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PHR certification exam option so you can take the exam from the comfort of your own home. Provide Identification: You'll need to upload a valid government-issued ID, such as a drivers license or passport, for identity verification. Before you start registering, its important to make sure you meet the eligibility criteria for the PHR exam. Heres a quick breakdown of whats required: Minimum Qualifications for Taking the PHR Exam: You'll need a certain amount of work experience and education. For example, if you have a Bachelors degree, youll need at least one year of professional HR experience. If you dont have a degree, youll need at least two years of experience in HR. Educational and Work Experience Requirements: With a Bachelors degree: 1 year of HR experience. Without a degree: 2 years of HR experience. Make sure to check the full eligibility criteria on the official exam website to ensure you meet all the requirements. Continue reading: PHR Certification Requirements Preparing for the Professional in Human Resources (PHR) exam can seem like a big task, but dont worry well break it down into manageable steps. With the right preparation, youll be ready to earn your Human Resources certifications and advance in your HR professional development journey. Develop a Study Schedule for Exam Preparation One of the most important parts of preparing for the PHR exam eligibility is creating a study schedule. You dont want to cram at the last minute. Set aside time each day or week to study, depending on how much time you have before the exam. By sticking to a schedule, youll stay on track and avoid last-minute panic. Plus, spreading out your study sessions helps with long-term retention. This approach is critical whether youre preparing for online HR certification exams or any other Human Resource Management certifications. Use Online Study Materials and Practice Exams There are tons of online HR certification programs available to help you prepare for the PHR certification requirements. Look for study guides, video tutorials, and practice exams. These materials will help you get familiar with the exam content and question formats. Practice exams from the Prepareset PHR Test Prep Course are especially helpful because they allow you to test your knowledge under timed conditions, just like the real exam. For the PHR exam, make sure to focus on comprehensive resources that cover everything from HR operations to employee relations training. Consider Enrolling in Online PHR Exam Prep Courses If you want a more structured study plan, enrolling in an online PHR prep course might be a great option. These courses are designed to guide you through the entire exam preparation process. Youll get access to expert instructors, study materials, and practice tests all at your fingertips. Look for courses that focus on critical areas such as strategic human resource management and talent planning and acquisition certifications to ensure your learning is relevant and up-to-date. Focus on Key Areas: HR Operations, Employee Relations, and Employment Law While the PHR certification covers a wide range of topics, there are a few key areas that are especially important. Be sure to focus on HR operations, employee relations, and employment law. These are the backbone of human resources knowledge and make up a significant portion of the exam. Brush up on these topics, and youll be in great shape. To further strengthen your expertise, its also beneficial to consider learning and development certifications. Time Management Tips for Online Study and Exam Readiness When studying for an online HR certification exam, managing your time effectively is crucial. Use tools like a timer or a task manager to stay focused. Avoid multitasking during study sessions focus on one topic at a time. Break your study sessions into chunks (like 30-minute intervals) to keep your brain fresh and engaged. This approach will help you balance your preparation for the PHR exam with other Human Resources certifications you may be pursuing. Now that youre prepared, lets talk about what the actual PHR exam experience will be like. Step-by-Step Walkthrough of the Online Exam Experience Once youre logged in, youll see a dashboard where you can review your exam details, like the number of questions and your time limit. Then, youll click to begin the exam. The exam interface will be user-friendly and easy to navigate, ensuring a smooth experience during online proctoring for PHR certification. System Check and Exam Login Procedure Before starting, youll go through a system check to ensure your computer meets the exams technical requirements. Youll also need to verify your identity via webcam and take a quick photo to confirm you are who you say you are. This helps keep the exam secure and fair for all candidates. This is part of the online proctoring for PHR certification process, which ensures a secure and monitored environment for test-takers. Overview of the Exam Interface and Functionality The exam interface will be straightforward. Youll see one question at a time, with options to go back and review answers. You can also mark questions for review if youre unsure and want to come back to them later. The timer will run down as you work, so be mindful of the time. This interface is designed to mirror the actual experience youll have during online HR certification exams. Monitoring Process During the Exam Your exam will be monitored to prevent cheating. This is done through your webcam and microphone, which will allow the exam proctor to observe your environment. Make sure youre in a quiet, well-lit space with no distractions, as the online proctoring for PHR certification helps maintain integrity and security during the test. Failing the PHR exam online doesnt mean the end of the road. Heres what happens if you dont pass the first time: Exam Retake Policies and Timeframes If you dont