

# ACHIEVE YOUR HR CERTIFICATION

PHR® • SPHR® • GPHR®

Choosing to obtain your HR credential(s) from the HR Certification Institute is a career-long commitment that demonstrates to your peers and your organization that you are driven to be successful in HR management. Earning your HR credential:

- Can make your resume stand out from other job applicants.
  - » One out of two hiring managers prefer those with HR certification.
- Gains recognition from your organization.
  - » Business leaders find that HR certification distinguishes individuals who are more self-motivated.
- Connects you to an elite network of driven HR professionals around the globe.
  - » Achieving HR certification puts you in a network of more than 116,000 HR practitioners in more than 70 countries and territories who work in organizations like Boeing, Chevron, GlaxoSmithKline, FedEx and Wal-Mart.

Our HR certifications require that you stay up-to-date with the most current HR practices and developments. To remain certified, you must fulfill continuing education requirements or demonstrate your current knowledge of the profession through retesting.

The HR Certification Institute's credentials are valued throughout the global HR industry because our exams test knowledge gained from experience working in the HR field as well as forward-thinking HR practices, policies and procedures that professionals are expected to know in order to perform their jobs effectively.

## THREE CORE CERTIFICATIONS AVAILABLE

The HR Certification Institute offers three core certifications:

- **Professional in Human Resources (PHR®)**—This exam focuses on the *technical and operational aspects* of human resource practices, U.S. laws and regulations.
- **Senior Professional in Human Resources (SPHR®)**—The SPHR exam focuses on the *strategic and policy-making aspects* of HR management in the United States.
- **Global Professional in Human Resources (GPHR®)**—This exam focuses on the *skills and knowledge* necessary to successfully operate in a *global marketplace*.

The exams are administered via computer at testing centers located throughout the world. The PHR and SPHR exams are four hours in length and consist of 225 multiple-choice questions. The GPHR exam is three hours in length and consists of 165 multiple-choice questions.

To determine which exam is best for you, take the HR Certification Institute's online assessment exams at [www.hrci.org](http://www.hrci.org). Available for all three certifications, these online assessment exams will help you determine your strengths and weaknesses in each of the functional areas. More importantly, they allow you to become familiar with the format and difficulty level of the exam questions.

## EXAM DATES, DEADLINES AND FEES

### PHR AND SPHR

#### SPRING

Exam Dates: May 1–June 30, 2010  
 Applications accepted: January 11–March 12, 2010  
 Late applications due\*: April 16, 2010

#### WINTER

Exam Dates: December 1, 2010–January 31, 2011  
 Applications accepted: July 12–October 8, 2010  
 Late applications due\*: November 12, 2010

### GPHR

#### SPRING

Exam Dates: May 1–June 2, 2010  
 Applications accepted: January 11–March 12, 2010  
 Late applications due\*: April 16, 2010

#### WINTER

Exam Dates: December 1–December 31, 2010  
 Applications accepted: July 12–October 8, 2010  
 Late applications due\*: November 12, 2010

	Application Fee (nonrefundable)	Exam Fee	Total Fee*
<b>PHR</b>			
HR professional	US\$75	US\$225	US\$300
SHRM member	US\$75	US\$175	US\$250
Student/recent graduate**	US\$75	US\$45	US\$120
<b>SPHR</b>			
HR professional	US\$75	US\$350	US\$425
SHRM member	US\$75	US\$300	US\$375
<b>GPHR</b>			
HR professional	US\$75	US\$350	US\$425
SHRM member	US\$75	US\$300	US\$375
Student/recent graduate**	US\$75	US\$45	US\$120
<b>California certification</b>			
HR professional	US\$75	US\$250	US\$375
SHRM member	US\$75	US\$200	US\$325

\* A US\$50 late fee will be assessed on applications received after the regular deadline.

\*\* For students/recent graduates, the balance of the PHR and/or GPHR exam fee is required upon meeting experience and graduation requirements.

## EXAM ELIGIBILITY REQUIREMENTS

Because our exams test on experience-based knowledge, you must have a minimum of two years of professional (exempt-level) HR experience and provide evidence that:

- At least 51% of your daily activities are within the HR function; and
- Those activities are at the professional (exempt level), as defined by the Fair Labor Standards Act or its equivalent outside of the United States.

In addition to meeting the exam eligibility requirements, successful exam candidates usually have the following work experience:

### PROFILE OF A SUCCESSFUL PHR CANDIDATE

- Has tactical/logistical orientation.
- Focuses on program implementation rather than creation.
- Has two to four years of professional (exempt-level) generalist experience.

### PROFILE OF A SUCCESSFUL SPHR CANDIDATE

- Designs and plans rather than implements.
- Has extensive knowledge of all aspects of HR and ultimate responsibility in the HR department.
- Has four to eight years of progressive professional (exempt-level) experience.

### PROFILE OF A SUCCESSFUL GPHR CANDIDATE

- Develops and implements global HR strategies.
- Manages cross-border HR operations and international assignments.
- Has at least two years of professional (exempt-level) experience in international HR.

## NEW EXAM ELIGIBILITY REQUIREMENTS FOR 2011

### NEW IN 2011

The eligibility requirements for the PHR, SPHR and GPHR exams are changing starting with the May/June 2011 exams. The last PHR, SPHR and GPHR exams to be administered under current eligibility requirements are in December 2010–January 2011. Go to [www.hrci.org](http://www.hrci.org) for details on the new exam requirements that take effect in May 2011.

## FINANCIAL ASSISTANCE AVAILABLE

- **Your Employer:** Reach out to your benefits manager to see if your employer reimburses the cost of the exam through education assistance or professional development benefits.
- **SHRM Foundation:** \$750 scholarships are available to SHRM members pursuing professional certification. Go to [www.shrm.org/foundation](http://www.shrm.org/foundation) to learn more about this program.
- **Local SHRM Chapters:** Check with your local chapter for more details on its certification scholarships.

## APPLYING FOR THE EXAM

Apply for your exam online in three simple steps:

1. Log on to [www.hrci.org](http://www.hrci.org). Create an online profile to obtain your HRCI ID number.
2. Fill out the application and submit payment.
3. Schedule your appointment after receiving notification that you are eligible to take the exam.

## THE EXAMS ASSESS YOUR KNOWLEDGE IN THE FOLLOWING AREAS:

### PHR AND SPHR



### PHR

### GPHR



### SPHR

### GPHR

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