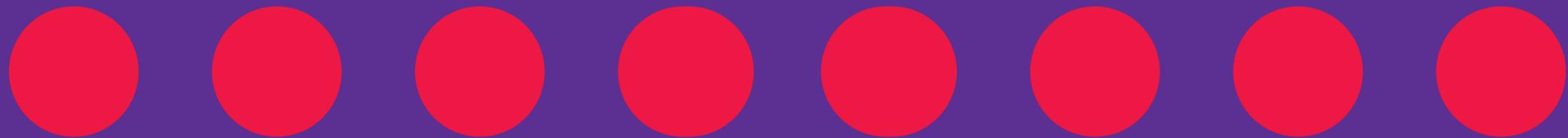




STEP BY STEP APPLICATION GUIDE



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.

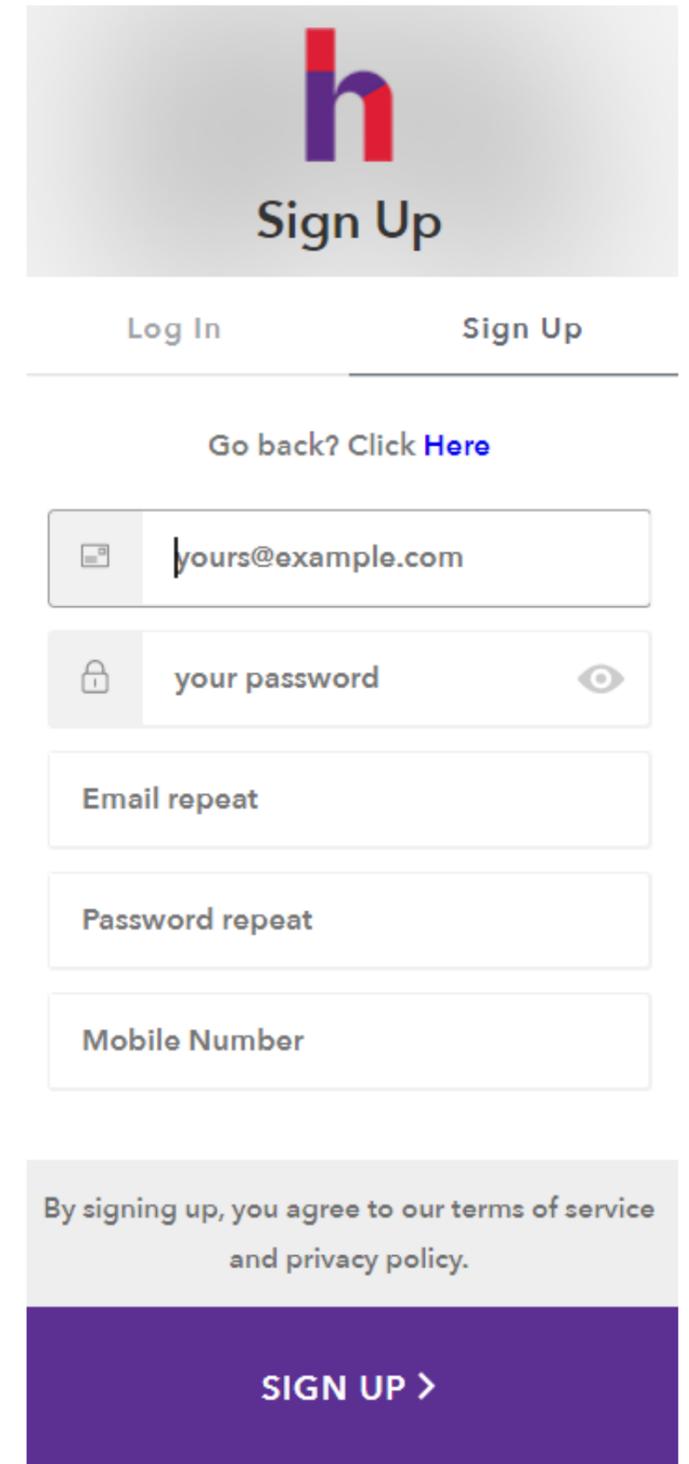
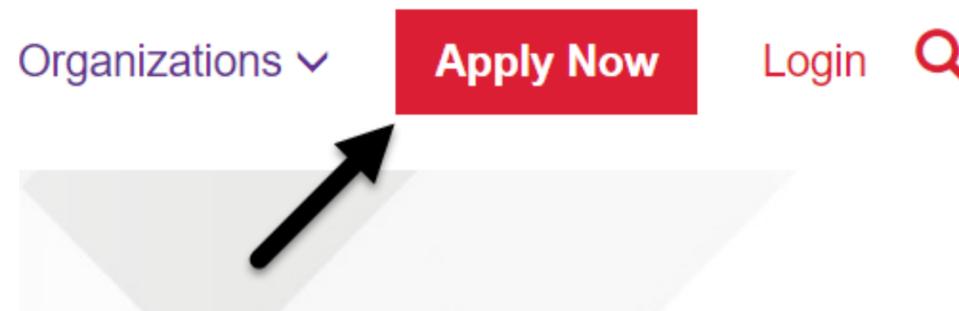
Your password should contain:

- 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.



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

Please be sure to input your Legal Name in the fields below.

Email Address	<input type="text" value="testhrci@hrci.co"/>
First Name *	<input type="text" value="Test"/> <i>Legal First Name</i>
Middle Name	<input type="text"/> <i>Legal Middle Name</i>
Last Name *	<input type="text" value="Hrci"/> <i>Legal Last Name</i>
Country *	<input type="text" value="UNITED STATES"/> ▼
Organization	<input type="text"/> <i>If self-employed or unemployed use that as the Organization</i>

CREATE ACCOUNT

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.

