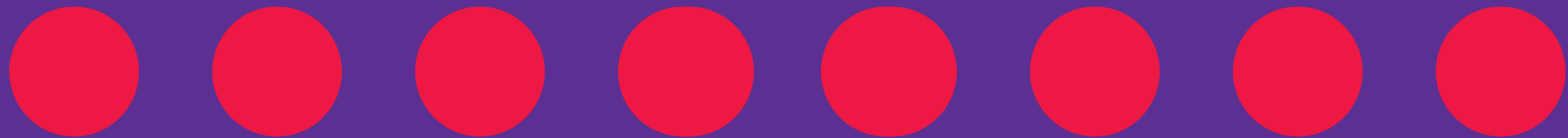# How to Apply for Individual Certification A Step-by-Step Guide

HRCI

LOGIN

Go to www.hrci.org.

Click "Apply Now" on the homepage in the top right-hand corner.

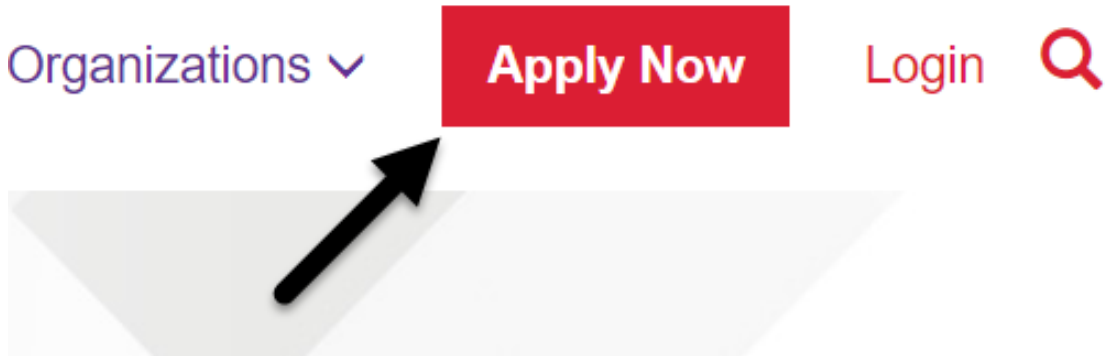To create an account, submit your email address and password.

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.

(i.e., Test1234)

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

Organizations ∨   **Apply Now**   Login   🔍

Sign Up

| Log In | Sign Up |

Go back? Click Here

yours@example.com

your password

Email repeat

Password repeat

Mobile Number

By signing up, you agree to our terms of service and privacy policy.

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 are correctly entered on this page. **This information cannot be edited later in the profile or on any application that you submit**.

