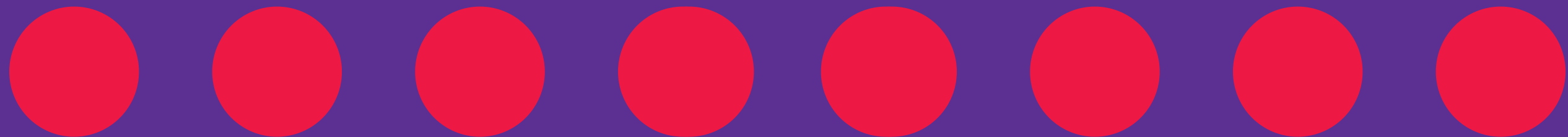




# STEP BY STEP APPLICATION GUIDE



# LOGIN

Go to [www.hrci.org](http://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.

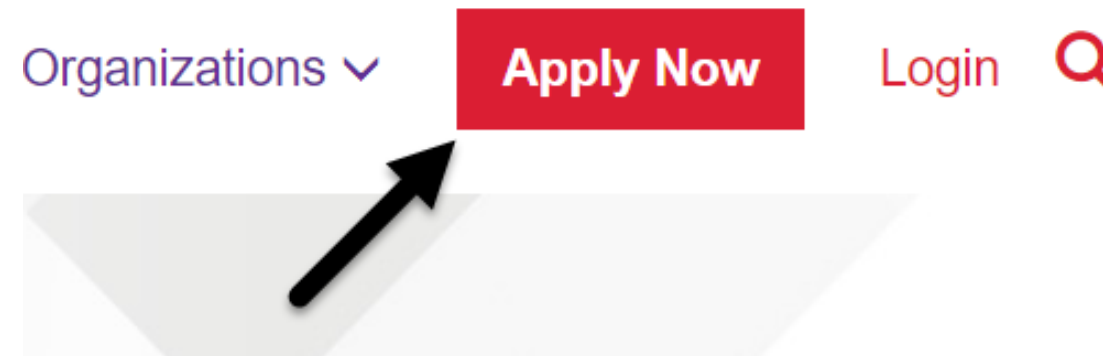
Your password should contain:

- 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.

A screenshot of the 'Sign Up' form on the HRCI website. The form is titled 'Sign Up' with the HRCI logo above it. It has two tabs: 'Log In' and 'Sign Up', with 'Sign Up' being the active tab. Below the tabs is a link that says 'Go back? Click [Here](#)'. The form contains four input fields: an email field with the placeholder 'yours@example.com', a password field with the placeholder 'your password' and an eye icon for toggling visibility, an 'Email repeat' field, a 'Password repeat' field, and a 'Mobile Number' field. At the bottom, there is a grey box with the text 'By signing up, you agree to our terms of service and privacy policy.' and a large purple button labeled 'SIGN UP >'.

