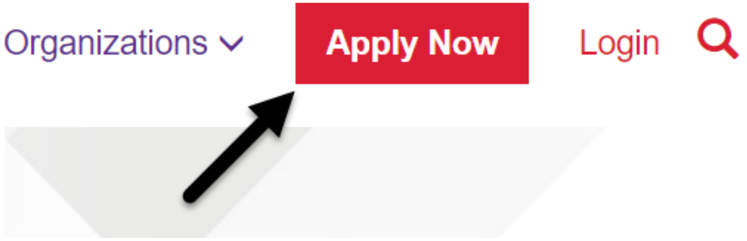
HRCI®

STEP BY STEP APPLICATION GUIDE

LOGIN

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.

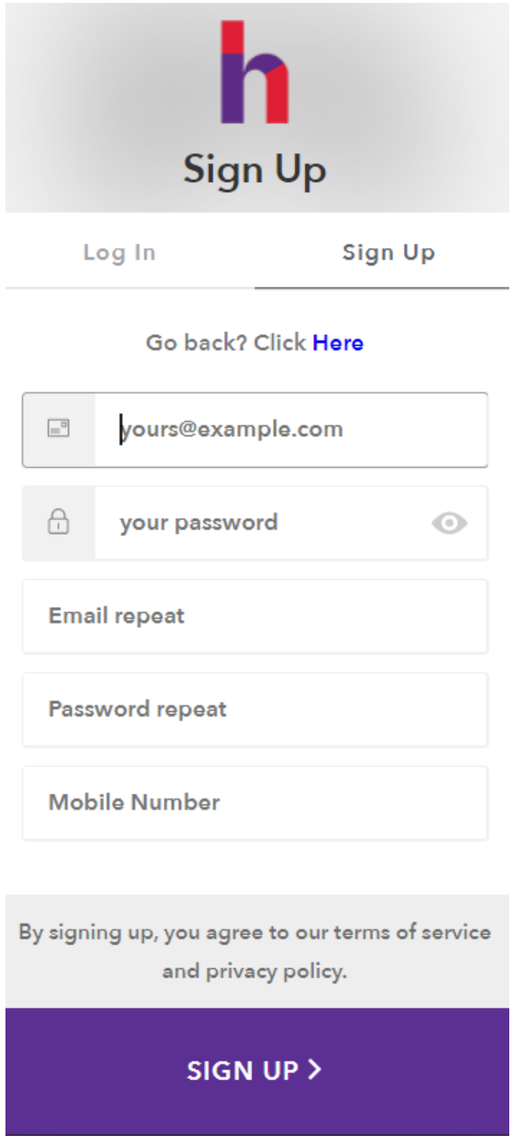
Your password should contain:

- Upper case letters (A-Z)
- Lower case letters (a-z)
- Numbers (i.e. 0-9)

Password should be eight or more characters long.

(i.e. Test1234)

*Note: Submitting your mobile number is optional and not required.



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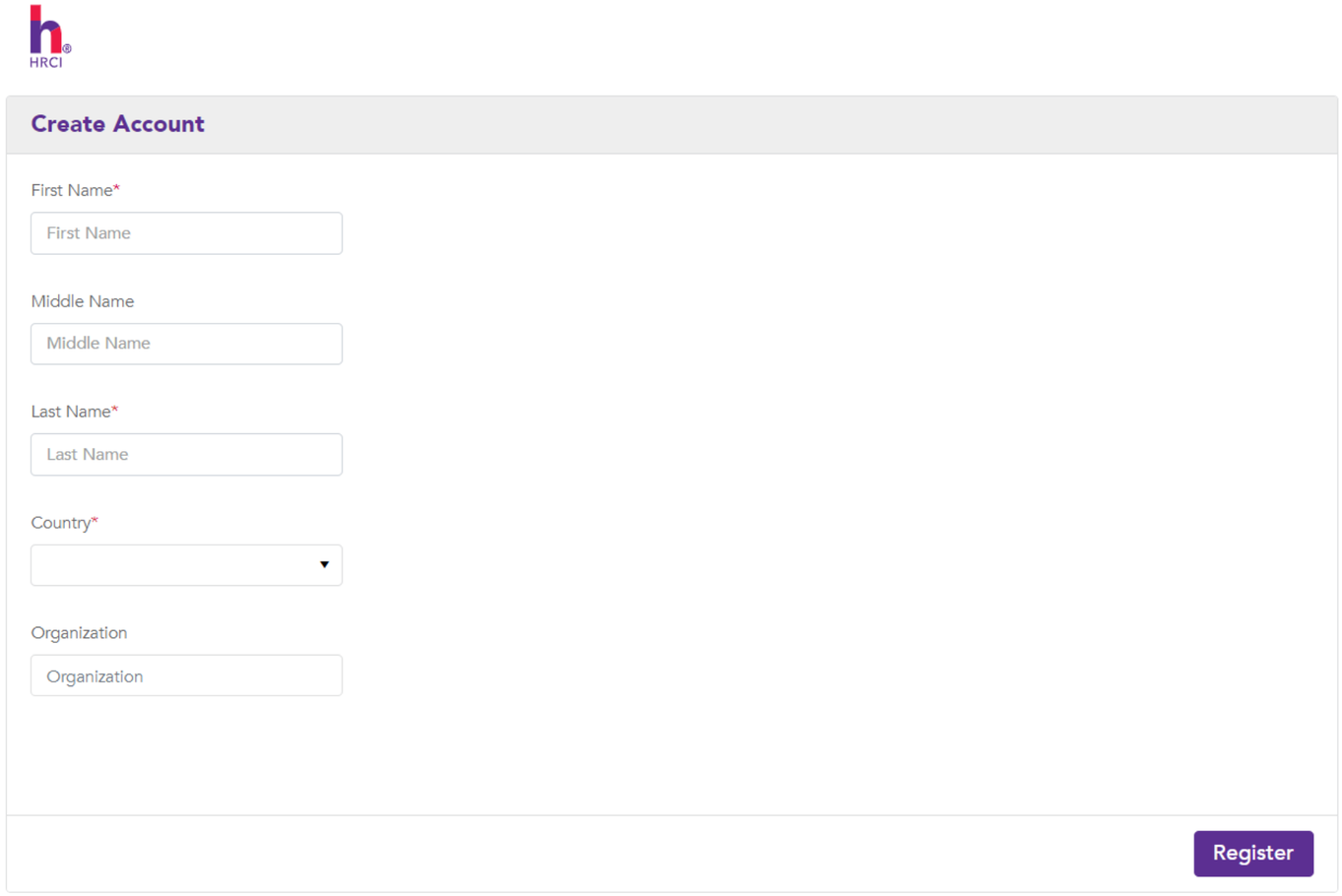
CREATE AN ACCOUNT

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 cannot be edited later in the profile and on any application that you submit.



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BEGIN APPLICATION

The Application Process begins on “Your Account” page.

