



Certification Handbook

This handbook contains information on IHRIM's Human Resource Information Professional Certification (HRIP) Examination and how you can apply for this important professional credential.

ABOUT IHRIM

IHRIM (the International Association for Human Resource Information Management) is a membership community built on camaraderie and made up of HR technology leaders and professionals that share ideas and best practices. IHRIM members have access to a professional certification program, educational webinars, and HR system vendors.

Since 1980, IHRIM has been the only membership association for HR information management professionals and has advanced our profession by:

- Providing unparalleled education and professional development opportunities through educational courses and webinars. These offerings foster intelligent HR system investments and effective solutions to business challenges.
- Creating a certification program known as Human Resource Information Professional (HRIP) to allow experienced professionals working with HR information systems to be recognized for their knowledge and experience.
- Facilitating an HR information management community for the sharing of best practices, professional collaboration and networking in person and virtually through social media and online communities.
- Providing unbiased information on cutting-edge HRIM solutions.

www.ihrim.org

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Certification Overview

IHRIM's Human Resource Information Professional Certification Examination is designed to assess the knowledge and competencies of professionals in the HR technology field. Passing the exam indicates a demonstrated comprehensive understanding and proficiency of the defined body of knowledge in HR information management.

Passing the exam is only one part of the certification process. The recertification requirements ensure that the HR technology professional is keeping abreast of changes in the field.

The certification credential will be active for a period of **3 full years** starting from the date certification has been granted. In order to maintain certification, a total of **60 recertification credit hours** are required during the 3-year period starting from the date the certification is granted. The credential holder will be responsible for maintaining a log of credit hours and documentation.

Why Is Certification Desirable? Certification is intended to recognize individuals who have relevant HR technology knowledge. A certification credential is a way to demonstrate your competency, show your commitment to the profession, and help with job advancement. Benefits to you include:

- It differentiates you from others through demonstrated competency.
- It shows you have knowledge of HR information management beyond that of your everyday tasks.
- It gives you a competitive edge when seeking promotions or a new position.

Purpose and Use of Certification

An HRIP (Human Resource Information Professional) credential proves that the holder has demonstrated mastery of the HR technology body of knowledge and, through recertification, has made a commitment to stay informed of new developments in the HR technology field.

The certification exam is completely voluntary. Organizations or individuals incorporating certification as a condition of employment or advancement do so of their own volition. Individuals should determine for themselves whether attaining certification, including recertification requirements, when coupled with any other requirements imposed by individuals or organizations, meets their needs, and complies with any applicable laws.

The HRIP designation is a visible reminder to peers and co-workers of the holder's significant professional achievement. IHRIM-certified professionals should proudly display their certificates and use the credentials on business correspondence.

Eligibility Overview

Candidate Background and Experience

The professional is expected to have at least **3-5 years** of experience in HR technology solutions or HR information management. However, IHRIM does not require the work experience to take the exam. IHRIM strongly suggests those considering the Human Resource Information Professional Certification Exam review the Candidate profiles below.

While there are no specific requirements, the ideal candidate will have:

- 5 years of experience in HR technology solutions or HR information management, or comparable education
- A bachelor's degree from an accredited college or university preferred. However, professional experience in the field bears greater weight on the candidate's success.

Current HR technology solutions or HR information management work experience may be categorized in private and public sector, educational institutions, and consultancies as:

- Human Resources Information Systems (HRIS)
- Human Resources Information Technology (HRIT)
- Human Resources Management Systems (HRMS)
- Information Technology / Information Systems
- HRIS / HRIT Educators and Researchers
- Software and Service Providers

The exam reflects today's HR technology solutions or HR information management practices. Although the five years of HR technology solutions work experience need not be current or sequential, more recent experience is more likely to coincide with the exam's content.

IHRIM does not discriminate based on sex, age, race, religion, national origin, sexual orientation, or disability.

