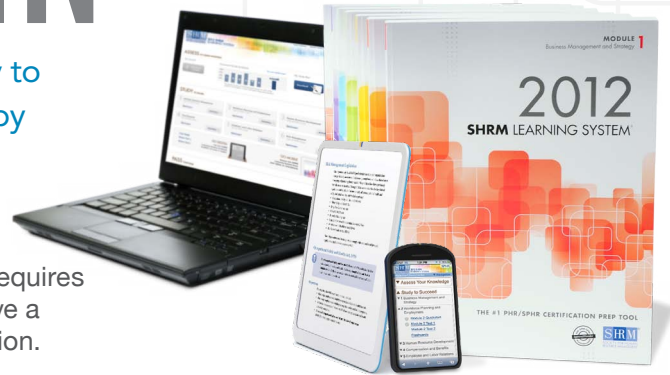


NOT SURE HOW TO BEGIN



Follow these simple steps and you're on your way to advancing your career and setting yourself apart by **earning your PHR/SPHR credentials.**



1 Determine your eligibility: The HR Certification Institute requires HR professionals sitting for the PHR or SPHR exams to have a combination of demonstrated work experience and education. For more information, visit www.hrci.org

2 Choose the learning option that matches your preference. Whether your goal is to increase your professional skills or train an entire department, the SHRM Learning System offers an instruction method that meets your needs.

Self-Study Program

Create your own study plans while devoting as much time as you like to any particular module or topic. Recommended study hours: Minimum of 65.

College/University Programs

Instructor-led spring courses generally run from **Jan- April**. Enrollment starts **Dec-Jan**. Online courses are also available throughout the year.

3 Purchase the SHRM Learning System.

4 Apply for the certification exam at the HR Certification Institute's website www.hrci.org by **March 9, 2012**. Late application deadline is **April 13, 2012**.

5 Locate a test site.

6 Sit for your exam during the spring testing window: May 1 - June 30, 2012.

7 Receive your preliminary unofficial results immediately following the exam.

8 Begin using your credentials upon receiving your official test results in the mail.

PHR/SPHR Certification Preparation Seminars (3 days)

Instructor-led programs held throughout the year.

Virtual PHR/SPHR Cert Prep (7 weeks)

Certification prep offered through a dynamic virtual classroom experience.

Organizational Training & Development Programs

Volume discounts are available.

1. Training Led by a SHRM-Approved, Certified Instructor
2. Training Led by Your Instructors

Not ready to become certified?

Even if you're not yet eligible or ready to sit for the exam the SHRM Learning System is an all-in-one professional development tool. It includes: updated materials reviewed by HR subject matter experts, a comprehensive glossary, online resources that allows users to stay up-to-date on legislative changes as they occur, connection to experts for additional resources and answers, new HR developments and more. Your overall education is the ultimate goal of the SHRM Learning System, whether you are preparing to take an HR certification exam or enhancing your professional development as an HR practitioner.

