

The HR Certification Institute is the credentialing affiliate of the Society for Human Resource Management (SHRM), the world's largest association devoted to professional human resource management. HR Certification Institute works to define and maintain the HR body of knowledge, and offers assessments and certification of this knowledge. Human Resource certification demonstrates mastery of the HR body of knowledge and is widely accepted as a symbol of professional achievement. *To learn more about the HR Certification Institute, visit www.hrci.org.*

What is Johns Hopkins' affiliation with HRCI?

Johns Hopkins has licensed e-courses from Skillsoft, which is an HR Certification Institute Approved Provider. Being an HR Certification Institute Approved Provider gives certification candidates a ready reference to quality continuing education. The Approved Provider program eliminates the guesswork when taking continuing education courses by allowing individuals to know before they register if the activity will be counted toward recertification and if so, how many recertification credit hours will be awarded.

Skillsoft is currently developing a new curriculum that is aligned with the SPHR and PHR exam objectives. These courses are currently scheduled for release during the fourth quarter of 2012. As soon as those courses are available to clients, we will post the details on this page.

The Human Resource Body of Knowledge

The HR body of knowledge is a recognized standard set by individuals working in the human resource profession. It is designed to answer the question, "What should a human resource practitioner know and be able to apply to be considered a competent HR generalist?" The body of knowledge is defined by six functional areas that are associated with nearly 80 responsibilities and more than 80 knowledge statements. The following functional areas are what HRCI bases its certification exams on. The percentages that follow each functional area are the PHR and SPHR percentages the test focuses on respectively.

- Strategic Management (11%, 30%)
- Work Force Planning and Employment (24%, 17%)
- Human Resource Development (18%, 19%)
- Total Rewards (19%, 13%)
- Employee and Labor Relations (20%, 14%)
- Risk Management (8%, 7%)

Certification

HR Certification Institute offers three certifications:

- PHR (Professional in Human Resources)
- SPHR (Senior Professional in Human Resources)
- GPHR (Global Professional in Human Resources)

To obtain certification, candidates must have at least two years of exempt level HR work experience, as well as demonstrate mastery of the HR body of knowledge by passing a certification exam. To learn more about the certification requirements, please visit:

www.hrci.org/Certification/OV

It is important to note that the exams are designed to assess a candidate's knowledge already obtained through professional experience. HR Certification Institute and Skillsoft recommend that exam candidates use several sources to prepare for this purpose.

Maintaining Certification or “Recertification”

PHR/SPHR/GPHR certification shows that the holder has demonstrated mastery of the HR body knowledge. Through recertification, the holder has accepted the challenge to stay informed of new developments in the HR field. To maintain certification, HR Certification Institute requires HR professionals to recertify every three years. Recertification can be obtained by documenting 60 hours of professional development experience including continuing education, instruction, on-the-job experience, research and publishing, leadership activities, membership in a national or international professional organization such as the Society for Human Resource Management (SHRM), or by retaking the examination (“recertification by examination”). The fee for recertification is \$100. For more information please visit:

<http://www.hrci.org/Recertification/WHY>

How are Recertification Credits Determined?

HR Certification Institute awards recertification credit on an hour for hour basis for all educational time. Re-certification credit hours for Skillsoft courses are established using course durations. During course development, course duration is determined by average completion times of a set sample of learners. Recertification credit hours are noted on the Skillsoft HR related course list.

Candidates can use any HR-related continuing education activity toward recertification regardless of whether the program was pre-approved. If you have any questions on whether the activity will be awarded recertification credit hours, please contact HR Certification Institute toll-free at 866-898-HRCI or info@hrci.org.

How Do I Obtain My Certificate of Completion for Recertification?

As an approved provider of HR Certification Institute recertification credit hours, Skillsoft has a responsibility to verify that recertification credit hour requirements are met, issue a certificate that includes certain recertification credit hour required information, and maintain course and certificant records for five years. HR Certification Institute certificates of completion are not the same as a general certificate of completion for the reasons just mentioned.

To receive a certificate, complete the online Certificate Request Form:

<http://www.skillsoft.com/CertificateRequest/>

Follow the instructions provided to submit your backup information to validate the successful completion of your course. You will not receive a certificate without first submitting the supporting documentation.

Requirements to Receive a Recertification Credit Hour Certificate

1. Course must be taken in full, which means all topics must be accessed. Pre-assessment feature cannot be used when taking courses for CPE.
2. Course must be completed within one year of first access.
3. An Overall High course score of 70% or greater

If you have completed a course that you believe to be HR Certification Institute approved and it does not appear on the online form, please contact the certificate processing office at:

certificaterequests@skillsoft.com