

Questions about the SHRM Learning System[®] Course

- **What materials come with this course?** You will receive the official SHRM Learning System[®] kit. This kit will contain the 6 print Modules covering the HR Certification Institute Body of Knowledge and an SPHR Preparation Book (over 1400 pages of print material). Along with the print material, the kit includes the software component offering over 1600 test questions, eFlashcards and access to the online Resource Center that contains the Audio and Webcasts, Test Taking Tips and HR Updates.
- **Are the materials current?** The SHRM Learning System is the most up-to-date and accurate study material available. Materials are updated at least once a year to reflect changes in the Body of Knowledge. Any legislative or HR changes that take place after the materials are printed are listed on the online Resource Center under HR Updates.
- **Do I need separate materials to study for the PHR[®] and SPHR[®] exams?** No, the print material covers the HR Certification Institute Body of Knowledge for both the PHR and SPHR exams. The software gives the user the option to choose either level when taking the tests. The SPHR Preparation Book is included in all of the kits.
- **Can I take your course using borrowed materials?** No, each Learning System kit is licensed to only one user – the materials cannot be copied, re-sold or loaned.
- **What are the requirements for passing your course?** The recommended course requirements are to attend a minimum of 75% of the classes, take all of the tests and complete all of the class assignments and achieve 70% or better on the final exam. (Please check to make sure these requirements are aligned with what your institution requires.)
- **What is the recommended amount of study time needed for the SHRM Learning System?** The recommended study time is approximately 65 hours – this can vary with the amount of experience and comprehension level of the individual. The breakdown is approximately 47 hrs of reading and approximately 18 hrs of taking & reviewing the practice tests and flashcards.
- **Does this course qualify for recertification credits?** Yes, the Learning System course qualifies for 35 RCHs for those individuals that are already certified.
- **I am currently unemployed. Are there any grants or funds to help me pay for this course?** The answer to this question will vary from institution to institution. As a representative of your institution, you will need to know what resources are available within your institution to help displaced workers - consider WIA Funds, Military GI Bill, Sallie Mae[®], and the lifetime learning tax credit. Suggest that the individual check with their local workforce center by going to the web site <http://www.servicelocator.org/>.

Questions about PHR® or SPHR® Certification

- Why should I become certified?** The PHR® and SPHR® credential offers professional recognition, improved job security, career advancement and the potential for increased earnings. Please see the “Value of Certification” video at <http://www2.shrm.org/video/08videos/112008hrci.asp> (this web link can be posted on your institution’s web site). Also please review the benefits of certification found at <http://www.hrci.org/certification/ov/benefits/?HR-Certification-Benefits>.
- Will I be certified after completing your course?** No, the certification process is completely separate from this course. Registration and payment for the certification exam is handled through the HR Certification Institute. For complete certification information, please download the HR Certification Handbook at <http://www.hrci.org/certification/2010certhandbook/?2010-Certification-Handbook-%28pdf%29>.
- When are the certification exams given and how much does it cost to register?** The spring certification testing window is from May 1st – June 30th and the fall certification testing window is from December 1st – January 31st. The deadline and the registration fee vary dependent on the testing window and what exam you will be registering for. The information can be found on the HR Certification Institute’s web site in the HR Certification Handbook at <http://www.hrci.org/certification/2010certhandbook/?2010-Certification-Handbook-%28pdf%29>.
- Where do I go to take the test?** The certification exams are given at the Prometric Testing Centers. For a list of testing sites close to you please go to www.prometric.com/hrci.
- How do I know if I qualify to take the certification exam?** The current minimum eligibility requirement is 2 years of exempt-level, professional HR experience for either the PHR® or SPHR® exam. These eligibility requirements will change for the May-June 2011 testing window.

PHR Eligibility	SPHR Eligibility	GPHR Eligibility
<ul style="list-style-type: none"> 4 years demonstrated exempt-level HR experience with less than a Bachelor’s degree 2 years demonstrated exempt-level HR experience with a Bachelor’s degree 1 year demonstrated exempt-level HR experience with a Master’s degree or above 	<ul style="list-style-type: none"> 7 years demonstrated exempt-level HR experience with less than a Bachelor’s degree 5 years demonstrated exempt-level HR experience with a Bachelor’s degree 4 years demonstrated exempt-level HR experience with a Master’s degree or above 	<ul style="list-style-type: none"> 4 years demonstrated exempt-level HR experience, including 2 years of global HR experience with less than a Bachelor’s degree 3 years demonstrated exempt-level HR experience, including 2 year of global HR experience with a Bachelor’s degree 2 years of demonstrated global exempt-level HR experience with a Master’s degree or above

- **How rigorous are the PHR[®] and SPHR[®] certification exams?** The multiple-choice questions in the SHRM Learning System[®] are in the same format as the certification exams. By devoting sufficient study time to the modules and the testing component and by choosing the correct level of exam, the participant should be prepared to successfully pass the certification exam but keep in mind that success is not guaranteed. The individuals should be encouraged to take the exam that is best suited for their experience level.
- **Will I have a better chance to pass the exam if I take a college/university certification prep course?** Statistically, participants who have attended the SHRM Learning System course at an educational institution pass at a higher rate than those who have used another study method. For instance, the spring 2009 testing window shows that the college/university course attendees PHR[®] pass rate was 67% vs. the national pass rate of 59%.