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

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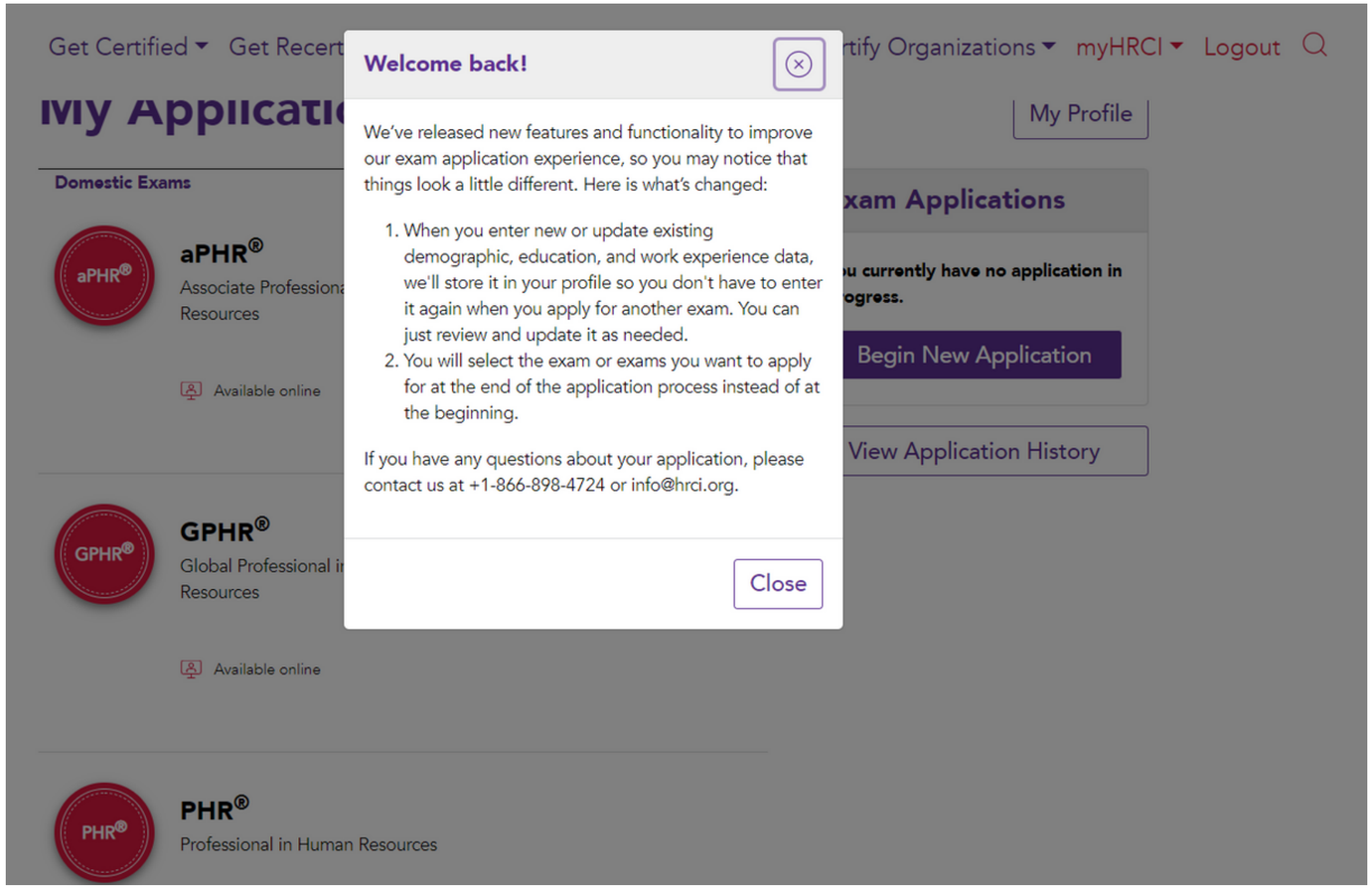
WELCOME BACK

HRCI recently updated some new features and functionality to improve your application experience.



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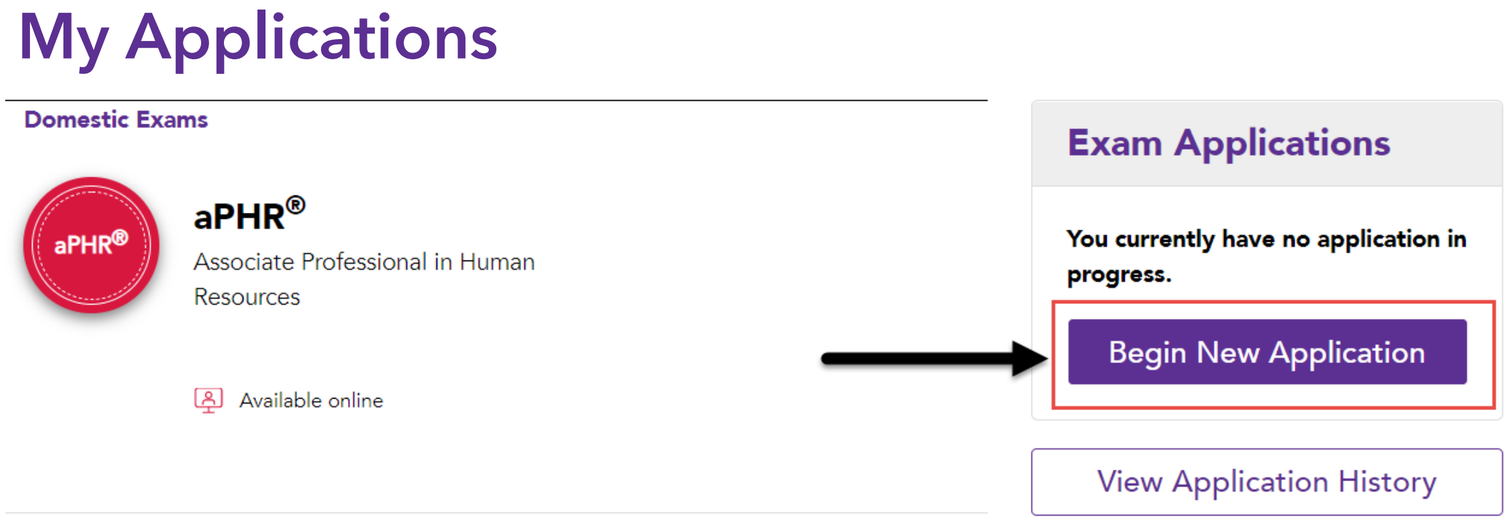
BEGIN NEW APPLICATION

Click "Begin New Application" button.



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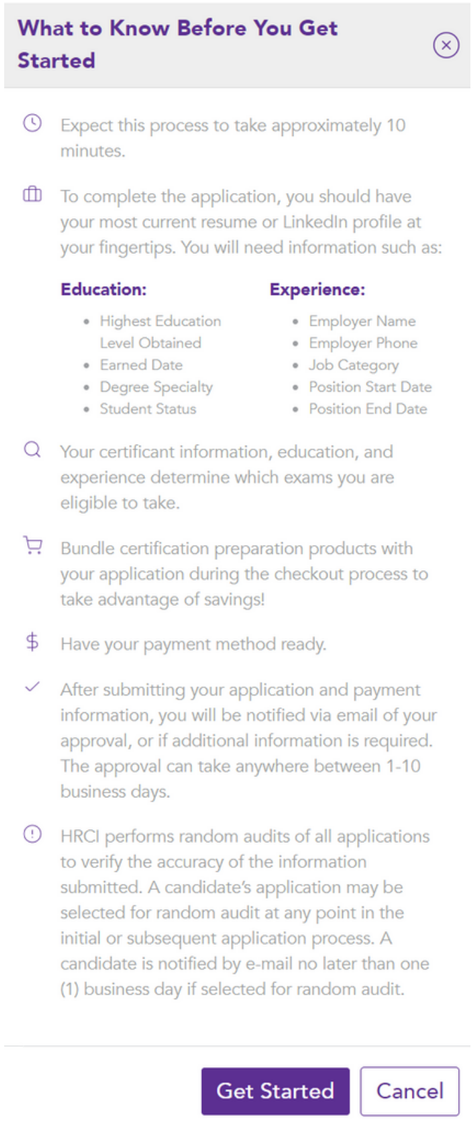
WHAT TO KNOW BEFORE YOU GET STARTED

The "What To Know Before You Get Started" section fully outlines:

- Length of time it will take to apply
- Education/experience required
- Bundle information
- Payment information
- Our exam audit process

Click "Get Started" button to begin.