# 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.**



### Create Account

First Name\*

First Name

Middle Name

Middle Name

Last Name\*

Last Name

Country\*

Organization

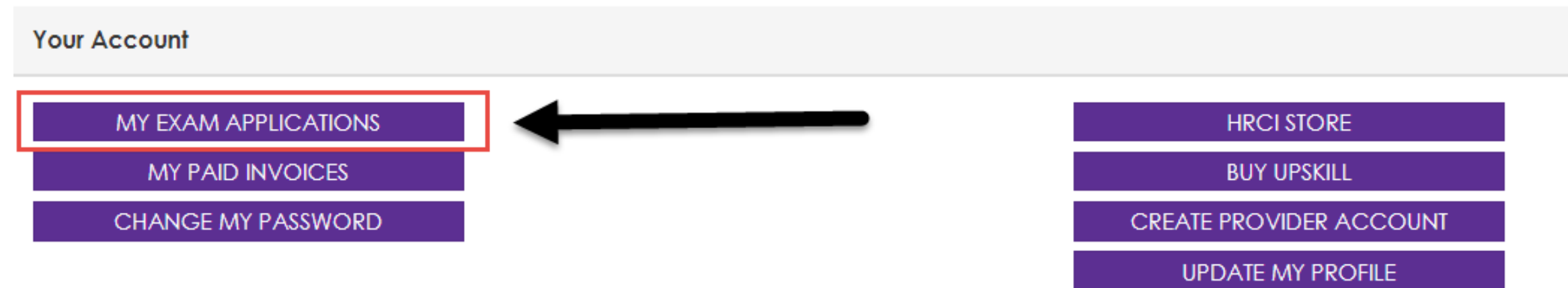
Organization

Register

# BEGIN APPLICATION

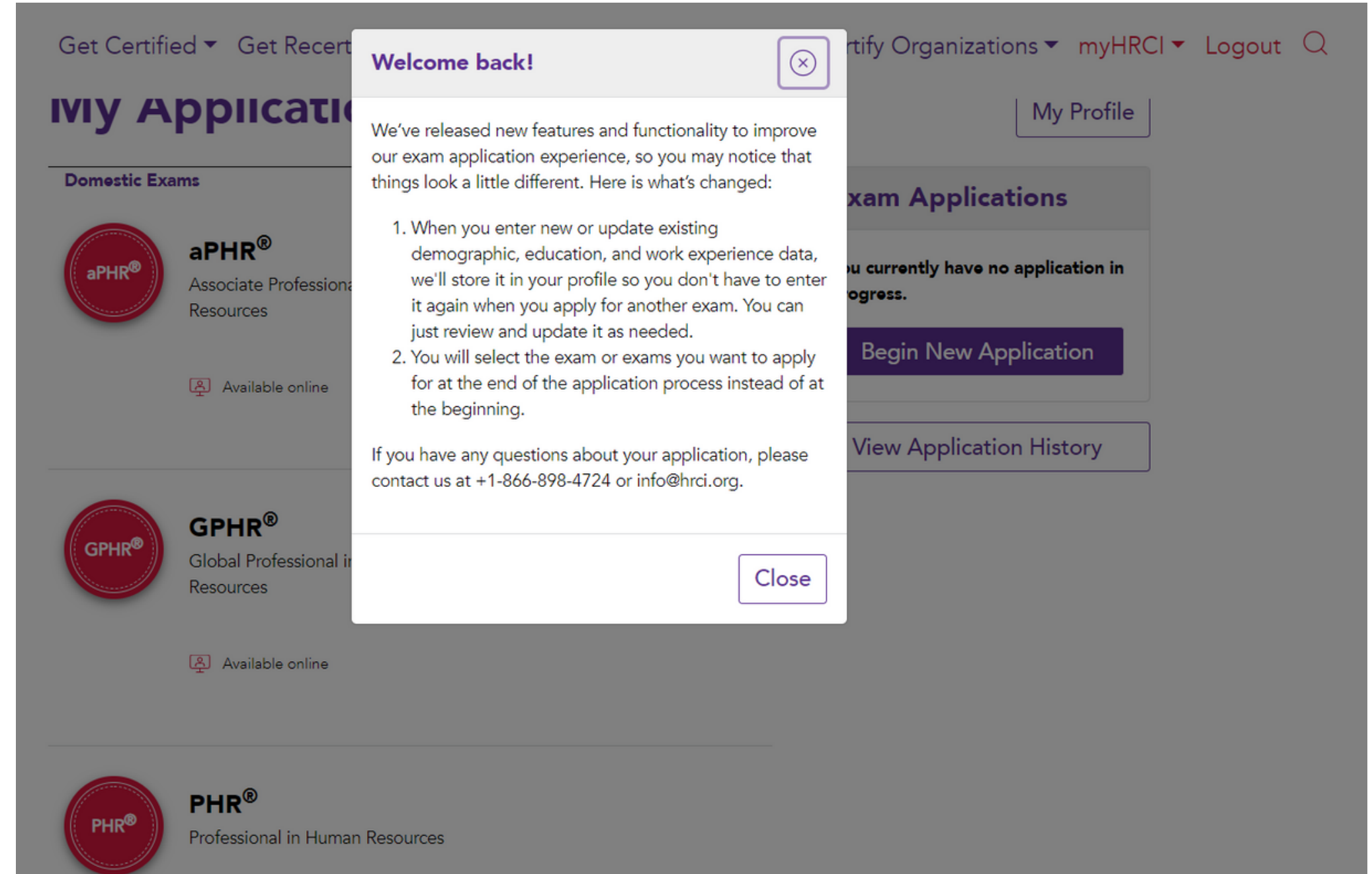
The Application Process begins on “**Your Account**” page.

To complete your application:  
Click on the “**My Exam Applications**” button.



# WELCOME BACK

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



# BEGIN NEW APPLICATION


Click "Begin New Application" button.

## My Applications

Domestic Exams



**aPHR<sup>®</sup>**  
Associate Professional in Human  
Resources

 Available online



### Exam Applications

You currently have no application in progress.