pass, dont worry you can retake the PHR exam. However, there are certain rules to follow. Youll need to wait at least 30 days before retaking the exam. Keep in mind that theres a limit to the number of retakes allowed within a given timeframe, so make sure to use your time wisely. How to Request a Retake if Needed If you need to request a retake, its easy. Log into your exam account and follow the instructions to schedule a new exam date. Youll be asked to pay the retake fee, but the process is simple and quick. Be sure to revisit the best resources to prepare for the PHR certification test as you go through the material again. Strategies for Improving Your Score on the Second Attempt If you didnt pass on your first try, dont be discouraged. Use this time to review the areas you struggled with. Look at your previous exam results to see which questions or sections were the most challenging. Consider revising your study approach, focusing more on those weak spots, and perhaps seeking additional learning and development certifications to bolster your understanding. Check this out: PHR Practice Test Before the big day arrives, make sure your tech setup is up to snuff. Computer Specifications (OS, Processor, RAM, etc.) Your computer needs to meet the following minimum requirements: Operating System: Windows 10 or Mac OS X 10.13 or later Processor: 2.0 GHz or faster RAM: 4 GB or more Internet Speed Requirements for a Stable Connection To avoid issues during the exam, youll need a stable internet connection with at least 1 Mbps download speed. A wired connection is best, but a reliable Wi-Fi connection will work too. Necessary Hardware: Webcam, Microphone, and a Stable Power Source Youll need a webcam and microphone for the exams monitoring system. Make sure your devices are working and positioned properly. Dont forget to plug in your computer to a power source you dont want your device to die mid-exam. Make sure your testing environment is conducive to success by ensuring a quiet, distraction-free space. Additional Resources to Enhance Your PHR Certification Journey Once youve passed your PHR exam online, you may want to explore other HR professional development options. Whether youre pursuing a deeper understanding of strategic human resource management or exploring certifications related to employee relations training and talent planning and acquisition certifications, there are many Human Resource Management certifications available to help you enhance your skill set. Additionally, dont forget to compare SHRM vs. PHR certification to determine which is the best path for your career goals. By preparing diligently and making use of all available resources, youll be ready for the PHR certification exam and will be well on your way to becoming a certified expert in human resource management systems (HRMS). Yes, the PHR exam can be taken online through Pearson VUE's OnVUE platform, which provides remote proctoring. Candidates must meet technical requirements and follow specific procedures, such as system testing and identification verification, to ensure compliance with exam protocols. The PHR exam costs \$395, along with a non-refundable \$100 application fee, bringing the total to \$495. Additional fees may apply for rescheduling or optional preparation courses. Yes, candidates without a degree can take the PHR exam if they have at least four years of experience in a professional-level HR position. This is one of the eligibility pathways outlined by HRCI. Approximately 59% of candidates pass the PHR exam on their first attempt. Success rates vary depending on preparation and familiarity with HR management principles. In an increasingly crowded employment field, anything you can do to make yourself stand out from other candidates is worth it. And certifications tend to grab the attention of hiring managers. Meets Hiring Requirements A competitive employment field also means that many companies require professional certifications before they even consider a candidate for a role. Salary Studies have shown that HR employees with a PHR certification can see a 3% increase in salary compared to HR professionals without certification. While 3% may not seem like a lot, it can add up, especially as you advance your career, and your salary increases. The Professional in Human Resources (PHR) is a certification available to professionals who hold a position in Human Resources. The HR Certification Institute (HRCI) offers the PHR exam to professionals who have experience with program implementation, the human resources organizational structure, and HR practices. Click the Start Test button above to begin your free PHR practice test! These practice questions will give you a better idea of what to study for your exam. PHR Exam Eligibility In order to apply for the PHR certification, you must meet one of the following requirements for education and experience: Have a minimum of four years of experience in a professional Human Resources position, as well as a high school diploma Have a minimum of two years of experience in a professional Human Resources position, as well as a Bachelors degree Have at least one year of experience in a professional Human Resources position, as well as a Masters degree or higher PHR Exam Outline The PHR exam contains 115 multiple-choice questions, 25 of which are unscored, and you will be given 2 hours to complete the exam. The 25 unscored questions are called pretest questions, and these are used by the test administrators to evaluate questions for future versions of the exam. When taking the exam, you will not know which questions are pretest questions. The questions are split into seven functional areas: 1. Business Management (14%) Interpreting and applying information related to the business environment and the industrys best practices Understanding what role cross-functional stakeholders play in the company Recommending and implementing the best practices to