

CERTIFICATIONS IN HUMAN RESOURCES »

HRBP
HUMAN
RESOURCE
BUSINESS
PROFESSIONAL

HRMP
HUMAN
RESOURCE
MANAGEMENT
PROFESSIONAL

GPHR
GLOBAL
PROFESSIONAL IN
HUMAN
RESOURCES

Advance

YOUR CAREER
YOUR ORGANIZATION

WITH PROFESSIONAL
HR CREDENTIALS

HR CERTIFICATION INSTITUTE



Since 1976, committed to a higher standard

Certification

Certification serves as a visible acknowledgement of your demonstrated mastery of core HR principles and skills essential to the best practice of HR. HR certification consists of four key components:

- » Eligibility through a combination of professional HR experience and formal education;
- » Adherence to a professional ethical standard;
- » Demonstrated applied knowledge and skills through exam;
- » Ongoing professional development through recertification.

Certified HR Professionals are leaders, willing mentors and trusted strategic partners, serving both their organizations and the profession.

Today, more than **130,000 HR professionals** in **100 countries** proudly maintain the HR Certification Institute's credentials as a mark of high professional distinction.

We invite you to consider HR Certification.

BENEFITS OF HR CERTIFICATION

WHY GET CERTIFIED?

- » Professional credibility and demonstration of commitment
- » Personal satisfaction, achievement and pride
- » Networking and relationship building
- » Helps in job search and advancement
- » Knowledge and information
- » Keeping current through recertification

Source: Dr. Cris Wildermuth, 2011 research on the Value of Certification with members of Linked:HR



94% would recommend certification to their HR colleagues.



Getting certified has opened many doors on a professional level, including recognition from colleagues and exposure to various career opportunities. I have gained in-depth knowledge on the true role of HR in an organization and the way it affects the company's overall strategy.

– Ahmad Samir Itani, GPHR

*Source: Spring 2012, HR Certification Institute Post-Exam Survey

HR CERTIFICATION

VALIDATE YOUR HR EXPERIENCE AND KNOWLEDGE

In today's world, proven knowledge and experience matter. Our rigorous exams are designed to demonstrate and validate HR Professionals' mastery and real-world application of forward-thinking HR practices, policies and principles. HR Professionals and their organizations can be confident in certified HR Professionals' knowledge and understanding of the Human Resource profession's Body of Knowledge.

ESTABLISH YOUR STRATEGIC CREDIBILITY

Gaining access and maintaining valued presence are critical to establishing your strategic credibility as an HR business leader and practitioner. Certified HR Professionals understand the critical and relevant ways that forward-thinking Human Resource strategies and practices impact the business and success of the entire organization.

ELEVATE YOUR PROFESSIONAL PROFILE

In a recent survey, 93% of applicants responded "Earning my certification will raise my credibility with my colleagues, peers and employer(s)."

MARK OF HIGH DISTINCTION

Experience, knowledge and commitment, HR Certification represents a personal and professional commitment to the field of Human Resources. By becoming certified, you join a distinguished group of global leaders and practitioners.



The HRMP qualification helps us speak the same language and facilitates the exchange of ideas, opportunities and challenges knowing that we all build on the same foundation that is state-of-the-art. It fosters and accelerates alignment within our international HR community. Outside the organisation, it is recognized by others in the profession and shows my motivation to keep on top with the development of HR as my professional field.

– Corinna Domingue, HRMP

GLOBAL CREDENTIAL PORTFOLIO

The HR Certification Institute offers a comprehensive portfolio of advanced professional credentials for HR Professionals worldwide, including the Human Resource Business Professional (HRBPSM), Human Resource Management Professional (HRMPSM), Global Professional in Human Resources (GPHR[®]), Professional in Human Resources (PHR[®]), and Senior Professional in Human Resources (SPHR[®]).