Candidate Qualification Description

The description below outlines the key competencies describing a candidate’s primary job responsibilities and relevant knowledge content areas.

Type of Candidate	Description of Candidate
<p>Clearly Qualified 5 plus years of experience</p>	<ul style="list-style-type: none"> • Can analyze, understand, and contribute to the development of an HR Technology Strategy. • Has developed a business case for implementations or enhancements. • Can translate business requirements into technology specifications. • Has a broad understanding of HR functions including HR Benefits, Payroll and Talent Management. • Has participated in a systems assessment or evaluation, assisted with the recommendations for systems solution and development of an implementation plan. • Can evaluate, analyze, design, and maintain company Human Resources Management Systems (HRMS). • Understands vendor and contract management. • Understands and has participated in all phases of HRMS implementation or enhancement including selection, analysis, design, testing, training and support. • Able to identify new HR needs and the technology solutions to fulfill these needs based on business strategy and needs. • Familiar with HR policies and procedures – both internal and external that impact data management (e.g., compliance issues). • Has served in a project lead role and demonstrated project management skills. • Possesses strong familiarity with HR technology trends.
<p>May or May Not Be Qualified 3 to 5 years' experience</p>	<ul style="list-style-type: none"> • Understands how a HRMS business case is formed and has been a contributor to creating one for an implementation or enhancements. • Can translate user needs and requirements into system specifications and requirements. • Supports the evaluation, design, and ongoing operations of company Human Resources Management Systems (HRMS) with direction from a more senior team member. • Can assist in identifying new HR needs and the technology solutions to fulfill these needs. • Understands the key features needed to implement a Human Resources Management Systems (HRMS). • Understands and has participated in several phases of HRMS implementation including selection, analysis, design, testing, training, and support. • Has a broad understanding of most HR functions including HR Benefits, Payroll, and Talent Management. • Has some proven project management skills and has been a systems

	<p>project team member.</p> <ul style="list-style-type: none"> • Understands the principles of project management with moderate project experience. • Familiar with HR technology and business trends.
<p>Informed but Not Qualified Less than 3 years experience</p>	<ul style="list-style-type: none"> • Knows concepts needed to develop a business case. • Recognizes features and benefits of a Human Resource Management System. • Supports the ongoing operation of a company Human Resources Management Systems (HRMS) with close supervision. • Has a general understanding of HR technology solutions. • Has a general understanding of project management, but project experience limited.

Relevant Knowledge

You should be familiar with the following topics which are not explicitly tested:

- Presentation and facilitation
- Business process flow analysis
- Interviewing
- Resource scheduling
- Financial principles
- Communication (written and oral)
- Problem solving
- Vendor and contract management
- Software testing methodologies
- Analysis

Recertification Requirements

HRIP Recertification demonstrates the certified professional's commitment to staying abreast of the changes taking place in the HR technology field. IHRIM requires recertification of the credential every **three (3) years** either through continuing education activities or by retaking the exam.

Recertification through Continuing Education

Recertification may be obtained through continuing education credits. Maintaining the HRIP credential requires **60 hours** of HR Technology related activities defined as:

- Continuing Education
- Instruction
- Research and publishing
- Leadership
- IHRIM membership

Recertification credits are granted for any combination of IHRIM educational courses and webinars, IHRIM volunteer service, content submission, HR-related professional board service, approved HR-related vendor meetings and conferences, formal higher education and other approved HR-related association meetings.

At the end of the 3-year cycle, the credential holder will:

1. complete the application for recertification.
2. submit proof of continued experience in HR technology solutions or HR information management, or comparable education.
3. submit the log of recertification credit hours (documentation must be available upon request)
4. submit renewal fee payment.

Recertification by Exam

Some certified professionals prefer to recertify by retaking the exam. Recertification by exam candidates must take the exam before their certification cycle expires. Recertification by exam candidates are subject to the same HRIP Certification exam fees as outlined in this handbook.