The screenshot shows the 'My Applications' page on the HRCI website. A modal window titled 'Welcome back!' is centered on the screen. The modal contains the following text:

Welcome back!

We've released new features and functionality to improve our exam application experience, so you may notice that things look a little different. Here is what's changed:

1. When you enter new or update existing demographic, education, and work experience data, we'll store it in your profile so you don't have to enter it again when you apply for another exam. You can just review and update it as needed.
2. You will select the exam or exams you want to apply for at the end of the application process instead of at the beginning.

If you have any questions about your application, please contact us at +1-866-898-4724 or info@hrci.org.

The background of the page is dimmed and shows the 'My Applications' header, navigation links like 'Get Certified', 'Get Recertified', 'Certify Organizations', 'myHRCI', and 'Logout'. Below the header, there are sections for 'Domestic Exams' with icons for 'aPHR® Associate Professional in Human Resources', 'GPHR® Global Professional in Human Resources', and 'PHR® Professional in Human Resources'. A 'Begin New Application' button is visible in the 'Exam Applications' section.

BEGIN NEW APPLICATION

Click "**Begin New Application**" button.

My Applications

Domestic Exams



aPHR[®]

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:	Experience:
<ul style="list-style-type: none">• Highest Education Level Obtained• Earned Date• Degree Specialty• Student Status	<ul style="list-style-type: none">• 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

Certificant Identification:

Demographics:

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

Exam Application

○ Demographics ○ Education ● Experience ○ Exam Selection ○ Submit & Checkout

Demographics

Birth Date* [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*

City* State* Postal Code*

Street 1*

Street 2

Primary Phone #* Phone Type*
 [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

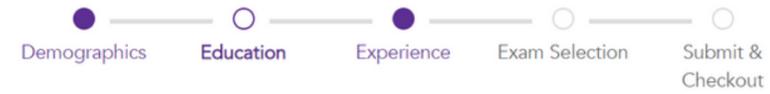
[Continue](#)

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

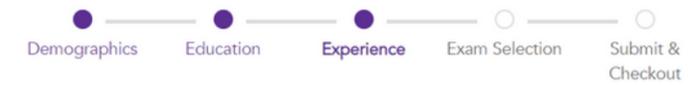
EXPERIENCE

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



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. How much experience should I add?

Add HR Experience

< Back Continue

You currently have **0 month** of professional HR work experience added.

Here's what you qualify for: *

Exam Eligibility	Eligibility Requirements

International Exams

* 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 Phone*

Job Category*

Position Start Date* — Position End Date* Current Position

—

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

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

Demographics Education Experience **Exam Selection** Submit & Checkout

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](#)

International Exams

- International aPHRi™**
Associate Professional in Human Resources - International
También disponible en Español [Select](#)
- International PHRi™**
Professional in Human Resources - International
También disponible en Español [Select](#)
- International SPHRi™**
Senior Professional in Human Resources - International
También disponible en Español [Select](#)

[< Back](#) [Continue](#)

SHOPPING CART

The aPHR Exam will now be in your cart. Please add the aPHR® Practice Exam by HRCI to your cart.

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 the application approval date. Refer to the Certification Handbook for refund details. Once your application is approved, one of the following steps will occur:

- For online preparation products, you will receive an email with instructions to access your course.
- For printed/shippable preparation products, your preparation product will be shipped from the applicable vendor.

Product	Bundled Price	Retail Price
aPHR® Second Chance Test Insurance by HRCI	\$250.00	N/A
aPHR® Practice Exam by HRCI	\$45.00	\$50.00
aPHR® Certification Preparation Class by HR.com - LIVE (Non-Prime Member)	\$865.00	\$965.00
aPHR® Certification Preparation Class by HR.com - LIVE (Prime Member)	\$775.00	\$775.00

Continue

See All Bundle Options

SHOPPING CART (continued)

Enter your voucher code into the “Promo, Coupon, or Voucher Code” Box and “Proceed to Checkout”

h
HRCI

in t f @ v myHRCI Logout

Get Certified Get Recertified Start Learning Be A Provider Certify Organizations About Us Community Blog

Item Description	Qty	Price
aPHR Exam Fee <small>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.</small>	1	\$300.00
aPHR Application Fee <small>Non-refundable</small>	1	\$100.00
aPHR Practice Exam by HRCI	1	\$45.00

Applicable Discounts

Promo, Coupon, or Voucher Code

Estimated Subtotal \$445.00
Shipping and other charges will be calculated at Checkout

TOTAL \$445.00

Popular Bundle Options
What are bundles?

h
HRCI

Bundled Price \$250.00 **Retail Price** N/A
Not Sold Separately

Format aPHR Second Chance Test Insurance by HRCI

HR.com

Bundled Price \$865.00 **Retail Price** \$865.00
Not Sold Separately

Format aPHR Certification Preparation Class by HR.com - LIVE (Non-Prime Member)

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

Close

Print

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

[Read Policy fully in order to continue](#)

Global Privacy Policy

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

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".

Input "Vets2PM" Here

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:

Email Address:

Billing Address

Country:

City: State: Postal Code:

Street One:

Street Two:

Phone #:

 [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



Shipping Address

Not Applicable. No physical materials need to be shipped.

Payment Information

Payment Type*

Visa

Name on the Card*

Test HRCI

Card Number*

4111-1111-1111-1111

CW*

123

Expiration Date*

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](#)