HRBPSM

HUMAN RESOURCE BUSINESS PROFESSIONAL

The HRBP exam focuses on technical and operational aspects of human resource practices, regardless of geographic region.

HRMPSM

HUMAN RESOURCE MANAGEMENT PROFESSIONAL

The HRMP exam focuses on the strategic and policy-making aspects of HR management, regardless of geographic region.

EXAM CONTENT

» Recruitment & Selection (22%)

» HR Administration (22%)

» Employee Relations & Communications (20%)

» Training & Development (15%)

» Compensation & Benefits (14%)

» Health, Safety & Security (7%)

» HR as Business Leader (32%)

» People Development & Talent Management (29%)

» HR Service Delivery (23%)

» Measurement (16%)

ELIGIBILITY REQUIREMENTS

Candidate must meet certain eligibility requirements in order to take our exams. Those requirements are listed below.

» 1 year of demonstrated professional HR experience with a Master's degree or global equivalent;

» 2 years of demonstrated professional HR experience with a Bachelor's degree or global equivalent;

» 4 years of demonstrated professional HR experience with less than a Bachelor's degree.

» 4 years of demonstrated professional HR experience with a Master's degree or global equivalent;

» 5 years of demonstrated professional HR experience with a Bachelor's degree or global equivalent;

» 7 years of demonstrated professional HR experience with less than a Bachelor's degree.

GPHR®

GLOBAL PROFESSIONAL IN HUMAN RESOURCES

The GPHR exams focus on the skills and knowledge necessary to successfully operate in a global marketplace.

- » Strategic HR Management (25%)
- » Global Talent Acquisition & Mobility (21%)
- » Talent & Organizational Development (22%)
- » Global Compensation & Benefits (17%)
- » Workforce Relations & Risk Management (15%)

Requirements are outlined below.

- » 2 years of demonstrated global professional HR experience with a Master's degree or global equivalent;
- » 3 years of demonstrated professional HR experience (with 2 of the 3 being global HR experience) with a Bachelor's degree or global equivalent;
- » 4 years of demonstrated professional HR experience (with 2 of the 4 being global HR experience) with less than a Bachelor's degree.

OTHER CERTIFICATIONS

In addition, the HR Certification Institute also offers the PHR and SPHR worldwide for HR professionals seeking a credential based on U.S. laws.

For more information, including the Official Bodies of Knowledge on the HRBP, HRMP, GPHR, PHR and SPHR credentials, please visit hrci.org. Complete Official Bodies of Knowledge are available there for reference and download.

PROFESSIONALISM

HR Professionals holding credentials from the HR Certification Institute commit to the following code:

PROFESSIONAL RESPONSIBILITY

You are responsible for adding value to the organizations you serve and contributing to the ethical success of those organizations. You accept professional responsibility for your individual decisions and actions. You are also an advocate for the HR profession by engaging in activities that enhance its credibility and value.

PROFESSIONAL DEVELOPMENT

You must strive to meet the highest standards of competence and commit to strengthen your competencies on a continuous basis.

ETHICAL LEADERSHIP

You are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

FAIRNESS AND JUSTICE

As an HR Certification Institute certificant, you are ethically responsible for promoting and fostering fairness and justice for all employees and their organizations.

CONFLICTS OF INTEREST

You maintain a high level of trust with our stakeholders. You will protect the interests of those stakeholders as well as your professional integrity and should not engage in activities that create actual, apparent or potential conflicts of interest.

USE OF INFORMATION

You consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision making.

VALIDATION



FORTUNE
500

97%

of Fortune 500 companies have certified HR professionals actively managing, innovating, growing and leading.

STRATEGIC LEADERSHIP: HR + BUSINESS

For more information, leading thoughts and relevant debate, we invite you to visit hrleadsbusiness.org, the HR Certification Institute's online forum for news, insights and discussion on HR + business.

*SOURCE: Based on a comparison of the 2012 Fortune 500 published list and HR Certification Institute's active certificant information as of August, 2012.

