



## aPHR™ Frequently Asked Questions

### Certification

- **Why is HRCI certification important?**

HRCI certification is a career-long commitment demonstrating to your peers and your organization that you are dedicated to staying current in the ever-changing field of human resources. To maintain the credentials, certification holders are required to recertify their designation every three years (3) through HR-related activities. To the individual: HR certification sets HR professionals apart from those who are not certified and demonstrates foundational knowledge of Human Resources. To the organization: Statistics show that almost 70 percent of a company's expenses are HR-related. HRCI certification provides organizations with the peace of mind that their staff is staying on top of current HR laws, regulations and best practices.

Specifically, the aPHR™ certification will validate your HR knowledge through letters earned from HRCI. Whether you are seeking entry into the HR profession, a promotion or recognition for your HR knowledge, the aPHR™ will enhance your resume.

- **Why should I participate in the aPHR™ pilot program?**

As a participant you will:

- ✓ Empower your resume and differentiate yourself in the competitive job market
- ✓ Be able to take the exam at a greatly reduced price
- ✓ Demonstrate your foundational knowledge of HR
- ✓ Earn the aPHR™ designation, if successful on exam, and be recognized as part of the first group certified as an aPHR™ from HRCI
- ✓ Contribute to building a high value certification
- ✓ Join an exclusive group of early-career HR professionals and expand your network to the global HRCI certified community
- ✓ Contribute directly to the advancement of the HR profession
- ✓ Gain personal satisfaction from your achievement

- **What is the purpose of a pilot program?**

The pilot is an early version of the aPHR™ exam. The pilot will allow HRCI to select the best questions to appear on the final exams. Pilot participants will see more questions than regular exam takers because we expect that some questions may be discarded once the results have been analyzed. Only those questions that perform within acceptable statistical measures will be scored at the conclusion of the pilot. By participating in this pilot, you will play a critical role in determining which questions most accurately assess the knowledge needed by early HR career professionals!

- **Is the aPHR™ an accredited certification?**  
The exam was created in line with the NCCA requirements for accredited programs. Once we have amassed enough data and had a full cycle of testing, HRCI plans to pursue accreditation for the aPHR™.
- **How and where are the exams administered?**  
The aPHR™ pilot exam is a computer-based exam that is administered by our testing partner, Prometric. Prometric has testing locations across the United States. You can locate the testing center near you at [www.prometric.com/hrci](http://www.prometric.com/hrci). (The aPHR™ pilot program is only available in the US.)

## Registration

- **What are the eligibility requirements?**  
The aPHR™ is designed for early-career HR professionals and requires a High School Diploma or equivalent.
- **When can I register for the pilot exam?**  
Pilot program registration begins on February 16, 2016
- **Will it cost to participate in the pilot?**  
Registration for the pilot program is \$200. As a special incentive, HRCI's \$75 application fee has been waived for all pilot participants.
- **What are the dates for the aPHR™ pilot program?**  
The aPHR™ pilot exam will be conducted in May 2016.
- **After the pilot program, how often will the aPHR™ be administered?**  
The aPHR™ will be administered twice a year, in May – July and November – January.

## Preparation & Exam Day

- **What topics are covered on the aPHR™ exam?**  
The aPHR™ Exam Content Outline details the general HR knowledge you will need to have to be successful on the exam. These topics include:
  - HR Operations – 38%
  - Recruitment & selection – 15%
  - Compensation & Benefits – 14%
  - Human Resource Development & Retention – 12%
  - Employee Relations – 16%
  - Health, Safety, and Security – 5%

You can find the full Exam Content Outline at [www.hrci.org/aPHR](http://www.hrci.org/aPHR).

- **What exam preparation materials are available for the aPHR™?**  
The aPHR™ is a knowledge-based exam, created so that a candidate can demonstrate foundational knowledge of HR. HRCI has compiled a suggested reading list to help candidates prepare for the exam.
- **How many questions are included on the exam and how long will it take to complete the exam?**The pilot exam consists of 175 questions in 3 hours. Please be prepared to spend up to 4 hours at the exam site.
- **What is the format of the exam?**  
The aPHR™ exam is a multiple choice exam.
- **How are exams scored? What qualifies as a passing score?**  
Just like HRCI's other exams, a panel of subject matter experts will recommend the passing score for the pilot exam using a form of statistical analysis known as the modified Angoff method. The passing standard cannot be determined until the pilot is complete and the results have been analyzed for each question, since only questions that perform well will count towards a pilot participant's score.
- **What should I bring for exam day?**  
Candidates need to present on the exam day the following: a valid, unexpired government-issued photo ID with a signature, such as a driver's license with a photograph or a passport. Visit [www.hrci.org/exam-day-tips](http://www.hrci.org/exam-day-tips) for more information on being prepared for exam day.
- **When will I know my exam results?**  
You will receive your exam results in 8-10 weeks after sitting for the exam.
- **What happens if I fail the exam?**  
In the event that you are unsuccessful, you are welcome to apply to sit for the exam during the November 2016 – January 2017 testing window.

## Refunds and Cancellation

- **I want to withdraw, will I receive a refund?**  
No, the pilot fee is non-refundable.
- **What is the exam application cancellation policy?**  
Candidates can cancel or withdraw at any time; however, no refunds will be provided.
- **I was deemed eligible and will not be able to take the exam. What is the cancellation policy?**  
Candidates can cancel or withdraw at any time; however, no refunds will be provided.



- **Am I able to reschedule my appointment during the pilot exam? Will I be refunded if I can no longer participate?**

You should pick the date and time you want to take the pilot exam carefully. Because the timeframe for taking the pilot exam is limited, you may not be able to find an available appointment should you need to reschedule. Refunds will not be provided.

## Recertification

- **What is recertification?**  
Recertification is the process of renewing one's certification. To maintain your credential, you need to continue to learn, grow, and increase your current knowledge in Human Resources. With recertification, you are demonstrating your commitment to staying current in the field of Human Resources.
- **How often will I need to recertify to maintain the aPHR™ credentials?**  
Recertification is required every three years through demonstrated professional development (preferred method) or retaking the exam.