Go to www.hrci.org.

Click “Apply Now” on the homepage in the top right-hand corner.

To create an account, submit your email address and password.

Your password must have at least one upper case letter, at least one lower case letter, at least one number and be eight characters long.

(i.e. Test1234)

*Note: Submitting your mobile number is optional and not required.
When applying, use your full legal name as it appears on your government-issued identification document (ID) and use a permanent email address.

*Please make sure your first and last name is correctly entered on this page. This information will be non-editable later in the profile and on any application that you submit.
BEGIN APPLICATION

The Application Process begins on “Your Account” page.

To complete your application:
Click on the "My Exam Applications" button.
To complete your application:

a. Select an exam type (aPHR®, PHR®, PHRca®, etc.)

b. You can choose from different third-party vendor preparation options, as well as add an HRCI Practice Exam and Second Chance Insurance, all in one easy step. You can learn more about each product within your HRCI application.

c. Select your preparation materials

<table>
<thead>
<tr>
<th>Exam Type</th>
<th>Available Online</th>
<th>Exam + Optional Prep Materials Only</th>
<th>Prep Materials Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>aPHR® Associate Professional in Human Resources</td>
<td>✔️</td>
<td>✔️</td>
<td>BUY</td>
</tr>
<tr>
<td>aPHRI™ Associate Professional in Human Resources - International™</td>
<td>✔️</td>
<td>✔️</td>
<td>BUY</td>
</tr>
<tr>
<td>GPAH® Global Professional in Human Resources</td>
<td>✔️</td>
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<tr>
<td>PPH® Professional in Human Resources</td>
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<tr>
<td>PHRca® Professional in Human Resources - California</td>
<td>✔️</td>
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<td>BUY</td>
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<tr>
<td>PHRI™ Professional in Human Resources - International™</td>
<td>✔️</td>
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<td>BUY</td>
</tr>
<tr>
<td>SPHR® Senior Professional in Human Resources</td>
<td>✔️</td>
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<tr>
<td>SPHRI™ Senior Professional in Human Resources - International™</td>
<td>✔️</td>
<td>✔️</td>
<td>BUY</td>
</tr>
</tbody>
</table>
Click on the "Apply" button an exam type (the aPHR®, PHR®, PHRca®, etc.)
The "What To Know Before You Get Started" section fully outlines: the time it will take to apply, education/experience required, payment information and if you need to download the "Special Accommodations" form.

Click "Get Started" button to begin.
DEMOGRAPHICS INFORMATION

Certificant Identification:

Mailing Address:
Enter your current mailing address.

Demographics:
a. Job Title
b. Business Role
c. Organization/Organization Size
d. Ethnic Origin
e. Gender
f. Military Information
The "Certificant" tab will have pre-populated fields with information that has already been captured in your profile.

Mailing Address:
Enter your current mailing address.

Affiliations:
If you are a member of an HR affiliation, please select it from our list.

*Progress Indicator: As you progress in your account creation, the color of the bar will change from red to green.

*If you are unable to complete your application, click the "Save for Later" button, to finish it later.

Click "Continue to Step 2" button to go the "Education & Experience" section.
EDUCATION & EXPERIENCE

Education:
Enter your highest level of education.

Work Experience (HR-related):
Enter all applicable work experience.
To add a New Experience:

Enter all applicable information about your employment.

Click "Submit" button to add the new experience record.

Then click "Continue to Checkout"
On the "My Shopping Cart" page, there will be a pop-up that encourages you to purchase discounted Build Your Own Bundle preparation materials.

You can view product descriptions when you click "Show Details."

"Add to Cart" selected bundled products.

Then click "Continue" to check out.
Verify you have selected the correct exam application and bundle products.

Check for the correct price and quantity details.

Apply and enter the coupon details in the Applicable Discounts Promo/Coupon/Voucher field and click on the “Apply” button.

Next click on “Proceed to Checkout” button to complete purchase.
AGREEMENTS & SPECIAL ACCOMMODATIONS

Agree and attest to understanding HRCI policies and procedures, prior to taking an exam.

You must scroll all the way down to confirm you have read the Global Privacy policy.

All boxes must be checked in order to continue.
In Special Accommodation pop-up page, click radio button to indicate if special accommodations are required.

If NO special accommodations are required, click the radio button and click “Continue” button.
If special accommodations are required, click the relevant radio button and download/fill/upload form accordingly.

Or directly upload pre-filled form and click “Continue” button.
BILLING INFORMATION

Billing information is the billing address of the payment maker.

Review billing information before clicking on the "Continue" button.
Shipping information (Address) is where any physical products will be sent. Shipping fees will be calculated based on this information.

Follow payment prompts in this section to complete your purchase.

Click "Submit Order" button to complete purchase.
CONFIRMATION PAGE

You will see the Confirmation page, click "View Receipt" button to see the Payment Receipt details.

Success!

Thanks for your order.
HRCI will send you a follow-up email outlining any required next steps.

View Receipt
View and print receipt for your records.

Thank you for purchasing your HRCI exam.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHR Application Fee</td>
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<td>$100.00</td>
</tr>
<tr>
<td>PHR Exam Fee</td>
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<td>$395.00</td>
</tr>
</tbody>
</table>

**Subtotal** $495.00

**Shipping** $0.00

**TOTAL** $495.00

**Payment** $495.00

**Balance** $0.00