A COMMUNITY IN PRACTICE

WHO IS CERTIFIED?

A look into the heart of the profession. Certified HR Professionals are contributors...adding continuous value to their organizations and the profession.

From multinational corporations to family owned businesses, for-profit to nonprofit, publicly traded to government operated; Certified HR Professionals are effectively managing and leading a broad range of organizations in more than 100 countries around the globe.

EDUCATION ATTAINMENT



34%

MASTER'S & ABOVE

(Master's, Professional & Doctorate)



49%

BACHELORS



17%

LESS THAN BACHELOR'S

CAREER-COMMITTED HR PROFESSIONALS

8%

VP AND ABOVE

21%

DIRECTOR

33%

MANAGER

38%

SPECIALIST ROLES













CERTIFICATION MATTERS.

Join a global network of experienced Human Resource Business Leaders.

130,000+
& GROWING



INDUSTRY REPRESENTATION

	20%	Services
	14%	Manufacturing
	11%	Health
	10%	Finance/Insurance
	7%	Wholesale/Retail Trade/Transportation
	7%	Government
	5%	High Tech
	5%	Educational Services
	4%	Oil, Gas, Construction & Mining
	2%	Utilities
	1%	Real Estate
	1%	Publishing-Newspaper & Broadcasting
	13%	Other

EXCLUSIVE RESOURCES OPPORTUNITIES AND EXPANDING CONNECTIONS

GET YOUR COPY OF
CERTIFIED™



LinkedIn

HR communities on the largest
social platform for professionals

CONTINUOUS DEVELOPMENT

PERSONAL ACHIEVEMENT + PROFESSIONAL ADVANCEMENT



My main motivation for earning my HR credential was to gain international recognition. My certification has helped me demonstrate my expertise and knowledge in the field, which has in turn allowed my superiors to recognize my efforts and assign me to a higher position within the organization.

– Adel Hassan Al Braiki, GPHR

RECERTIFICATION

Achieving certification from the HR Certification Institute is a long-term commitment to yourself, your career and the HR profession. Recertification is the process of renewing one's certification. To maintain certification, you must be prepared to continue to learn, grow and increase your current knowledge. With recertification, you are demonstrating your commitment to staying current in the field of HR. By remaining active in HR, you are validating your knowledge and experience and showing that your skills are current and relevant in an ever-changing environment. Recertification says you are building upon your knowledge, growing as a professional and increasing your experience daily. All Certifications are valid for three years; recertification is required every three years through demonstrated professional development (preferred method) or retaking the exam.

- » **HRBP**–Earn 60 recertification credit hours OR retake exam.

- » **HRMP**–Earn 60 recertification credit hours, of which 15 are Business credit hours OR retake exam.

- » **GPHR**–Earn 60 recertification credit hours, of which 15 are Global credit hours OR retake exam.

Recertification credits can be earned from the following categories:

- » Continuing Education

- » Instruction

- » On-the-Job Experience

- » Research/ Publishing

- » Leadership

- » Professional Membership



This validation of current experience and knowledge is what differentiates a certified HR professional from one who holds only a degree or certificate.

THE EXAM

EXAM APPLICATION PROCESS OVERVIEW

STARTING YOUR APPLICATION

Please visit [hrci.org](https://www.hrci.org) and select certification from the Institute's advanced credential portfolio. The entire application process is online, including payment.

Applicants for the HRBP and HRMP credentials are required to complete the Institute's Credential Readiness Assessment (CRA).

CREDENTIAL READINESS ASSESSMENT (CRA)

The Credential Readiness Assessment (CRA) is a self-reported online diagnostic tool designed to assess a candidate's professional HR readiness for potential HRBP and HRMP credentials. This mandatory pre-assessment is part of the application and eligibility process for the HRBP and HRMP exams only, prior to taking the exam for the credential. It consists of 15 multiple choice questions and 10 proficiency questions per domain. The CRA is intended to aid applicants as they prepare for each of these certification exams.