mitigate risks with lawsuits or internal or external threats Determining the significance of data when recommending strategies and policies Reinforcement of the core values about the ethical and behavioral expectations of the company 2. Workforce Planning and Talent Acquisition (14%) Understanding the federal laws and the organizational policies your company must adhere to about ethical hiring practices Developing and implementing sourcing methods and techniques Managing the talent acquisition lifecycle 3. Learning and Development (10%) Administering learning and development programs to achieve desired outcomes Implementing and evaluating career development and training programs Providing relevant data to contribute to succession planning discussions 4. Total Rewards (15%) Managing compensation-related information and supporting payroll issues Implementing and promoting awareness of non-cash rewards Implementing benefit programs Administering federally compliant compensation and benefit programs 5. Employee Engagement (17%) Advising on functional effectiveness at each stage of the employee lifecycle Supporting the implementation and communication of organizational programs Supporting the organizations performance management strategy Supporting and encouraging performance activities 6. Employee and Labor Relations (20%) Understanding programs, US federal laws, and regulations to promote diversity, inclusion, equity, and outreach Supporting programs related to health, safety, security, and privacy laws and regulations Interpreting organizational policies and procedures Supporting the resolution of employee complaints, conflicts, and concerns Promoting tools for facilitating positive employee and labor relations 7. HR Information Management (10%) Managing HR database content and technology Communicating information from HR databases Maintaining security best practices Check Out Mometrix's PHR Study Guide Get practice questions, video tutorials, and detailed study lessons Get Your Study Guide Registration To register for the PHR exam, you will need to create an account on the HRCI website and submit your application, along with the \$100 application fee. Once your application is approved, you will need to schedule your exam and pay the \$395 examination fee. This exam may be taken in-person at a testing center or remotely. Test Day This is a computer-based exam that can be completed at a testing center, home, or office. In-person Testing You should arrive at the testing center 15-30 minutes before your exam is scheduled to begin. When you arrive, you will be asked to present a valid, government-issued photo ID. Failure to arrive on time or present a valid form of identification will result in your exam being canceled. Once you are checked in, you will be asked to leave all personal items in a small locker outside the testing room. This includes items such as your cell phone, bags, coats, and food. Before the exam begins, you will be given a tutorial of the computer system so you can become familiar with how everything works. Once the exam has begun, you are allowed to take a restroom break. However, the timer will not be stopped, and you arent allowed to take a break to smoke, eat, or consult study materials. Remote Testing You should log in to your account about 30 minutes prior to your scheduled exam time. Once you sign in, you will be asked to show a valid, government-issued photo ID to the webcam so the proctor can compare it to your face and their records. You will then be asked to scan your room with your webcam. Once the proctor has determined you are ready, the exam will begin. The test is scored based on the Angoff method. Instead of each question being assigned several points, the questions are posted a value according to the difficulty of the questions. A panel of experts determines what value each question will be given. The 25 ungraded questions on your exam will be used by the board of experts to determine the difficulty and weight of the questions so they can be used in future exams. With this system, you cannot simply say that you need to get a specific number of questions correct because each questions value is different. A score scale of 100 to 700 is established to use in grading, and you must achieve a final scaled score of no less than 500 to pass the exam. PHR Online Prep Course If you want to be fully prepared, Mometrix offers an online PHR prep course designed to give you everything you need to succeed! Heres what youll find in the PHR course: 50+ Review Lessons Covering Every Topic Over 1,000 PHR Practice Questions 350+ Digital Flashcards Money-back Guarantee Mobile Access Everyone learns differently, so weve tailored the PHR online prep course to ensure every learner has what they need to prepare for the PHR exam. Click below to check it out! Start Your PHR Online Course Check Out Mometrix's PHR Flashcards Get complex subjects broken down into easily understandable concepts Get Your Flashcards Study Tips How to Study Effectively Your success on PHR test day depends not only on how many hours you put into preparing but also on whether you prepared the right way. Its good to check along the way to see whether your studying is paying off. One of the most effective ways to do this is by taking PHR practice tests to evaluate your progress. Practice tests are useful because they show exactly where you need to improve. Every time you take a free PHR exam practice test, pay special attention to these three groups of questions: The questions you got wrong The ones you had to guess on, even if you guessed right The ones you found difficult or slow to work through This will show you exactly what your weak areas are and where you need to devote more study time. Ask yourself why each of these questions gave you trouble. Was it because you didnt understand the material? Was it because you didnt remember the vocabulary? Do you need more repetitions on this type of