

QUALIFYING HR WORK EXPERIENCE FORM

WHO SHOULD USE THIS FORM?

Candidates who select "999" on the position code list should use this form. If more than one position requires supporting documentation, please photocopy this form as needed.

Name _____ Job Title _____

Organization Name _____

Organization Address _____

Supervisor's Name and Phone Number _____

Dates Employed: FROM _____ TO _____
(Month/Year) (Month/Year)

GPHR

- 2 years of global professional (exempt-level) HR experience and master's degree or higher
- 3 years of professional (exempt-level) HR experience (2 of the 3 years must be global experience) and bachelor's degree
- 4 years of professional (exempt-level) HR experience (2 of the 4 years must be global experience) with less than a bachelor's degree

List the countries in which you conduct business: _____

PHR

- 1 year of professional (exempt-level) HR experience and master's degree or higher
- 2 years of professional (exempt-level) HR experience and bachelor's degree
- 4 years of professional (exempt-level) HR experience with less than a bachelor's degree

SPHR

- 4 years of professional (exempt-level) HR experience and master's degree or higher
- 5 years of professional (exempt-level) HR experience and bachelor's degree
- 7 years of professional (exempt-level) HR experience with less than a bachelor's degree

Job Duties and Responsibilities _____

QUALIFYING HR WORK EXPERIENCE FORM (CONTINUED)

I attest that the facts presented on this form are accurate and complete. I also understand that the decision regarding my eligibility to take the exam will be made on the basis of this information and the official job description submitted with this form.

I certify that this position is/was at the: _____

professional (exempt) level nonprofessional (nonexempt) level*

* Checking "nonprofessional" and submitting this form is not a guarantee of eligibility.

Candidate's Signature _____ Date _____

Candidate's Printed Name _____

Home Telephone Number _____ User ID# (if previously assigned) _____

Please submit this completed form (with your official job description) to the HR Certification Institute.

Mail or fax form to:
HR Certification Institute
1800 Duke Street
Alexandria, VA 22314
Fax: +1.703.684.6620