KNOWLEDGE OF LOCAL EMPLOYMENT LAWS

(Required for HRMP exam eligibility only)

In addition, applicants for the HRMP only must demonstrate knowledge of their local HR laws. This requirement may be demonstrated in a variety of ways including the following:

- » Currently holding a local or national HR certification that includes employment law

- » Holding a college or university-level degree in Human Resources

- » Successfully completing a college or university-level class in employment law

- » Successfully completing a specialized certificate (training) program in employment law. (Program may be in-person or virtual; minimum 5 hours of instruction time; comprehensive coverage of employment law; "legal updates" do not qualify)

EXAM APPLICATION PROCESS OVERVIEW

AVAILABILITY–LOCATION AND EXAM REGISTRATION

	HRBP/HRMP	GPHR
Exams are offered twice a year:	1–31 March	1–31 May
	1–30 September	1–31 December
Applications are accepted twice a year:	April–June	January–April
	October–January	July–November

Please visit hrci.org for the exact dates.

PRICING

	HRBP	HRMP	GPHR
Regular pricing	275 USD	375 USD	525 USD
Association member pricing	250 USD	350 USD	475 USD

All prices include 75 USD non-refundable application fee.

EXAM FORMAT AND LENGTH

Exam Format: Computer-based Testing (CBT) administered through Prometric Testing Centers global network.

	HRBP	HRMP	GPHR
Questions	170 multiple-choice	130 multiple-choice	165 multiple-choice
	145 scored	105 scored	150 scored
	25 pre-test	25 pre-test	15 pre-test
Length	3 hours 15 minutes	2 hours 30 minutes	3 hours

PREPARATION

Our rigorous exams are experience based. The HR Certification Institute DOES NOT ENDORSE any particular preparation program or offering. We encourage prospective certificants to use a variety of resources that reflect their learning style and needs. For a listing of preparation resources commonly used by prospective certificants, please visit hrci.org.

GAINING SUPPORT FROM YOUR EMPLOYER

Smart business leaders know that organizations spend up to 70% of their revenue on Human Resources. Critical decisions on workforce planning, labor relations, risk management and employee benefits can make or break an organization.

Certified HR Professionals are prepared to manage the most complex and evolving challenges and functions in Human Resources. A full 74% of employers support certification of their HR staff through direct financial support, time off and encouragement. In many leading organizations, certification has emerged as an important component of the Human Resource career path.



I have seen the value perception of my HR certification increase from my employer and many other organizations as they prefer and even require the HR Certification Institute's credentials. My credentials have opened up employment opportunities and provided me with professional credibility.

– Javier Lozano, SPHR-CA, GPHR



Today, more and more employers are listing HR certification as “required” or “preferred” on their job postings.

Employers recognize that Certified HR Professionals have proven mastery of the intricate HR laws and core practices that make and maintain an organization's success.



After obtaining my GPHR certification in 2007, I became director of human resources for an international company that had offices in 20 countries. The fact that I had taken the initiative to obtain my GPHR certification was a direct factor in my employer believing that I could handle the additional responsibilities and complexities involved in handling HR for many cross-border global environments.

– Patrick Conway, GPHR

HOW TO APPLY

STEP 1 » GO TO HRCI.ORG

Go to [hrci.org](https://www.hrci.org) and select “apply for HRBP or HRMP”. You will be prompted to start your online application.

STEP 2 » COMPLETE APPLICATION AND PAYMENT

Complete all required fields on the exam application. The application requires information, including current contact information, education and employment history. Once this information is complete, you will then need to submit payment. Only completed and paid applications can be processed.

STEP 3 » COMPLETE CREDENTIAL READINESS ASSESSMENT (CRA)

The Credential Readiness Assessment (CRA) is a self-reported, online pre-assessment developed to assess your professional readiness for the selected credential. The CRA is a combination of multiple-choice questions and proficiency statements used to test in each topic area (domain). These assessment results provide details on the topic areas you should focus your study efforts on to improve your chances of success on the exam.