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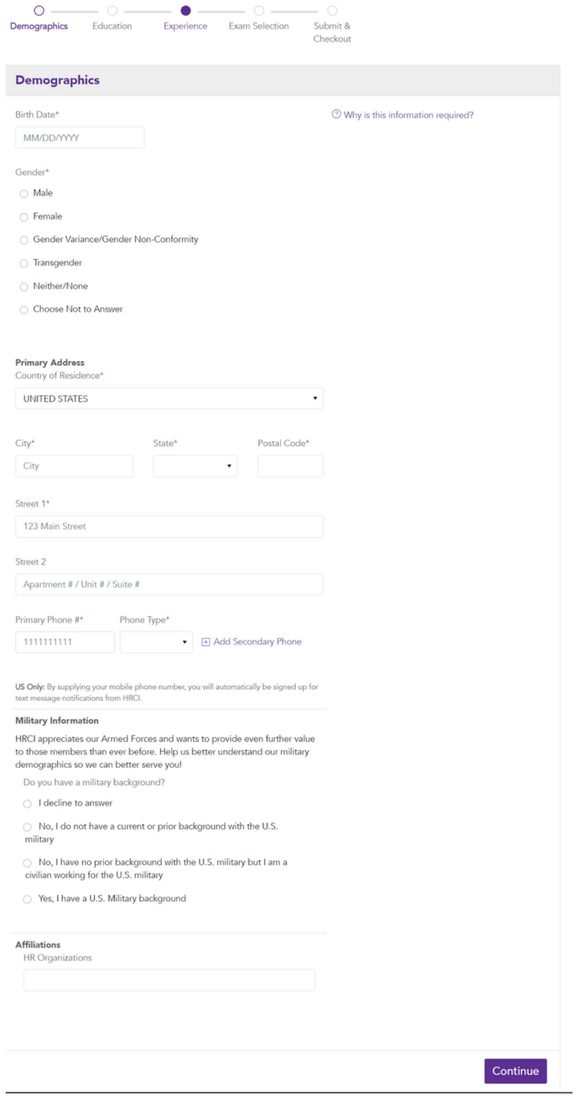
DEMOGRAPHICS INFORMATION

Certificant Identification:

Demographics:

a. Birth Date
b. Gender
c. Primary Address
d. Primary Phone Number
e. Military Information
f. Affiliations

Exam Application



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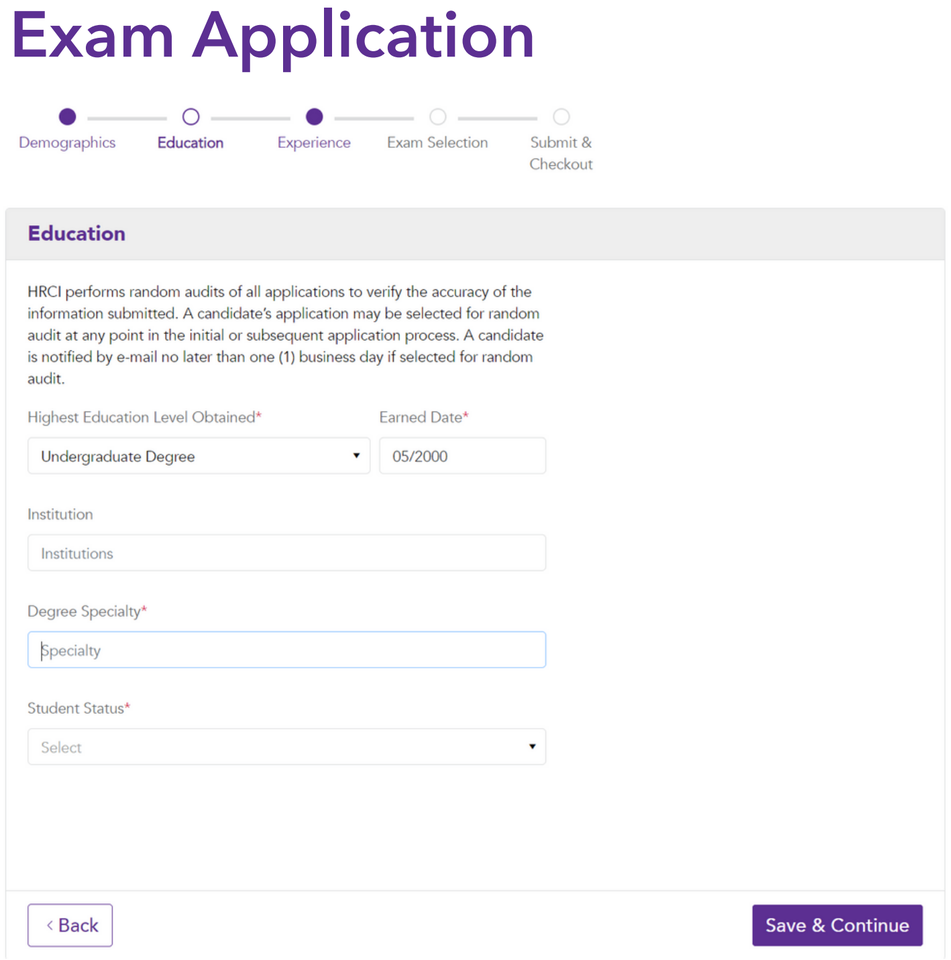
EDUCATION

Education:

Enter your highest level of education and select your Student Status.



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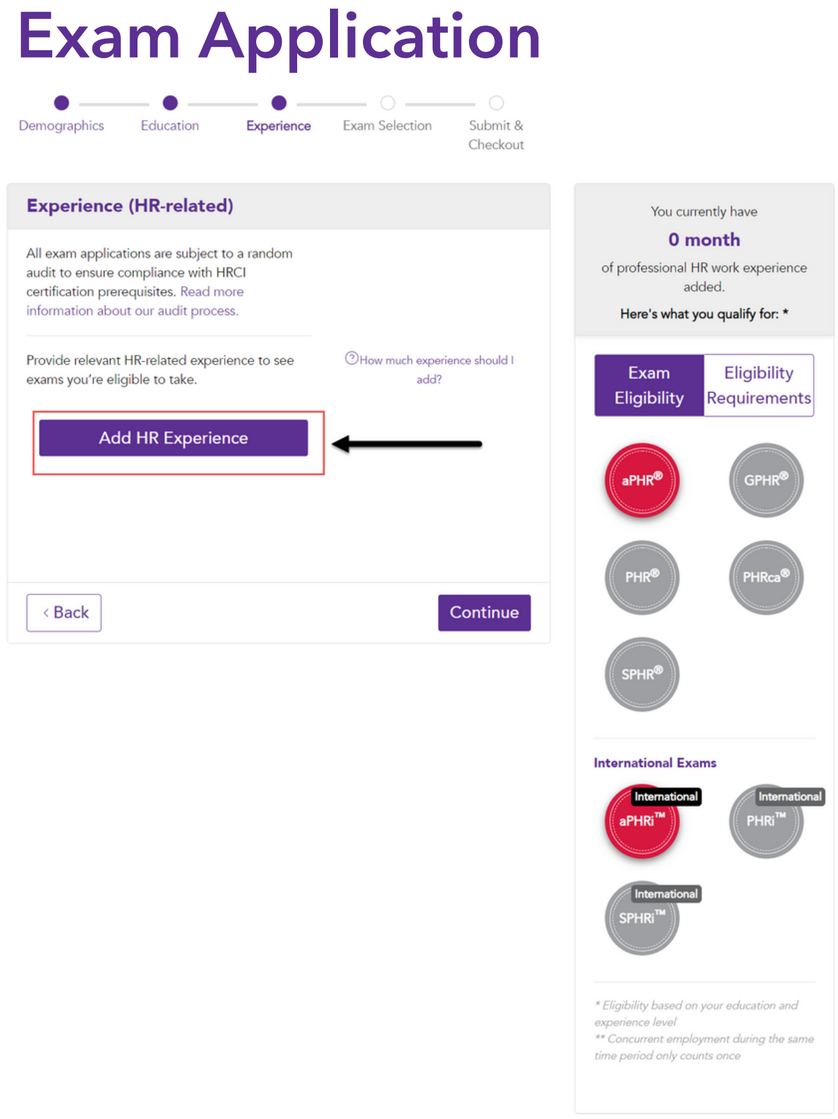
EXPERIENCE

To add a New Experience:

Enter all applicable information about your employment in the "Add HR Experience" section.

Click "Continue" to proceed to the next section of the application.



