HR CERTIFICATION INSTITUTE™

Find the HR Certification That's Right for You

Bridging the Gap Between Military and Civilian HR

I HAVE A...

	HIGH SCHOOL DIPLOMA (OR EQUIVALENT)	BACHELOR'S DEGREE	MASTER'S DEGREE
aPHR™	< 4 Years of HR duties (Early Career)	< 2 Years of HR duties (Early Career)	< 1 Year of HR duties (Early Career)
PHR®	4 Years Tactical Level HR duties (Implementing Policy)	2 Years Tactical Level HR duties (Implementing Policy)	1 Year Tactical Level HR duties (Implementing Policy)
SPHR®	7 Years Strategic Level HR duties (Designing Policy)	5 Years Strategic Level HR duties (Designing Policy)	4 Years Strategic Level HR duties (Designing Policy)

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FUNDING SOURCES

GI Bill

VA only pays for test fees or up to $2,000 for each test. Fees connected with obtaining a license or certification are not reimbursable. Payment is issued after you submit proof of payment to VA.

Military COOL Programs

Army COOL

Air Force COOL

Navy COOL

Marine Corps COOL

Onward to Opportunity – Veterans Career Transition Program (O2O-VCTP)

A free, comprehensive career training, certification and employment program designed to launch you into your next career with over 30 industry-recognized career tracks and courses.

Unit Funding

Talk to your command about investing in the professional development of your Human Resources service members.

APPLY

Where

www.hrci.org/militaryhr

How

Create a profile using basic information.

Then

Click on the "My Applications" link in your profile to start your application.

Required Documents

Evaluations / FITreps that clearly display your duty title and duty description are required. If your Evals / FITreps do not clearly define professional level HR duties, request an official memorandum from your commander that describes your daily duties.

EXAM PREPARATION

There are several preparation resources that provide in-person or online programs as well as selfstudy options.

A complete list of exam preparation resources can be found at https://www.hrci.org/how-to-get-certified/preparation-overview/exam-preparation-resources

Save Money

Bundle HRCI fees with independent exam preparation provider materials.

SCHEDULE

HRCI exams are delivered at Pearson VUE testing centers which are located around the globe.

Once your application has been approved, you will receive an email with instructions on how to register for your exam.

Find on-base test centers at pearsonvue.com/military/locate
(search "HRCI")

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