STEP 4 » RECEIVE AUTHORIZATION TO TEST (ATT) LETTER

The authorization to test (ATT) letter is the official notification from the Institute that you have met all eligibility requirements and can now register for the exam. Please note: due the review process, it can take up to 4 weeks to receive your ATT letter.

STEP 5 » SCHEDULE EXAM

Exams are administered through our exam partner Prometric, which operates a robust network of test centers in 160 countries. To schedule an exam, please go to www.prometric.com and click “schedule an exam”. We encourage you to schedule your exams early in the testing window, as demand increases near the end of the window.

STEP 6 » TAKE EXAM

On exam day, bring an official government issued identification (for example, Passport).

STEP 7 » RECEIVE RESULTS

Official results will be sent within approximately 8 weeks after taking the exam. Successful candidates will receive their credentials at this time as well.

HR CERTIFICATION INSTITUTE

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The HR Certification Institute offers a comprehensive portfolio of advanced professional credentials for HR professionals worldwide.

- » Professional in Human Resources (PHR®)
- » Senior Professional in Human Resources (SPHR®)
- » Human Resource Business Professional (HRBPSM)
- » Human Resource Management Professional (HRMPSM)
- » Global Professional in Human Resources (GPHR®)
- » California Certification

We invite you to learn more by visiting www.hrci.org.



CONTACT US

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Virginia 22314 USA

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MAIN: + 1.703.535.6000

EMAIL: info@hrci.org

SOCIAL:    

A GLOBAL CERTIFIED COMMUNITY

Anguilla	Egypt	Lesotho	Saint Kitts and Nevis
Antigua and Barbuda	Ethiopia	Lithuania	Saint Lucia
Argentina	Finland	Luxembourg	Saint Vincent and the Grenadines
Australia	France	Macao	Saudi Arabia
Austria	Georgia	Malawi	Singapore
Azerbaijan	Germany	Malaysia	Slovakia
Bahamas	Ghana	Mexico	South Africa
Bahrain	Greece	Morocco	South Korea
Barbados	Grenada	Netherlands	Spain
Belgium	Guam	Netherlands Antilles	Sweden
Belize	Guyana	New Zealand	Switzerland
Bermuda	Hong Kong	Niger	Syrian Arab Republic
Bosnia-Herzegovina	Hungary	Nigeria	Taiwan
Brazil	India	Northern Mariana Islands	Thailand
Bulgaria	Indonesia	Norway	Trinidad
Canada	Iran	Oman	Turkey
Cayman Islands	Ireland	Pakistan	Uganda
China	Italy	Palestinian Territories	Ukraine
Colombia	Jamaica	Peru	United Arab Emirates
Costa Rica	Japan	Philippines	United Kingdom
Cuba	Jordan	Poland	United States
Czech Republic	Kazakhstan	Puerto Rico	Viet Nam
Denmark	Kenya	Qatar	Virgin Islands
Dominica	Kuwait	Romania	Virgin Islands (British)
Ecuador	Lebanon	Russia	Zimbabwe

WE BELIEVE IN THE DYNAMIC
POWER OF HUMAN RESOURCES.

WE ARE A MISSION-DRIVEN
ORGANIZATION COMMITTED
TO THE HIGHEST STANDARDS
OF THE PROFESSION.

OUR VISION IS CLEAR:
A GLOBAL HR PROFESSION,
WHOSE MOST EFFECTIVE AND
INFLUENTIAL PRACTITIONERS AND
LEADERS PROUDLY MAINTAIN OUR
CREDENTIALS.

WE ARE A COMMUNITY IN PRACTICE.
WE INVITE YOU TO JOIN US.

WE ARE CERTIFIED.

HR CERTIFICATION INSTITUTE

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