Begin New Application

View Application History


# 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.

## What to Know Before You Get Started



Expect this process to take approximately 10 minutes.




To complete the application, you should have your most current resume or LinkedIn profile at your fingertips. You will need information such as:

**Education:**


- Highest Education Level Obtained
- Earned Date
- Degree Specialty
- Student Status

**Experience:**


- Employer Name
- Employer Phone
- Job Category
- Position Start Date
- Position End Date




Your certificant information, education, and experience determine which exams you are eligible to take.




Bundle certification preparation products with your application during the checkout process to take advantage of savings!



Have your payment method ready.



After submitting your application and payment information, you will be notified via email of your approval, or if additional information is required. The approval can take anywhere between 1-10 business days.



HRCI performs random audits of all applications to verify the accuracy of the information submitted. A candidate's application may be selected for random audit at any point in the initial or subsequent application process. A candidate is notified by e-mail no later than one (1) business day if selected for random audit.

Get Started

Cancel

# DEMOGRAPHICS INFORMATION

## Exam Application

### Certificant Identification:

### Demographics:

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

Demographics

Education

Experience

Exam Selection

Submit & Checkout

Demographics

Birth Date\*

MM/DD/YYYY

Why is this information required?

Gender\*

Male

Female

Gender Variance/Gender Non-Conformity

Transgender

Neither/None

Choose Not to Answer

Primary Address

Country of Residence\*

UNITED STATES

City\*

State\*

Postal Code\*

City

Street 1\*

123 Main Street

Street 2

Apartment # / Unit # / Suite #

Primary Phone #\*

Phone Type\*

1111111111

Add Secondary Phone

US Only:

By supplying your mobile phone number, you will automatically be signed up for text message notifications from HRCI.

Military Information

HRCI appreciates our Armed Forces and wants to provide even further value to those members than ever before. Help us better understand our military demographics so we can better serve you!

Do you have a military background?

I decline to answer

No, I do not have a current or prior background with the U.S. military

No, I have no prior background with the U.S. military but I am a civilian working for the U.S. military

Yes, I have a U.S. Military background

Affiliations

HR Organizations

Continue

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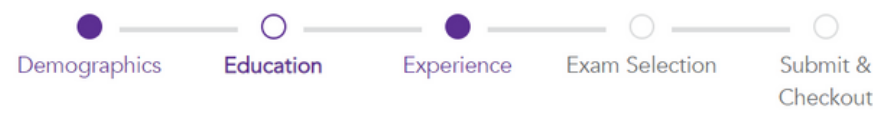


# EDUCATION

Education:

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

## Exam Application



Education

HRCI performs random audits of all applications to verify the accuracy of the information submitted. A candidate's application may be selected for random audit at any point in the initial or subsequent application process. A candidate is notified by e-mail no later than one (1) business day if selected for random audit.

Highest Education Level Obtained\*

Earned Date\*

Undergraduate Degree ▼

05/2000

Institution

Institutions

Degree Specialty\*

Specialty

Student Status\*

Select ▼

< Back

Save & Continue

# 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.

## Exam Application

DemographicsEducationExperienceExam SelectionSubmit & Checkout

Experience (HR-related)

All exam applications are subject to a random audit to ensure compliance with HRCI certification prerequisites. [Read more information about our audit process.](#)

Provide relevant HR-related experience to see exams you're eligible to take.

Add HR Experience

How much experience should I add?

< Back

Continue

You currently have

0 month

of professional HR work experience added.

Here's what you qualify for: \*

Exam Eligibility

Eligibility Requirements

aPHR®

GPHR®

PHR®

PHRca®

SPHR®

International Exams

International aPHRi™

International PHRi™

International SPHRi™

\* Eligibility based on your education and experience level

\*\* Concurrent employment during the same time period only counts once

# 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.

Add Experience

All experience must be professional-level HR experience. [See Details](#)

Employer Name\*

Employer Name

Employer Phone\*

+ ▼

Job Category\*

Position Start Date\*

MM/YYYY

—

Position End Date\*

MM/YYYY

☐ Current Position

☐ Yes, I can confirm this experience is professional-level work. \*

Close

Save

# 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




**Exam Selection**

Your certificant information, education, and experience determine which exams you are eligible to take.