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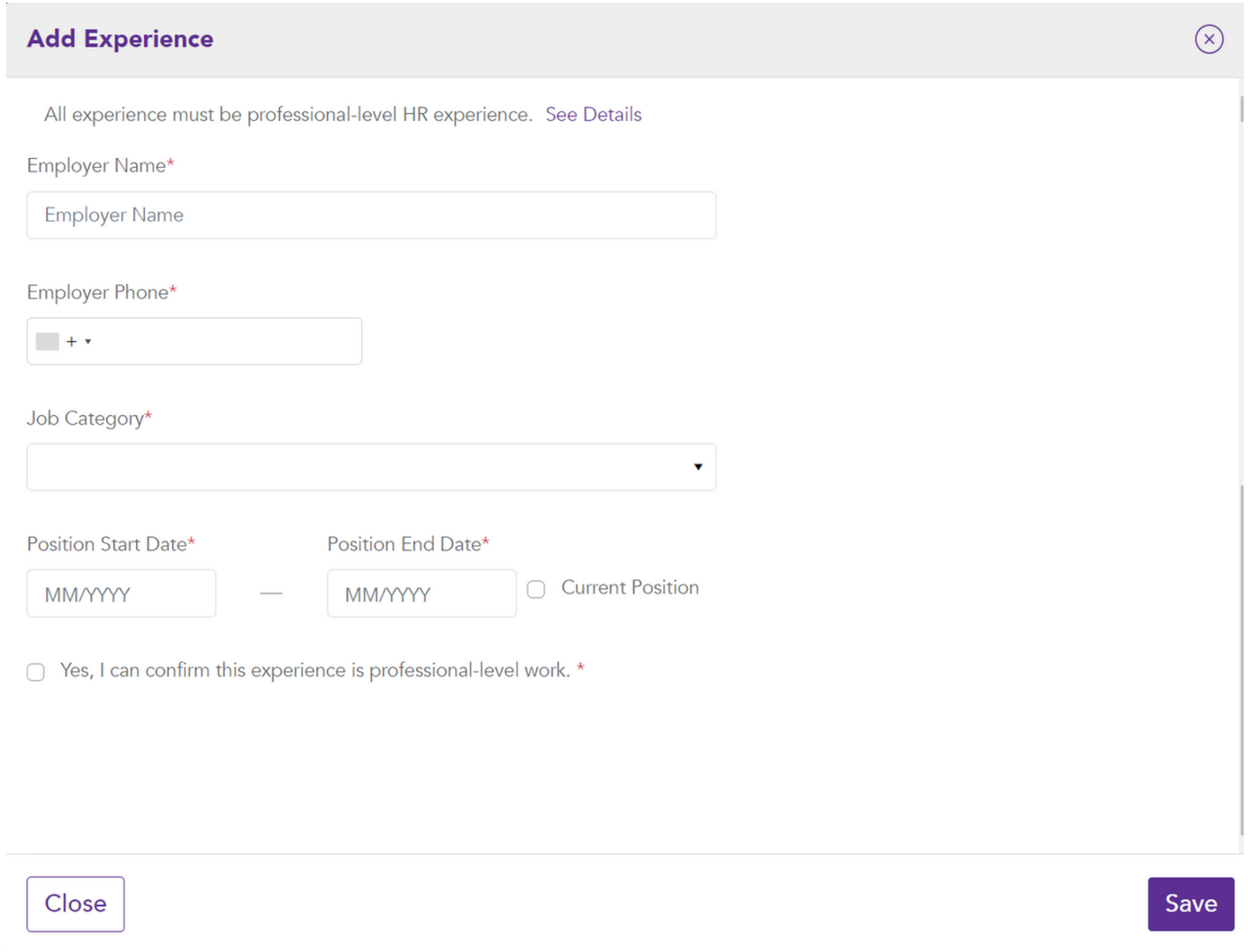
EXPERIENCE (CONTINUED)

To add a New Experience:

Enter all applicable information about your employment in the "Add HR Experience" section.

Click "Save" to proceed to the next section of the application.



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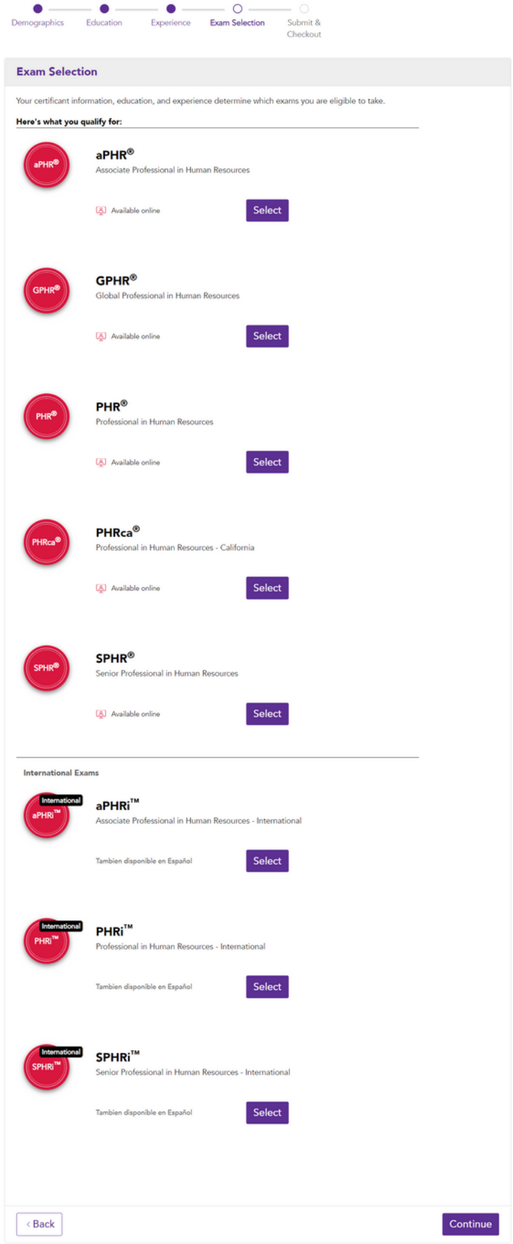
ELIGIBILITY

Based on education, and work experience, this application section outlines all certifications for which you are eligible to apply.

Please "Click" on your exam selection.

Click "Continue."

Exam Application



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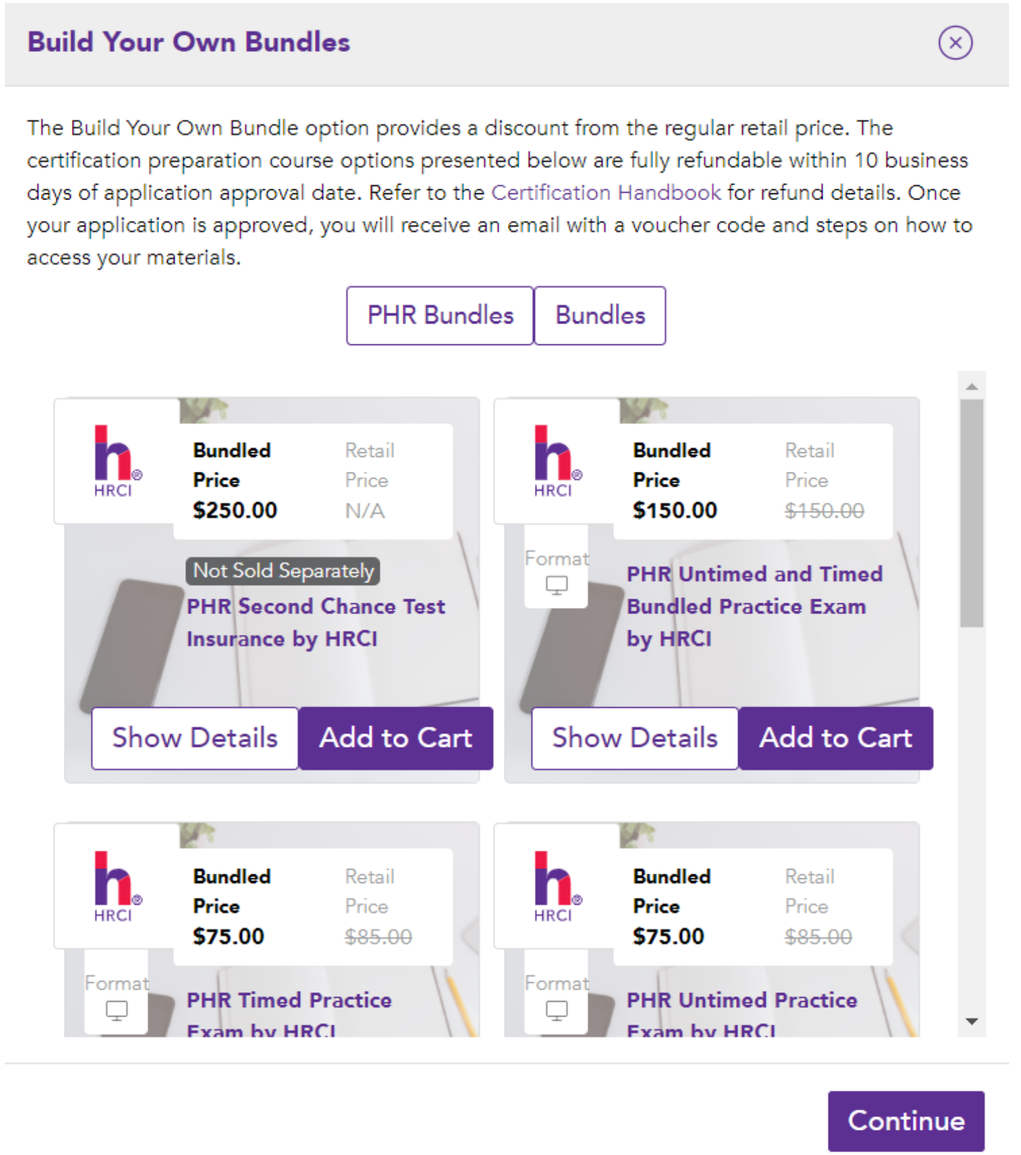
SHOPPING CART