Create Account

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

Email Address

testhrci@hrci.co

First Name *

Test

Legal First Name

Middle Name

Legal Middle Name

Last Name *

Hrci

Legal Last Name

Country *

UNITED STATES

Organization

If self-employed or unemployed use that as the Organization

CREATE ACCOUNT

BEGIN APPLICATION
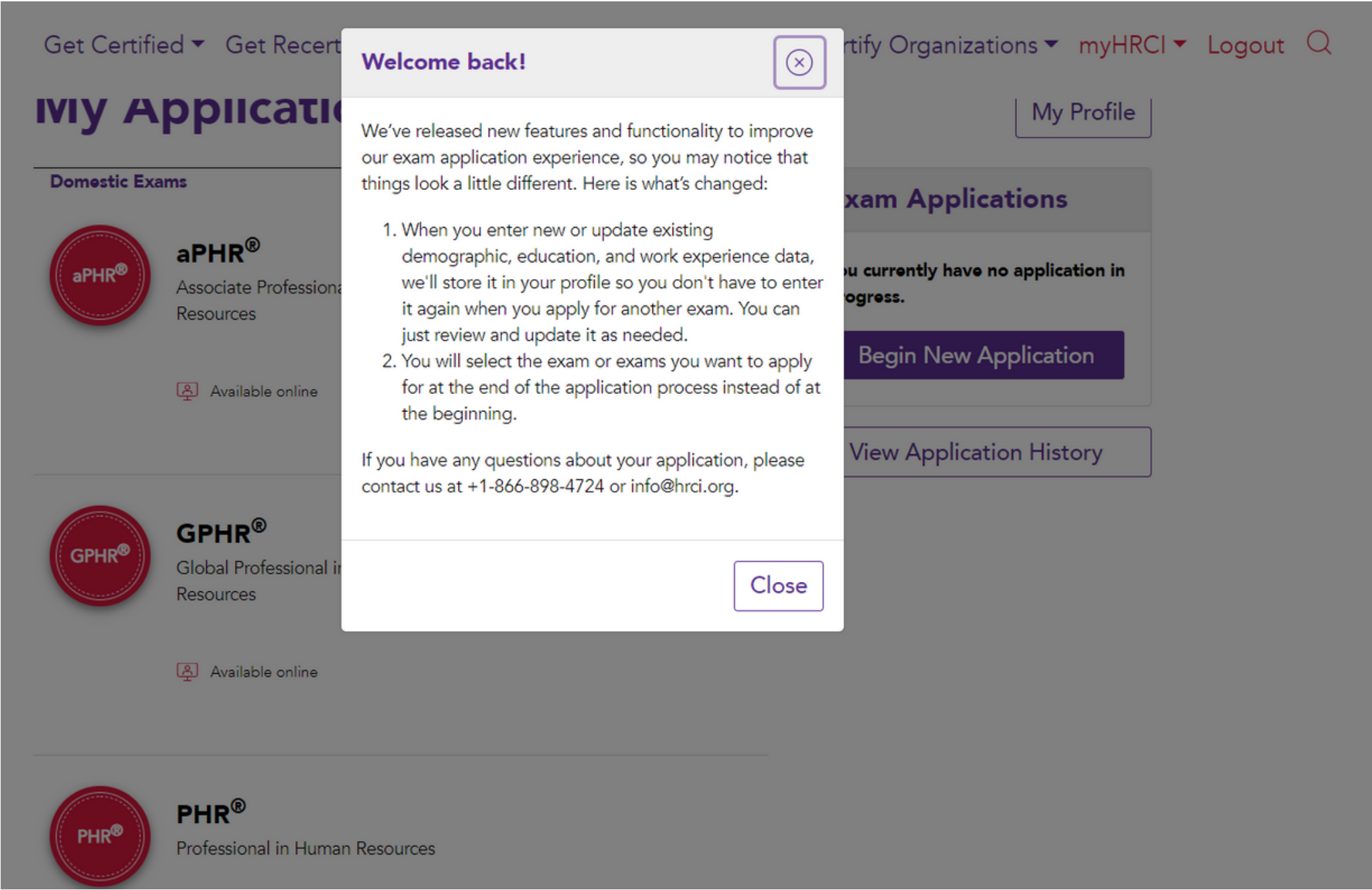
The Application Process begins on "Your Account" page.

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

WELCOME BACK

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

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:
  - 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

Certificant Identification:

Demographics:

a. Birth Date

b. Gender

c. Primary Address

d. Primary Phone Number
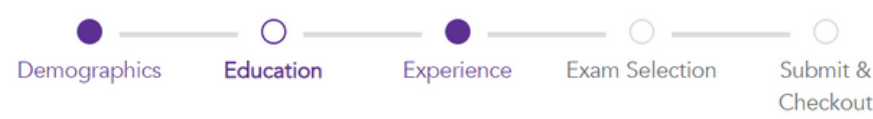
e. Military Information

f. Affiliations

Exam Application

©2024, HRCI.

EDUCATION

Education:

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

Exam Application

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

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*
Undergraduate Degree

Earned Date*
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.

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*   Position End Date*

MM/YYYY   —   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

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.

©2024, HRCI.

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.

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 to continue.

©2024, HRCI.

AGREEMENTS, SPECIAL ACCOMMODATIONS & PREPARATION PREFERENCE (CONTINUED)

Special accommodations are limited and only available for U.S.-based test centers.

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 (CONTINUED)

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 (CONTINUED)

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
Test

Last Name
Hrci

Email Address
testhrci@hrci.co

Billing Address

Country
UNITED STATES

City
Testing

State
Virginia

Postal Code
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 $495.00
Subtotal

^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 #	Payment Auth #	Date Posted
INV-68986-X0H5H0	A40F0CDBDAB0	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