



IHRIM HRIP Certification FAQs

Where can I take the HRIP Certification Exam?

You can take the exam at a conveniently located Kryterion testing center (there are 612 exam centers worldwide today); here is where you can search for locations:

http://www.kryteriononline.com/host_locations/. The exam is not available via Prometric or VUE.

How do I purchase the exam?

You can purchase the **HRIP Certification Exam** through IHRIM http://bit.ly/HRIP_Exam_TestCenters. IHRIM Members need to login first to receive the member rate.

You can purchase the **HRIP Practice Exam** through IHRIM http://bit.ly/HRIP_Practice_Exam. IHRIM Members need to login first to receive the member rate.

Within three business days of your payment being processed through IHRIM, you will be sent an email with instructions on how to set up your test taker account on the Kryterion/Webassessor application, and how to register for the exam with the voucher number. This voucher number is required when you register for the exam, it is proof of payment and without it you will not be allowed to register for the HRIP exam. The voucher number is entered into the **“Promotion Code”** box, and then click **“Apply”** to complete the registration.

How do I access the exam schedules for the Kryterion Testing Locations?

In order for you to see the schedules for the exam locations you will need to create an account on the Kryterion/Webassessor application first. [Payment is not required in order to view the site schedule.](#) Once you create your account, that account is the one you would use for all future exams (practice and published).

Here is the link to create your account: <https://www.webassessor.com/ihrim>. Click on Create a new account in the upper right hand corner of the screen. Once you have created the account and you will log in with your credentials and do the following:

- Click on: “Register for an exam” in the upper right hand corner.
- Click on the + sign to show the HRIP Certification Exams listed (HOST – Onsite Proctored or Secured Wrapper Proctored – via webcam).
- Select “Register Now” for the exam of your choice – Onsite Proctored

- Choose the location (the results shown are normally based on your zip code but you can modify your search) for the test center convenient to you.
- You can now select the date which will show the available time slots at the location based on their schedule (exams are offered every day/time that the site is open per their schedule).

Then if you choose to go forward you must read and acknowledge the registration agreement notice. Check the box at the lower left hand corner below the registration agreement notice that states “I Acknowledge that I have read.....” At that point you are asked to provide payment – which is a **voucher number** you will receive from IHRIM.

How do I get a voucher number from IHRIM?

For both the HRIP Practice Exam and the HRIP Certification Exam, within three business days of your payment being processed through IHRIM, you will be sent an email with instructions on how to set up your test taker account on the Kryterion/Webassessor application and how to register for the exam with the voucher number. This voucher number is required when you register for the exam in the Kryterion/Webassessor product. It is proof of payment, and without it, you will not be allowed to register for the HRIP exam.

How do I apply my voucher number in Kryterion/Webassessor?

The voucher number is entered into the “**Promotion Code**” box, and then click “Apply” to complete the registration. It is your form of “payment” within the Kryterion/Webassessor application.

What are the candidate requirements to take the HRIP Certification Exam?

There are no requirements to take the exam, however it is expected that the ideal candidate have at least 5 years of experience in HR technology solutions and/or information management. The focus of the certification is HR information management. You can learn more about candidate qualifications in the Examination Blueprint http://bit.ly/IHRIM_HRIPBlueprint.

You can also learn more about the program from the Certification Handbook http://bit.ly/IHRIM_HRIPHandbook and the HRIP website: http://bit.ly/IHRIM_HRIPCertification

What is a passing score for the HRIP Certification Exam?

The HRIP exam results are reported as an overall pass/fail result score, which is generated based on the number of questions answered correctly. The passing rate (score) is set using statistical analysis and is subject to change based on the weight of the questions in rotation (we rotate questions to ensure ongoing security of the exam and thus validity of the HRIP credential).

Do I need my own webcam for the individual Online Proctored (OLP) Exam? If so, can I use the webcam built in to my laptop?

OLP allows you to take the exam from a computer in your office – or home – providing it meets the required hardware/software configuration, in particular, an approved webcam. For IHRIM’s HRIP Certification Exam you will need to use your own webcam as IHRIM does not lend the webcams (nor does Kryterion issue them for our program). Your webcam should be a detachable, standalone webcam that would allow the OLP “proctor” (based at Kryterion) to monitor your workstation via audio and video streaming/recording. The proctor will instruct the test taker to pick up their webcam and pan around the room. You will not be permitted to use a built in webcam.