question to build speed and confidence? Dig into those questions and figure out how you can strengthen your weak areas as you go back to review the material. Answer Explanations Additionally, many PHR practice tests have a section explaining the answer choices. It can be tempting to read the explanation and think that you now have a good understanding of the concept. However, an explanation likely only covers part of the questions broader context. Even if the explanation makes sense, go back and investigate every concept related to the question until youre positive you have a thorough understanding. Comprehend Each Topic As you go along, keep in mind that the PHR practice test is just that: practice. Memorizing these questions and answers will not be very helpful on the actual test because it is unlikely to have any of the same exact questions. If you only know the right answers to the sample questions, you wont be prepared for the real thing. Study the concepts until you understand them fully, and then youll be able to answer any question that shows up on the test. Strategy for PHR Practice When youre ready to start taking practice tests, follow this strategy: Remove Limitations. Take the first test with no time constraints and with your notes and PHR study guide handy. Take your time and focus on applying the strategies youve learned. Time Yourself. Take the second practice test open book as well, but set a timer and practice pacing yourself to finish in time. Simulate Test Day. Take any other practice tests as if it were test day. Set a timer and put away your study materials. Sit at a table or desk in a quiet room, imagine yourself at the testing center, and answer questions as quickly and accurately as possible. Keep Practicing. Keep taking practice tests on a regular basis until you run out of practice tests or its time for the actual test. Your mind will be ready for the schedule and stress of test day, and youll be able to focus on recalling the material youve learned. FAQs HRCI offers a suite of eight global certifications. Exams can be taken at a Pearson VUE test center or, for residents in select locations, conveniently from home through OnVUE online proctoring. Information about HRCIs suite of credentials can be found at www.hrci.org/certifications. All candidates should carefully review the following resources: Certification Handbook (PDF) The HRCI Certification Policies and Procedures Handbook is a critical resource as you prepare to apply and test. All candidates should carefully review the handbook throughout the application and testing process. Exam Content Outlines Each exam is based on an exam content outline. Be sure to review the outline for the certification you want to earn. How the Exams are Structured Learn more about the types of questions you may find on your exam and how HRCI exams are developed. Common Questions Our most common questions are answered here but our team is always available to help if needed. Exam Appointments You must first complete the HRCI Application Process before you can schedule an exam appointment. Once your application is approved and you have received your eligibility ID from HRCI, you have 180 days to select your exam date and location. If you plan to test at a testing center, please schedule early for your preferred date and location. Space at testing centers is limited and available on a first-come, first-served basis. After you schedule your test center exam appointment, Pearson VUE will send you a confirmation e-mail listing your exam date, your exam time, the address and phone number of the test center, and directions to the test center. Available in Select Locations: If you reside in a country in which online testing is available, you will have the additional option to take your exam at your home or office through OnVUE online proctoring. You will receive information about online proctoring in your confirmation email and will see the online option when you schedule your exam appointment. Please read the online exam policies carefully before you schedule your appointment. After you schedule your online exam appointment, Pearson VUE will send you a confirmation email with your appointment details and important things to know for your exam. Be sure to select a date and time you can commit to. There are fees associated with changes to test center or OnVUE exam appointments. Exam Policies Test takers are required to review the HRCI Certification Policies and Procedures Handbook (PDF) prior to sitting for an examination and must agree to adhere to the policies within it before your application can be approved. Cancellation and Rescheduling Policy Pearson VUE test center appointments: If you need to cancel or reschedule your exam appointment within your 180-day eligibility period, you must do so at least 48 hours before your scheduled exam appointment. Otherwise, all fees will be forfeited, and you will be considered a no-show. There is a \$150 fee each time you cancel or reschedule an exam appointment. OnVUE online appointments: If you need to cancel or reschedule your exam appointment within your 180-day eligibility period, you may do so up to the time of your scheduled exam appointment. There is a \$150 fee each time you cancel or reschedule an exam appointment. You will receive an email confirmation once you have successfully rescheduled or cancelled your exam appointment. If you do not receive an email confirmation, your exam appointment has not been rescheduled or cancelled. Skip to main content Reddit and its partners use cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies to deliver and maintain our services and site, improve the quality of Reddit, personalize Reddit content and advertising, and measure the effectiveness of advertising. By rejecting non-essential cookies, Reddit may still use certain cookies to ensure the proper functionality of our platform. 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