On the "Shopping Cart" page, once the pop-up window appears, review the 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.



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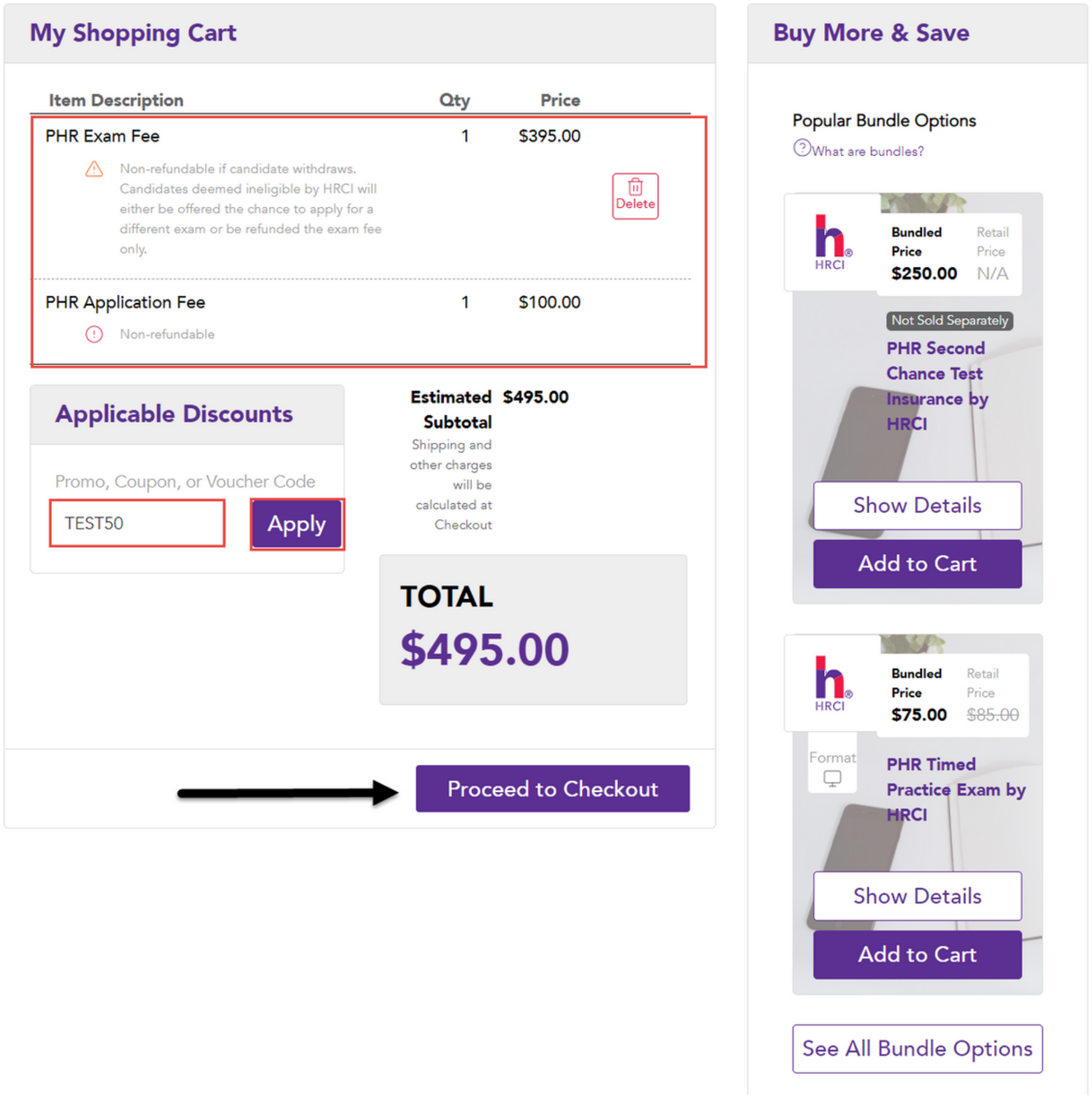
SHOPPING CART (CONTINUED)

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, if available, in the Applicable Discounts Promo/Coupon/Voucher field and click on the "Apply" button.

Next click on "Proceed to Checkout" button to complete purchase.



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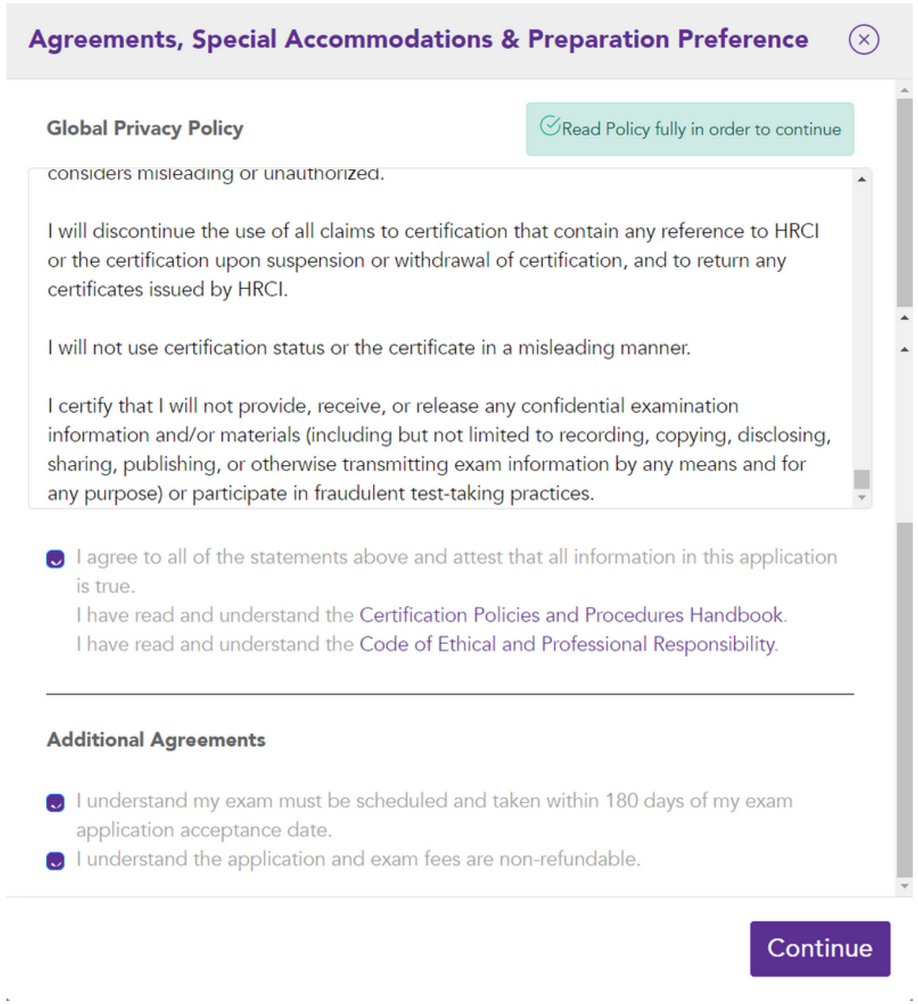
AGREEMENTS, SPECIAL ACCOMMODATIONS & PREPARATION PREFERENCE

Prior to purchase, 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.



