HR CERTIFICATION INSTITUTE™

4 STEPS to Certification

STEP 1 CHOOSE THE RIGHT CERTIFICATION FOR YOU

CERTIFICATION	EXAM COVERAGE	MINIMUM HR EXPERIENCE		
		+ Master's Degree or Higher	+ Bachelor's Degree or Higher	+ Less than a Bachelor's Degree
PHR®	Technical and operational aspect of HR practices, laws and regulations in the US	1 year	2 years	4 years
SPHR®	Strategic and policy-making aspects of HR management in the US	4 years	5 years	7 years
GPHR®	Cross-border HR responsibilities, policies and initiatives	2 years (2 years global)	3 years (2 years global)	4 years (2 years global)
PHR CA® SPHR CA®	Laws, regulations and HR management practices unique to California	A current PHR or SPHR designation		

STEP 2 APPLY FOR THE EXAM

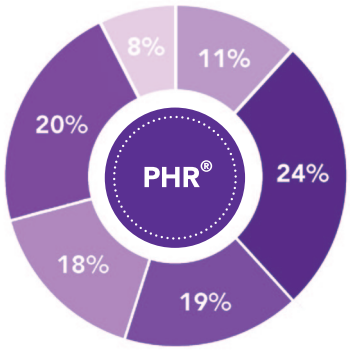
- Go to **hrci.org/login**
- Create an account
- Complete the online application
- Once you receive your eligibility confirmation, **schedule your exam** at **prometric.com/hrci**

EXAM	EXAM DATES	REGISTRATION PERIOD
2015		
PHR/SPHR	Nov 1 – Jan 31	May 4 - Oct 16
GPHR/CA	Nov 1 – Dec 31	May 4 - Oct 16
2016		
PHR/SPHR	May 1 – Jul 31	Oct 17 - Mar 31
PHR/SPHR	Nov 1 – Jan 31	Apr 1 - Sep 30
GPHR/CA	May 1 – Jun 30	Oct 17 - Mar 31
GPHR/CA	Nov 1 – Dec 31	Apr 1 - Sep 30

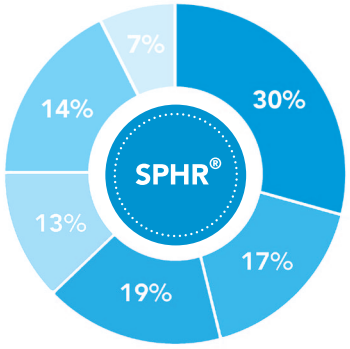
For more information, go to: **www.hrci.org/fees-and-deadlines**

STEP 3 PREPARE FOR YOUR EXAM

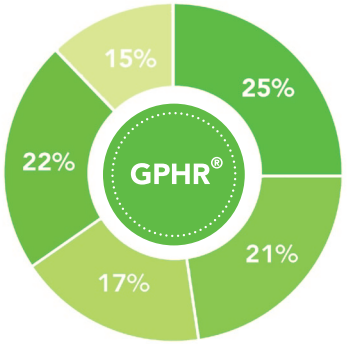
Each exam assesses your knowledge and competency based on HR functional areas:



- Business Management and Strategy (11%)
- Workforce Planning and Employment (24%)
- Human Resource Development (18%)
- Compensation and Benefits (19%)
- Employee and Labor Relations (20%)
- Risk Management (8%)



- Business Management and Strategy (30%)
- Workforce Planning and Employment (17%)
- Human Resource Development (19%)
- Compensation and Benefits (13%)
- Employee and Labor Relations (14%)
- Risk Management (7%)



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

There are hundreds of exam prep options to choose from. To find out which options suit your learning style, go to **hrci.org/exam-prep-resources**. For more exam prep tips, go to **hrci.org/exam-preparation**

STEP 4 TAKE THE EXAM

Check out our test-taking tips at: **www.hrci.org/exam-day-tips**

Earning your HR credential(s) from HRCI is a career-long commitment that shows your peers and your organization your drive to succeed. HRCI wants you to succeed, and we are here to guide you through your certification journey.

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