For more information on the HRIP Recertification Program, please go to <https://ihrim.org/education/hrip-certification/recertification/> or download the [HRIP Recertification Program Guide](#).

HRIP Certification Exam Information

The HRIP Certification Exam is comprised of multiple-choice questions. The HRIP exam will contain approximately 90 questions. The multiple-choice format is considered the most effective for use in standardized tests. Computer-based testing (CBT) is the standard method of administration for HRIP exam. It is a method of delivery of exams by computer at a proctored test site. Alternatively, candidates may take the HRIP exam via live online proctor (LOP).

The allotted time to complete the computer-based examination is one hundred twenty (120) minutes. It may take some credential candidates less than the allotted time to complete the exam.

Examination Blueprint

The HRIP exam is developed based on the HRIP examination blueprint. The blueprint details the percentages of questions contained in each Domain. [Click here to access the examination blueprint.](#)

HRIP Credential Fees

Payment Methods

Fees in U.S. currency are due at the time of the online application submission. Applicants may pay by VISA, MasterCard, Discover or American Express.

Regular Registration	
Published Exam	
IHRIM Member	\$445 Fee includes non-refundable \$75 Application Fee and \$370 Testing Fee
Non-Member	\$555 Fee includes non-refundable \$75 Application Fee and \$480 Testing Fee
Non-Member with Membership	\$645 Fee includes a non-refundable \$75 Application Fee, \$480 Testing Fee, and a 12-month IHRIM standard membership.

* Application Fees are non-refundable

Practice Exam	
IHRIM Member	\$85
Non-Member	\$105

IHRIM Member Rate

To receive the reduced IHRIM member rate, candidates must have a current IHRIM membership at the time the application is submitted.

If IHRIM membership is obtained after you submit payment for the HRIP examination, IHRIM will not refund the difference.

HRIP Refund Policy

Examination fees are refundable only if you cancelled your registration with proper notice or due to medical or personal emergencies (see the Cancellations section below). Credit card payments will be credited immediately. Application fees are non-refundable.

HRIP examinations are not transferable to another candidate.

Deadlines, Cancellations and Rescheduling

The Certification Exam is administered via live online proctoring using a webcam or at a Scantron test center.

Once you purchase the certification exam, you have 12 months from the last day of the month purchased to schedule and sit for the exam. IHRIM does not have exam windows so candidates may register for a date/time and delivery method that is most convenient for their schedule.

For **live online proctored exams** rescheduling and cancellation requests must be submitted no less than 24 hours in advance of your scheduled testing appointment. You cannot reschedule or cancel your testing appointment less than 24 hours in advance. If you fail to appear for your scheduled testing appointment, you will be considered a no-show candidate. To schedule to test again you will need to re-purchase through IHRIM.

For the **test center exams**, you may reschedule a testing appointment up to two (2) days in advance of your testing appointment. Reschedule requests are not accepted within two (2) days of your scheduled testing appointment. A \$50 non-refundable fee will apply to all rescheduled exams; the fee must be paid online at the time of the request. If you do not appear for your examination and do not reschedule at least two (2) days prior to your appointment, you will be considered a no show and forfeit your exam and exam fees. To schedule to test again you will need to re-purchase through IHRIM.

As this exam is flexible to your schedule, no refunds will be issued after two weeks (14 days) from purchase date. Application fees are non-refundable.

Special Accommodation Requests

IHRIM complies with the provisions of the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e et seq.), in accommodating disabled candidates who need special arrangements to take an exam.

A special accommodation request must be made by the candidate at the time of registration. You must notify IHRIM at least four (4) weeks before the scheduled exam date so that documentation can be completed and special arrangements can be made.