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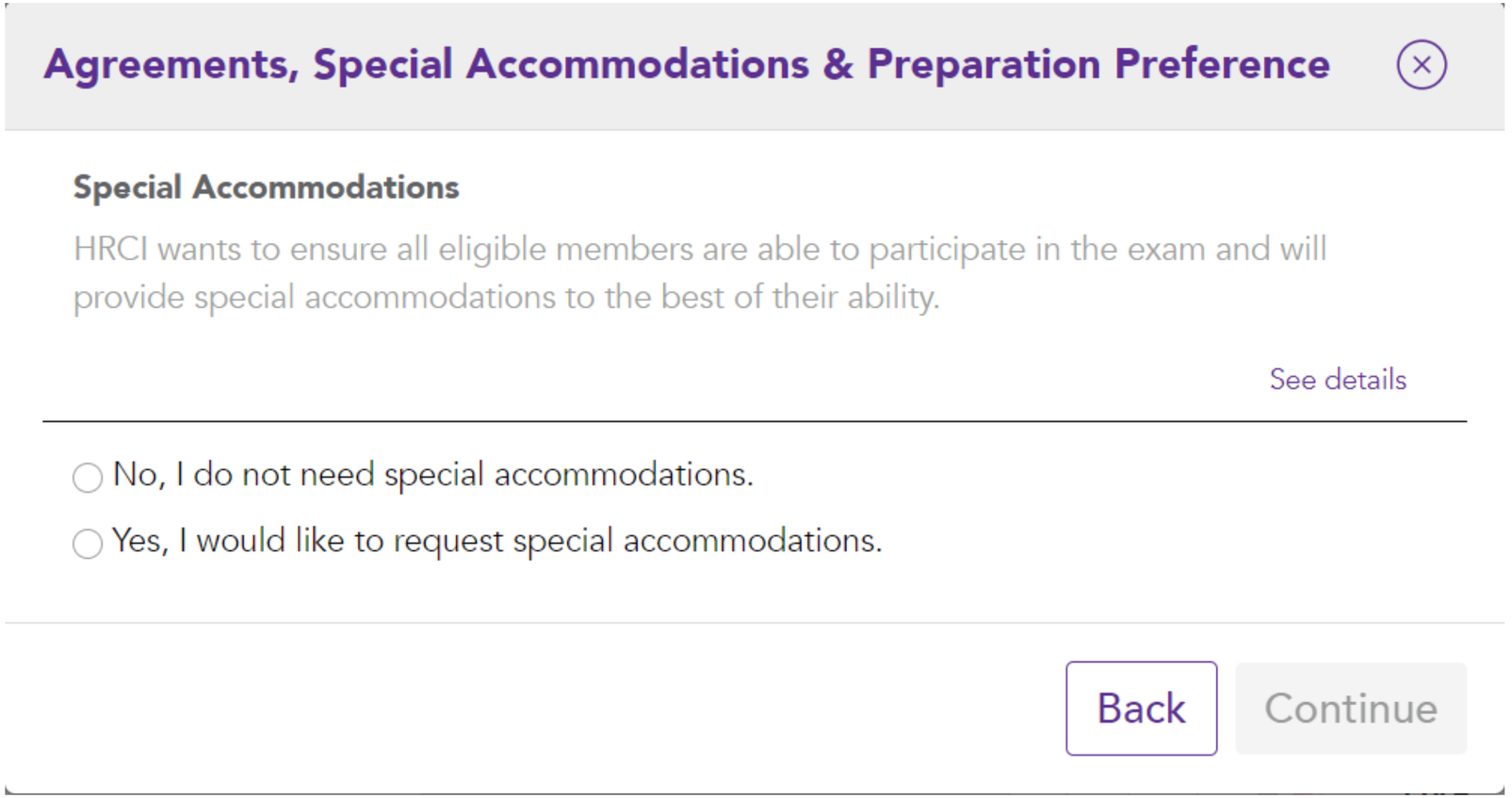
AGREEMENTS, SPECIAL ACCOMMODATIONS & PREPARATION PREFERENCE (CONTINUED)

Special Accommodations are limited and only available for U.S.-based Test Centers.

Only click the radio button if you require special accommodations.



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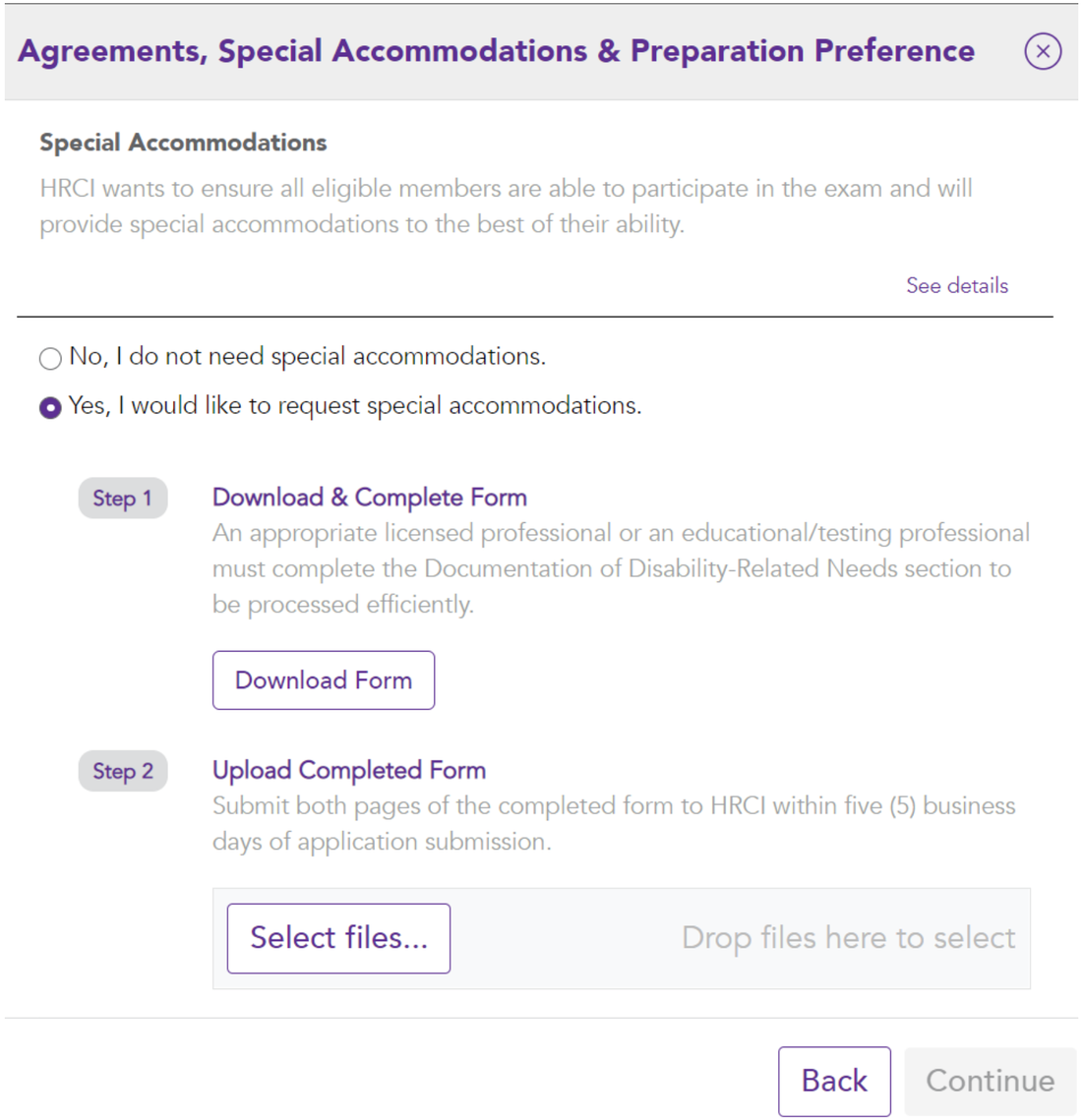
AGREEMENTS, SPECIAL ACCOMMODATIONS & PREPARATION PREFERENCE

If special accommodations are requested, click the relevant radio button and download/fill/upload form accordingly.

