period: July 9–October 5, 2012&lt;br&gt;Late registration period: October 6–November 9, 2012</td>
<td></td>
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### EXAM FEES & APPLICATION STEPS

<table>
<thead>
<tr>
<th></th>
<th>PHR®</th>
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<th>GPHR®</th>
<th>California</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Professional</td>
<td>US$300</td>
<td>US$425</td>
<td>US$425</td>
<td>US$325</td>
</tr>
<tr>
<td>SHRM Member</td>
<td>US$250</td>
<td>US$375</td>
<td>US$375</td>
<td>US$275</td>
</tr>
</tbody>
</table>

*Note: A US$75 late fee will be incurred after regular deadline.*

### ONLINE APPLICATION STEPS

- **Step 1**: Go to [www.hrci.org](http://www.hrci.org)
- **Step 2**: Create an online profile to obtain your HRCI User ID number, if you do not have one.
- **Step 3**: Sign in using your HRCI User ID number and password.
- **Step 4**: Fill out the application form.
- **Step 5**: Submit payment.
- **Step 6**: Schedule your exam appointment after receiving notification that you are eligible to take the exam.
[Bodies of Knowledge] • FREE
Get familiar with the bodies of knowledge (www.hrci.org).

[Official Certification Guidebooks] • $
Available for PHR®, SPHR® and GPHR® exams. Purchase from SHRM Store and leading book stores.

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

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

[Social Networks] • FREE
Approach our groups on LinkedIn, Facebook and SHRM Connect to form study groups or study tips.
[SHRM Learning Systems]
SHRM Learning System® and SHRM Global Learning System®

[Local SHRM Chapters]
Contact your local SHRM Chapters. They often form study groups or classes to help members prepare for certification exams.

[College/University Sponsored Courses]
Visit www.shrm.org for more information.

[Certification Preparation Courses]
SHRM has numerous certification preparation courses or search online for other providers of certification preparation courses.
[SHRM Foundation]
80 certification scholarships (worth US$750 each) are available for SHRM members.

[Your Employer]
Many organizations reimburse the HR certification exam fees through employee assistance or professional development programs.

[Local SHRM Chapters]
Many local SHRM chapters offer their own certification scholarships. Check with the chapter in your area for more details.
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