Registering for the Exam

Exam Purchase and Registration

You can purchase the HRIP Certification Exam through [IHRIM's Online Store](http://www.ihrim.org) (www.ihrim.org). Fees for candidates can be paid by VISA, MasterCard, Discover Card or American Express. You must use your name and address as they appear on your official, unexpired, valid, government-issued ID. This information will allow you to be eligible to take the exam. Please contact IHRIM at ihrimhrrip@ihrim.org if you have any questions.

Once your purchase is complete, your purchase confirmation will include a document with a link to agree to and electronically sign IHRIM's HRIP Candidate Non-Disclosure Agreement online form. Upon completion of the NDA IHRIM will send further instructions to register for the practice and/or HRIP exam.

Updating Confirmation Information

Email Address Changes

The email address that will be used to send you your exam results as well as any other notifications is your primary email address in your profile in IHRIM's database. If you change your email address after you have registered, please contact IHRIM with your new email address.

Name Changes

The name (first and last) on file in in your profile in IHRIM's database must match the name on the proof of ID that you need to show at the start of the live proctored exam or test center proctor to validate your identity. If they do not match, you will not be allowed to take the exam.

HRIP Certification Exam Preparation

We recommend that candidates review the HRIP Exam Content Outline (Appendix A) to see if additional review is needed in one or more content areas.

An HRIP Study Guide is available for purchase through the IHRIM Online Store. The guide is not intended to be a complete study resource. It is an overview of the body of knowledge content areas and will help to identify areas where additional study and/or work experience may be necessary prior to testing.

IHRIM also offers an HRIP Certification Exam Review Course. For more information, go to the IHRIM web site www.ihrim.org or contact IHRIM at education@ihrim.org.

A complete list of IHRIM webinars, publications and educational offerings can be found at www.ihrim.org.

Outside of IHRIM publications and educational offerings, IHRIM does not endorse any particular seminar, workshop or reading materials that may be offered by any non-profit, for-profit company or other organization designed to help HRIP candidates pass the test.

Taking the Certification Examination

Testing Conduct

Reports of improper conduct relating to the exam process, including conduct during the exam, will be investigated by IHRIM. Such conduct may result in an examinee being barred from taking further exams or from receiving the HRIP designation.

Electronic Devices

You may **not** use pagers, cellular phones, iPods, hand-held computers/personal digital assistants (PDAs) or other electronic devices, headphones, headsets or similar communication devices during the exam. All electronic devices must be turned off and removed during the full exam period. Failure to adhere to this may result in your exam being rejected.

Cheating and Security

- If you give help to or receive help from anyone during the exam, your exam will not be scored, and your fees will not be refunded. You will be required to re-apply and re-submit all applicable fees before you may retake the exam.
- You are not permitted to get up and leave the scope of the camera at any time during the exam.

- Please note that all exam questions and materials are copyrighted by and are the property of IHRIM. Consequently, any distribution of the exam content or materials through any form of reproduction, or through oral or written communication is strictly prohibited. IHRIM reserves the right not to score your exam if there is an incident that involves a breach in security or cheating. You may not retake the exam within twelve (12) months from the date of the original exam date.

Eating/Drinking/Smoking

Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance are prohibited during the exam.

After the Exam

Receiving Exam Results

Exam results are strictly confidential. Unless requested through a written request, your exam results will be reported only to you and IHRIM. You should direct all questions about exam results in writing to IHRIM's Certification Department at ihrimhrip@ihrim.org. To maintain exam security, exam questions and answers cannot be made available for review. IHRIM will not provide a list of the questions you answered incorrectly or correctly. The only information available regarding your performance is pass/fail information.

HRIP Certification Exam pass/fail results will be sent to you via email at the conclusion of the exam. If you achieved a passing score you will receive a PDF of the certificate. You may request a printed certificate as well.

Passing candidates can request that IHRIM notify their employers of their achievement by requesting the employer notification request form. Candidates should wait for their official test results before requesting the employer notification or releasing this information publicly.