Or directly upload pre-filled form and click "Continue" button.



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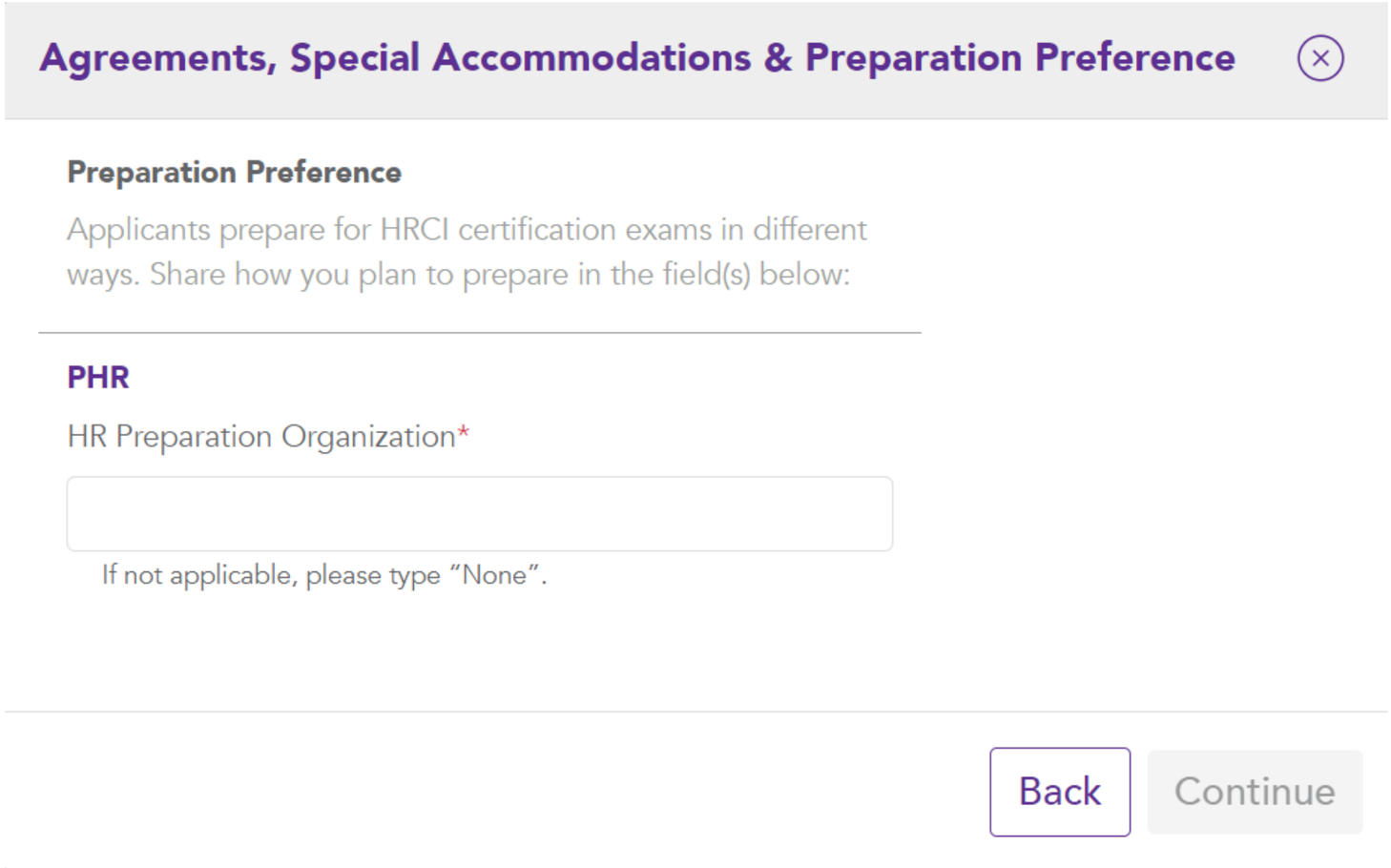
AGREEMENTS, SPECIAL ACCOMMODATIONS & PREPARATION PREFERENCE

Please share how you plan to prepare for your HRCI certification exam in the form field. If not applicable, please type "None".



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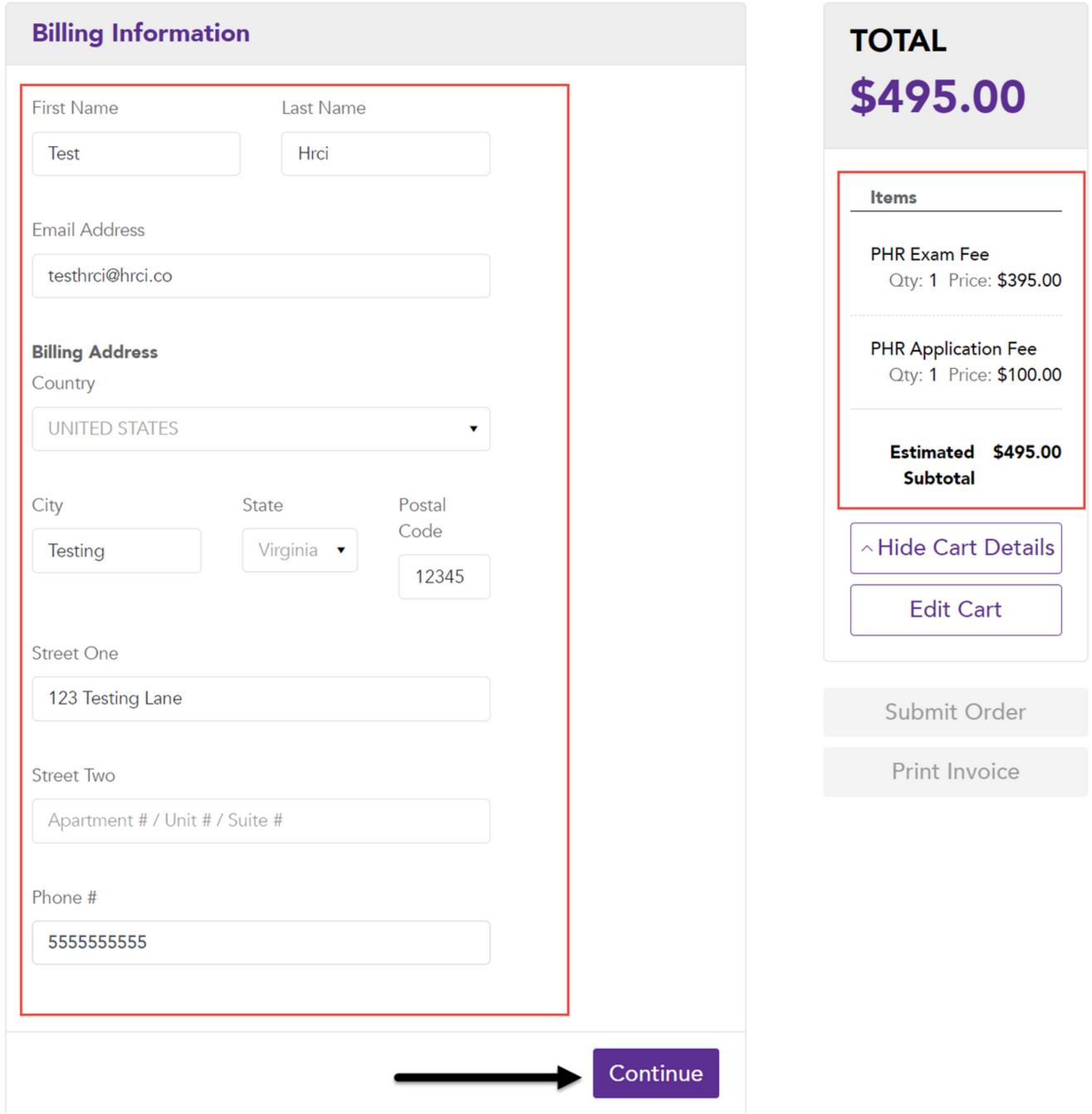
BILLING INFORMATION

Billing address must match the address on the purchaser's credit card information provided.

