

# ACHIEVE HR CERTIFICATION

PHR • SPHR • GPHR

The HR Certification Institute's credentials are valued throughout the global HR industry because our exams test knowledge gained from experience working in the HR field as well as forward-thinking HR practices, policies and procedures that professionals are expected to know in order to perform their jobs effectively.

Prove that you have mastered and can successfully apply relevant human resource principles and disciplines throughout your career by obtaining HR credentials and maintaining them through recertification from the HR Certification Institute.

Choosing to obtain your HR credentials is a career-long commitment that demonstrates to your peers and your organization that you are driven to be successful in HR management. Earning your HR credentials can:

- Increase your professional confidence because you have validated that you know and can apply the core HR practices.
- Set you apart from your peers when applying for new professional opportunities.
- Result in greater respect from the organization in which you work.

More than 250,000 HR professionals worldwide have received their HR credentials from the HR Certification Institute. With three core certifications available, the HR Certification Institute is the leading independent, internationally recognized certifying body for the HR profession. Start your commitment to setting a higher standard for yourself and achieve your HR credentials from the HR Certification Institute.

## THREE CORE CERTIFICATIONS AVAILABLE

The HR Certification Institute offers three core certifications: Professional in Human Resources (PHR®), Senior Professional in Human Resources (SPHR®) and Global Professional in Human Resources (GPHR®). The PHR exam focuses on the technical and operational aspects of human resource practices, U.S. laws and regulations. The SPHR exam focuses on the strategic and policy-making aspects of HR management in the United States. The GPHR exam focuses on the skills and knowledge necessary to successfully operate in a global marketplace. In addition, the GPHR exam covers major employment laws from Canada, China, the European Union, India, the United Kingdom and the United States.

Our exams are administered via computer-based testing at centers throughout the world. The PHR and SPHR exams are four hours in length and consist of 225 multiple-choice questions. The GPHR exam is three hours in length and consists of 165 multiple-choice questions.

To determine which exam is best for you, take the HR Certification Institute's Online Assessment exams at [www.hrci.org/assessmentexam](http://www.hrci.org/assessmentexam). These exams will help you determine your strengths and weaknesses in each of the functional areas and allow you to become familiar with the format and difficulty level of the exam questions.

## 2009 EXAM TESTING WINDOWS, DEADLINES AND FEES

### PHR AND SPHR

#### SPRING EXAM WINDOW

May 1 – June 30, 2009

*Registration Deadline*

March 13, 2009

*Late Registration Deadline*

April 17, 2009

#### WINTER EXAM WINDOW

December 1, 2009 – January 31, 2010

*Registration Deadline*

October 9, 2009

*Late Registration Deadline\**

November 13, 2009

### GPHR

#### SPRING EXAM WINDOW

May 1 – May 31, 2009

*Registration Deadline*

March 13, 2009

*Late Registration Deadline*

April 17, 2009

#### WINTER EXAM WINDOW

December 1 – December 31, 2009

*Registration Deadline*

October 9, 2009

*Late Registration Deadline\**

November 13, 2009

	Application Fee (nonrefundable)	Exam Fee	Total Fees Due
<b>PHR</b>			
SHRM member	US \$75	US \$175	US \$250
Nonmember	US \$75	US \$225	US \$300
Student/recent graduate**	US \$75	US \$45	US \$120
<b>SPHR</b>			
SHRM member	US \$75	US \$300	US \$375
Nonmember	US \$75	US \$350	US \$425
<b>GPHR</b>			
SHRM member	US \$75	US \$300	US \$375
Nonmember	US \$75	US \$350	US \$425
Student/recent graduate**	US \$75	US \$45	US \$120

\* A US\$50 late fee will be assessed on applications received after the regular deadline but on or before the late deadline.

\*\* For students/recent graduates, the balance of the PHR and/or GPHR exam fee is required upon meeting experience and graduation requirements.

## PROFILE OF A SUCCESSFUL CANDIDATE

Because our exams test on experience-based knowledge, you must have a minimum of two years of professional HR experience and provide evidence that:

- At least 51% of your daily activities are within the HR function, and
- Those activities are at the exempt level (professional) as defined by the Fair Labor Standards Act or its equivalent outside of the United States.

### AN IDEAL PHR CANDIDATE

- Has a tactical/logistical orientation.
- Focuses on program implementation rather than creation.
- Has two to four years of exempt-level (professional) generalist experience.

### AN IDEAL SPHR CANDIDATE

- Designs and plans rather than implements.
- Has extensive knowledge of all aspects of HR and ultimate responsibility in the HR department.
- Has four to eight years of progressive exempt-level (professional) experience.

### AN IDEAL GPHR CANDIDATE

- Develops and implements global HR strategies.
- Manages cross-border HR operations and international assignments.
- Has at least two years of exempt-level (professional) experience in international HR.

## FINANCIAL ASSISTANCE AVAILABLE

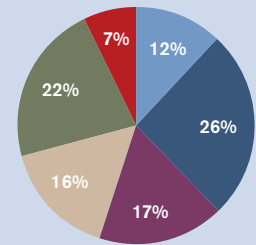
There are many scholarship opportunities available for those pursuing HR certification. For instance, the SHRM Foundation offers a \$750 scholarship to SHRM members pursuing a college degree or professional certification. Go to [www.shrm.org/foundation](http://www.shrm.org/foundation) to learn more about this program and how to apply.

Many local SHRM chapters offer certification scholarships as well. Check with the chapter in your area for more details. Finally, an increasing number of organizations offer financial assistance to employees seeking continuing education opportunities.

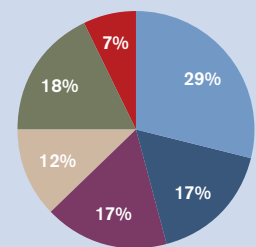
## THE EXAMS ASSESS YOUR KNOWLEDGE IN THE FOLLOWING AREAS:

### PHR AND SPHR

- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management



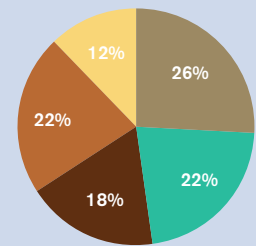
### PHR



### SPHR

### GPHR

- Strategic Management
- Global Talent Acquisition and Mobility
- Global Compensation and Benefits
- Organizational Effectiveness and Talent Development
- Workforce Relations and Risk Management



### GPHR

“Earning my certifications brought my resume to the top of the pile and helped me become more established in the HR profession.”

Kathryn Johnson, SPHR, GPHR

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