Passing Scores

The selection of a cut-score or standard is a policy decision by the certifying body based on information from the exam. Pilot exams were conducted and the test scores were evaluated along with test item performance and audience characteristics by a panel of experts who provided informed guidance on determining the cut score from reviewing the exam results and their judgments on the test items.

The test is designed to distinguish those who have met the competency requirements determined by the certifying body and those who do not. Therefore, if you pass the exam, you will be informed that you have mastered the competencies. You will not be notified of your actual score. Exam results are confidential and will be handled as such.

Retaking the Exam

You may take the HRIP Certification Exam up to two (2) times within a 12 month period following your first exam should you not pass on the first attempt. Fees and application procedures for those retaking the exam remain the same as those for first-time applicants.

Application Denial and HRIP Certification Revocation

Candidates whose registrations are denied or HRIP Certifications are revoked may follow the established appeals process outlined below. Registration may be denied or HRIP Certifications revoked for any of the following reasons:

- Failure to provide payments within prescribed timeframes.
- Violation of exam procedures.
- Failure to pass the HRIP Certification exam.
- Failure to meet recertification requirements.
- Violation of HRIP Code of Ethics or engaged in any act or conduct materially and seriously prejudicial to the interests or purposes of the Association.

Appeals Process

Candidates whose applications are denied or certifications revoked for any of the reasons stated above will be notified in writing. Candidates may appeal the decision to IHRIM.

Appeals must:

- Be in writing, signed by the candidate and sent to IHRIM by certified mail.
- Include the specific reason(s) for appeal.
- Be accompanied by evidence or other pertinent information refuting the original decision.
- Be postmarked no later than 10 business days after the date on the notification letter.

Appendix A: HRIP Code of Ethics

The HRIP certification program was created by IHRIM, the only membership association for HR technology professionals. The certification program known as Human Resource Information Professional (HRIP) allows experienced professionals working with HR Information Systems to be recognized for their knowledge and experience

The following Code of Ethical and Personal Responsibility has been adopted to promote and maintain the highest standards of service and conduct for all persons recognized as an HRIP credential holder.

HRIP Code of Ethical and Personal Responsibility

The scope and responsibilities of a human resources technology professional are diverse. The services provided by human resources technology professionals are critical to the success of their organizations. Such responsibilities place a significant expectation on credential holders to uphold a standard of ethics to the human resources information discipline.

A professional certified by HRIP acknowledges that such a certification is a privilege that must be earned and upheld. HRIP credential holders pledge to advocate, adhere to, and support the Code of Ethical and Personal Responsibility.

HRIP credential holders who willfully violate any principle of the Code may be subject to disciplinary action by the certification governing board.

As an HRIP credential holder, I pledge the following:

Respect for the Community

- I will demonstrate courtesy, honesty, fairness, and decency in all relationships with the community, my employer and my peers.
- I will not misrepresent my abilities or my work to the community, my employer, or my peers.
- I will accept responsibility in making decisions with consideration for the security and welfare of the community.
- I will not engage in or be a party to unethical or unlawful acts that negatively affect the community, my professional reputation, or the human resource information discipline.
- I will seek opportunities to participate and, if possible, to play a leadership role in addressing issues of concern in the areas we represent.
- I will promote the understanding of information processing methods and procedures using every resource at my command.

Respect for the Certification

- I will not share, disseminate, or otherwise distribute confidential or proprietary information pertaining to the HRIP certification process.
- I will not use my certification, or objects or information associated with my certification (such as certificates or logos) to represent any individual or entity other than myself as being certified by HRIP.

Respect for my Employer

- I will deliver capable service that is consistent with the expectations of my certification and position.
- I will protect confidential and proprietary information with which I come into contact.
- I will minimize risks to the confidentiality, integrity, or availability of an information technology solution, consistent with risk management practices.

Respect for Myself

- I will avoid conflicts of interest.
- I will not misuse any information or privileges I am afforded as part of my responsibilities.
- I will continue to develop my skills and new competencies.