Review billing information before clicking on the "Continue" button.



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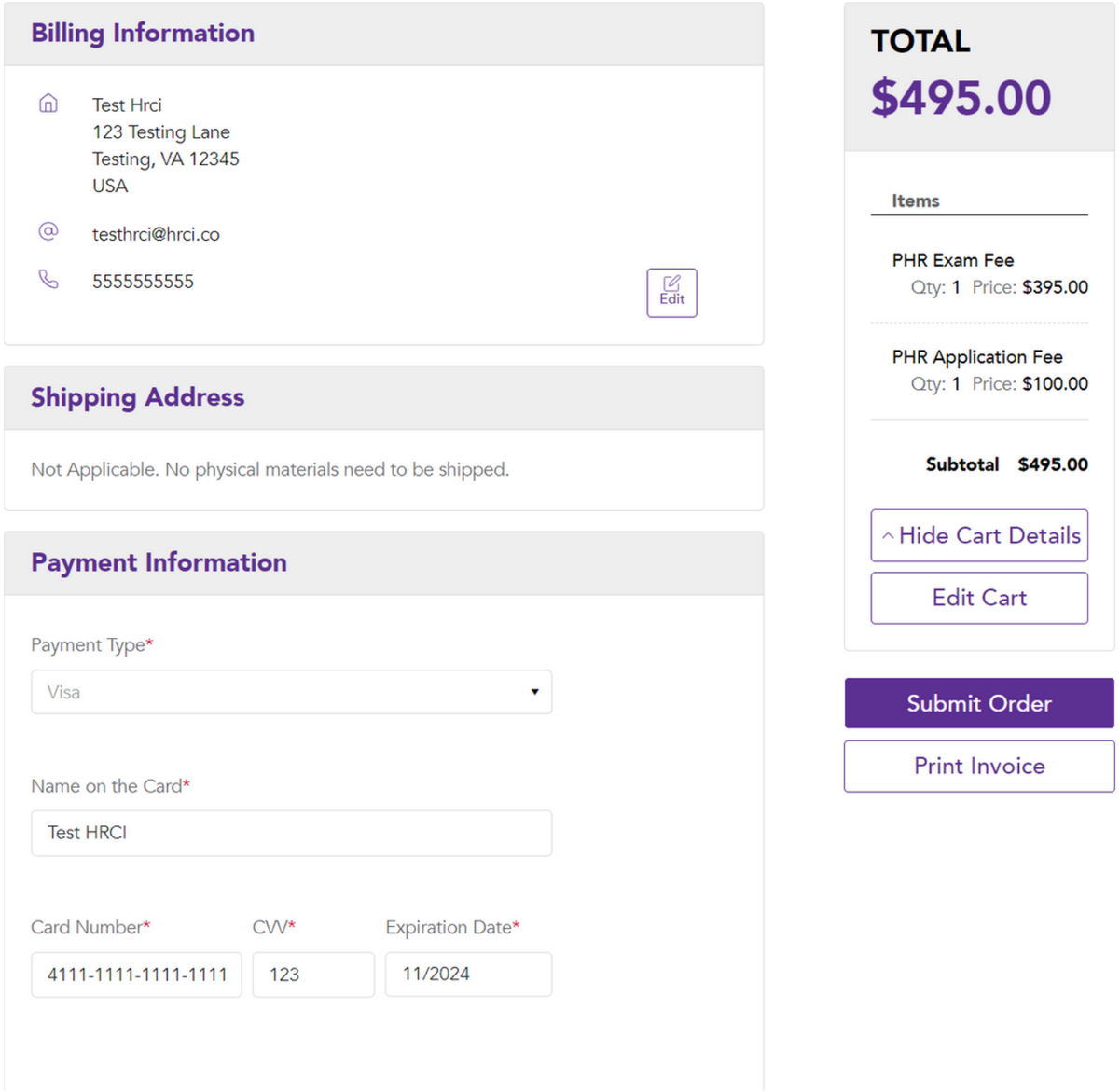
SHIPPING INFORMATION

Shipping information is only required if HRCI is required to send any physical product to you.

Follow payment prompts in this section to complete your purchase.

Click "Submit Order" button to complete purchase.



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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

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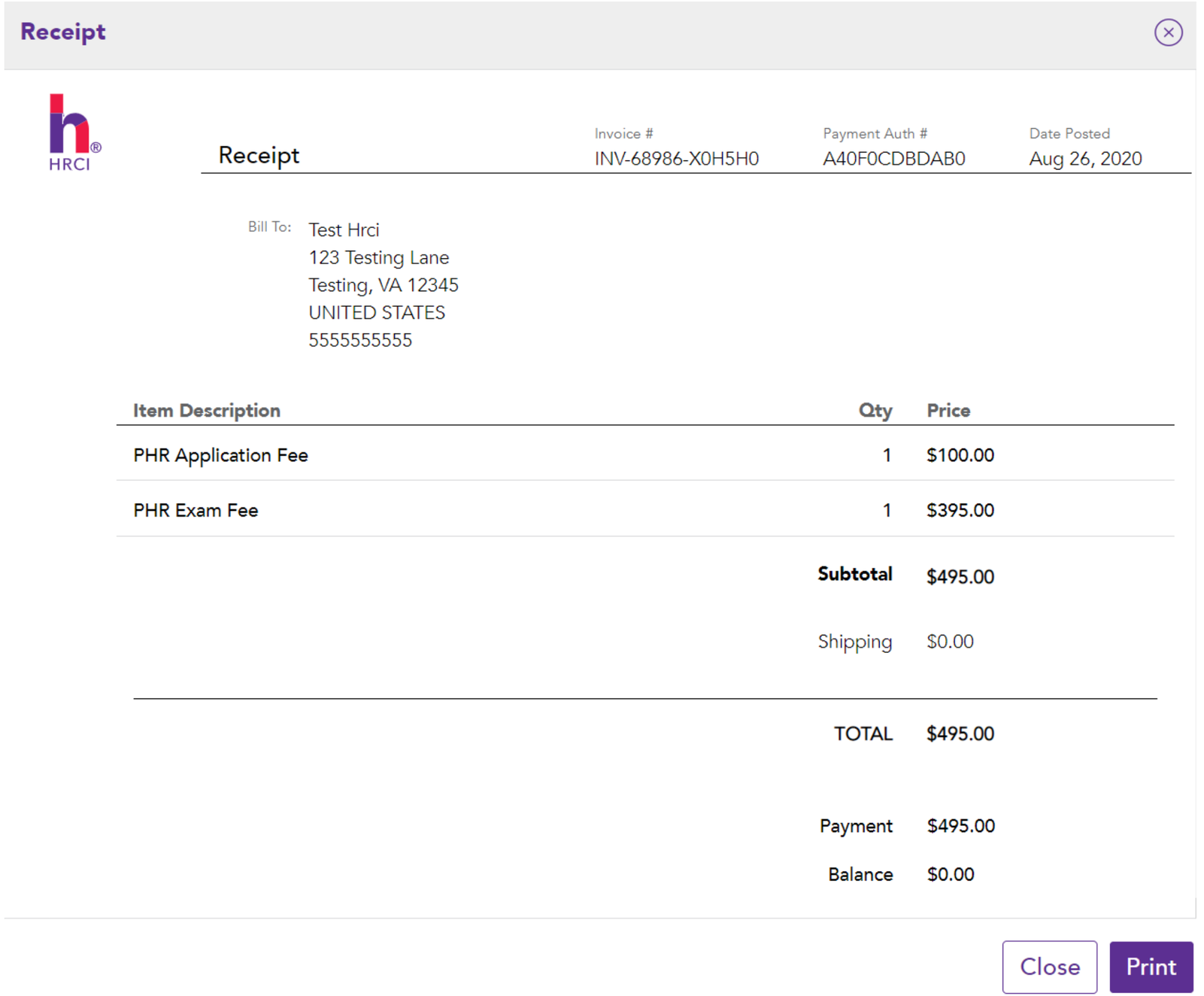
VIEW RECEIPT

View and print receipt for your records.

Thank you for purchasing your HRCI exam.



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