**Here's what you qualify for:**




**aPHR®**  
Associate Professional in Human Resources

 Available online


Select




**GPHR®**  
Global Professional in Human Resources

 Available online


Select




**PHR®**  
Professional in Human Resources

 Available online


Select




**PHRca®**  
Professional in Human Resources - California

 Available online


Select



**SPHR®**  
Senior Professional in Human Resources

 Available online


Select



**aPHRi™**  
Associate Professional in Human Resources - International

Tambien disponible en Español


Select



**PHRi™**  
Professional in Human Resources - International

Tambien disponible en Español

Select



**SPHRi™**  
Senior Professional in Human Resources - International

Tambien disponible en Español

Select

< Back

Continue

# 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.

## Build Your Own Bundles

The Build Your Own Bundle option provides a discount from the regular retail price. The certification preparation course options presented below are fully refundable within 10 business days of application approval date. Refer to the [Certification Handbook](#) for refund details. Once your application is approved, you will receive an email with a voucher code and steps on how to access your materials.

PHR Bundles
Bundles

 <table border="0" style="margin-top: 10px;"> <tr> <th style="text-align: left;">Bundled Price</th> <th style="text-align: left;">Retail Price</th> </tr> <tr> <td><b>\$250.00</b></td> <td>N/A</td> </tr> </table> <div style="background-color: #f0f0f0; padding: 5px; text-align: center; margin: 10px 0;"><b>Not Sold Separately</b></div> <p style="text-align: center;"><b>PHR Second Chance Test Insurance by HRCI</b></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Show Details</span> <span>Add to Cart</span> </div>	Bundled Price	Retail Price	<b>\$250.00</b>	N/A	 <table border="0" style="margin-top: 10px;"> <tr> <th style="text-align: left;">Bundled Price</th> <th style="text-align: left;">Retail Price</th> </tr> <tr> <td><b>\$150.00</b></td> <td><del>\$150.00</del></td> </tr> </table> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; font-size: small; margin-right: 10px;">Format </div> <div style="flex-grow: 1;"> <p style="text-align: center;"><b>PHR Untimed and Timed Bundled Practice Exam by HRCI</b></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Show Details</span> <span>Add to Cart</span> </div>	Bundled Price	Retail Price	<b>\$150.00</b>	<del>\$150.00</del>
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<b>\$150.00</b>	<del>\$150.00</del>								
 <table border="0" style="margin-top: 10px;"> <tr> <th style="text-align: left;">Bundled Price</th> <th style="text-align: left;">Retail Price</th> </tr> <tr> <td><b>\$75.00</b></td> <td><del>\$85.00</del></td> </tr> </table> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; font-size: small; margin-right: 10px;">Format </div> <div style="flex-grow: 1;"> <p style="text-align: center;"><b>PHR Timed Practice Exam by HRCI</b></p> </div> </div>	Bundled Price	Retail Price	<b>\$75.00</b>	<del>\$85.00</del>	 <table border="0" style="margin-top: 10px;"> <tr> <th style="text-align: left;">Bundled Price</th> <th style="text-align: left;">Retail Price</th> </tr> <tr> <td><b>\$75.00</b></td> <td><del>\$85.00</del></td> </tr> </table> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; font-size: small; margin-right: 10px;">Format </div> <div style="flex-grow: 1;"> <p style="text-align: center;"><b>PHR Untimed Practice Exam by HRCI</b></p> </div> </div>	Bundled Price	Retail Price	<b>\$75.00</b>	<del>\$85.00</del>
Bundled Price	Retail Price								
<b>\$75.00</b>	<del>\$85.00</del>								
Bundled Price	Retail Price								
<b>\$75.00</b>	<del>\$85.00</del>								

[Continue](#)

# 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.

My Shopping Cart

Item Description	Qty	Price
<div>PHR Exam Fee</div> <div><div>⚠️</div><div>Non-refundable if candidate withdraws. Candidates deemed ineligible by HRCI will either be offered the chance to apply for a different exam or be refunded the exam fee only.</div></div> <div>Delete</div>	1	\$395.00
<div>PHR Application Fee</div> <div><div>⌚</div><div>Non-refundable</div></div>	1	\$100.00

Applicable Discounts

Promo, Coupon, or Voucher Code

TEST50

Apply

Estimated Subtotal

\$495.00

Shipping and other charges will be calculated at Checkout

TOTAL

\$495.00

→

Proceed to Checkout

Buy More & Save

Popular Bundle Options

What are bundles?

h

HRCI

Bundled Price

\$250.00

Retail Price

N/A

Not Sold Separately

PHR Second Chance Test Insurance by HRCI

Show Details

Add to Cart

h

HRCI

Format

🖥️

Bundled Price

\$75.00

Retail Price

\$85.00

PHR Timed Practice Exam by HRCI

Show Details

Add to Cart

See All Bundle Options

©2021, HRCI.



