



Human Resources Certification Institute (HRCI)

The HR Certification Institute is a global leader in developing rigorous exams to demonstrate mastery and real-world application of forward-thinking HR practices, policies and principles.

The Human Resource Body of Knowledge

HRCI 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.

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.

Business Management and Strategy (11%, 30%)

Work Force Planning and Employment (24%, 17%)

Human Resource Development (18%, 19%)

Compensation and Benefits (19%, 13%)

Employee and Labor Relations (20%, 14%)

Risk Management (8%, 7%)

HRCI Certification

Skillsoft offers courseware that is based upon the HR body of knowledge and aligns with the exam objectives for the PHR (Professional in Human Resources) and SPHR (Senior Professional in Human Resources) certifications.

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.

Skillsoft’s affiliation with HRCI

Skillsoft is an HRCI Approved Provider. Being an HRCI Approved Provider gives recertification 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.

Maintaining Certification or “Recertification”

To maintain certification, HRCI 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.



The use of this seal is not an endorsement by HRCI of the quality of the program. It means that this program has met HRCI's criteria to be pre-approved for recertification credit.



Obtaining a certificate of completion

As an HRCI Approved Provider of 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.

Individuals seeking recertification credit hours must be a Skillsoft client. To receive a certificate, complete the online Certificate Request Form (www.skillsoft.com/certificaterequest) and follow the instructions provided to submit your backup information to validate the successful completion of your course. We are not able to provide a certificate to you without first receiving the supporting documentation.



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