# 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.

Agreements, Special Accommodations & Preparation Preference

Global Privacy Policy

Read Policy fully in order to continue

considers misleading or unauthorized.

I will discontinue the use of all claims to certification that contain any reference to HRCI or the certification upon suspension or withdrawal of certification, and to return any certificates issued by HRCI.

I will not use certification status or the certificate in a misleading manner.

I certify that I will not provide, receive, or release any confidential examination information and/or materials (including but not limited to recording, copying, disclosing, sharing, publishing, or otherwise transmitting exam information by any means and for any purpose) or participate in fraudulent test-taking practices.

☒ I agree to all of the statements above and attest that all information in this application is true.

I have read and understand the Certification Policies and Procedures Handbook.

I have read and understand the Code of Ethical and Professional Responsibility.

Additional Agreements

☒ I understand my exam must be scheduled and taken within 180 days of my exam application acceptance date.

☒ I understand the application and exam fees are non-refundable.

Continue

# 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.

Agreements, Special Accommodations & Preparation Preference

Special Accommodations

HRCI wants to ensure all eligible members are able to participate in the exam and will provide special accommodations to the best of their ability.

See details

☐

No, I do not need special accommodations.

☐

Yes, I would like to request special accommodations.

Back

Continue

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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.

## Agreements, Special Accommodations & Preparation Preference



### Special Accommodations

HRCI wants to ensure all eligible members are able to participate in the exam and will provide special accommodations to the best of their ability.

[See details](#)

- ☐ No, I do not need special accommodations.
- ☒ Yes, I would like to request special accommodations.

#### Step 1

#### Download & Complete Form

An appropriate licensed professional or an educational/testing professional must complete the Documentation of Disability-Related Needs section to be processed efficiently.

Download Form

#### Step 2

#### Upload Completed Form

Submit both pages of the completed form to HRCI within five (5) business days of application submission.

Select files...

Drop files here to select

Back

Continue

# 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".

## Agreements, Special Accommodations & Preparation Preference



### Preparation Preference

Applicants prepare for HRCI certification exams in different ways. Share how you plan to prepare in the field(s) below:

#### PHR

HR Preparation Organization\*

If not applicable, please type "None".

Back

Continue

# 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.

Billing Information

First Name

Last Name

Test

Hrci

Email Address

testhrci@hrci.co

Billing Address

Country

UNITED STATES

City

State

Postal Code

Testing

Virginia

12345

Street One

123 Testing Lane

Street Two

Apartment # / Unit # / Suite #

Phone #

5555555555

Continue

TOTAL

\$495.00

Items

PHR Exam Fee

Qty: 1 Price: \$395.00

PHR Application Fee

Qty: 1 Price: \$100.00

Estimated Subtotal

\$495.00

Hide Cart Details

Edit Cart

Submit Order

Print Invoice

# 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.

Billing Information

Test Hrci

123 Testing Lane

Testing, VA 12345

USA

@

testhrci@hrci.co

5555555555

Edit

Shipping Address

Not Applicable. No physical materials need to be shipped.

Payment Information

Payment Type\*

Visa

Name on the Card\*

Test HRCI

Card Number\*

CVV\*

Expiration Date\*

4111-1111-1111-1111

123

11/2024

TOTAL

\$495.00

Items

PHR Exam Fee

Qty: 1 Price: \$395.00

PHR Application Fee

Qty: 1 Price: \$100.00

Subtotal

\$495.00

^ Hide Cart Details

Edit Cart

Submit Order

Print Invoice

# 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](#)

# VIEW RECEIPT

View and print receipt for your records.

Thank you for purchasing your HRCI exam.

Receipt



Receipt

Invoice #  
INV-68986-X0H5H0

Payment Auth #  
A40F0CDBDAB0

Date Posted  
Aug 26, 2020

Bill To: Test Hrci  
123 Testing Lane  
Testing, VA 12345  
UNITED STATES  
5555555555

Item Description	Qty	Price
PHR Application Fee	1	\$100.00
PHR Exam Fee	1	\$395.00
Subtotal		\$495.00
Shipping		\$0.00
TOTAL		\$495.00
Payment		\$495.00
Balance		\$0.00