How do I register for an exam using an approved webcam?

When you are ready to register for the exam you will purchase it from IHRIM http://bit.ly/HRIP_Exam_OnlineProctored. If you are an IHRIM member you will need to login to receive the member rate. Within three business days of your payment being processed through IHRIM, you will be sent an email with instructions on how to set up your test taker account on the Kryterion/Webassessor application and how to register for the exam with the voucher number. This voucher number is required when you register for the exam in the Kryterion/Webassessor application. It is proof of payment, and without it, you will not be allowed to register for the HRIP exam.

In the Kryterion/Webassessor application you will select the exam delivery type: **Secure Wrapper Proctor**. This exam option is to be used only if you are scheduling an individual Online Proctored Exam (OLP) – via webcam.

Once I purchase the exam do I have to take the test within a certain time period?

Once you purchase the exam, you have 9 months to schedule your exam and up until 12 months from the last day of the month purchased to take the exam.

Is there a penalty fee if I need to reschedule or cancel my exam?

For client hosted exams:

The completed registration including the appropriate fee must be received no later than the registration deadline date specified on the examination schedule. Registrations will be accepted for an additional two weeks beyond the regular registration deadline date, up until 72 hours before the actual examination date, with the addition of a late fee. No exceptions will be made to this policy and walk-ins will not be accepted.

Examination cancellations will be accepted until two (2) weeks prior to the examination date and a refund will be provided minus the application fee. Cancellations after that time will not be refunded.

The examination can be rescheduled for a date during the following twelve (12) months if cancellation notice is provided to IHRIM in writing at least 48 hours before the examination date. There is a \$100.00

USD fee to reschedule an examination. Requests to reschedule must be submitted in writing to IHRIM at ihrimhrip@ihrim.org.

A candidate who does not reschedule an examination within one year after the initial examination date forfeits the registration and all fees paid to take the exam, and must again register.

For Kryterion Test Center or OLP (Webcam) Exams:

As exams scheduled to be taken at either a Kryterion Exam Center or through the Online Proctored Option are not tied to any set date or time, there are no deadlines for registration. You may purchase the exam and schedule it at your convenience. Please note that walk-ins to an exam center will not be accepted.

As these exam dates and locations are flexible to your schedule and have no deadline for exam completion, no refunds will be issued after two weeks (14 days) from purchase date. Application fees are non-refundable.

The examination can be rescheduled for a date, time and location up until 72 hours of the exam's original scheduled date at no charge. You may cancel and reschedule the exam directly via Kryterion/ Webassessor application; you do not need to contact IHRIM. If you need to reschedule an exam less than 72 hours before the exam date and time, you will be charged a \$100.00 USD rescheduling fee. Requests to reschedule must be submitted in writing to IHRIM at ihrimhrip@ihrim.org.

A candidate who does not reschedule an examination within one year after the initial examination date forfeits the registration and all fees paid to take the exam, and must again register.

Please refer to the HRIP Certification Handbook http://bit.ly/IHRIM_HRIPHandbook for further details including the policies regarding **Refunds for Medical or Personal Emergencies**.

Can I get a refund for my exam fee if I decide to cancel?

For client hosted exams:

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.

For Kryterion Test Center or OLP (Webcam) Exams:

As exams scheduled to be taken at either a Kryterion Exam Center or through the Online Proctored Option are not tied to any set date or time, there are no deadlines for registration. You may purchase the exam and schedule it at your convenience. Please note that walk-ins to an exam center will not be accepted.

As these exam dates and locations are flexible to your schedule and have no deadline for exam completion, no refunds will be issued after two weeks (14 days) from purchase date. Application fees are non-refundable.

How do I track my RCH's?

You are responsible for tracking your RCH activities as they occur. The most efficient way is to record them using the IHRIM Recertification Tracking Form http://bit.ly/IHRIM_HRIPRecertificationForm.

You must report your RCHs and complete the renewal process prior to the end of your HRIP certification term in order to avoid suspension of your credential(s) (refer to the **Suspended Status** section in the HRIP Recertification Program Guide http://www.ihrim.org/certification/HRIP_RecertificationGuide.pdf for more details).

If you do not earn and report the required RCHs within your certification term, your HRIP certification status will be suspended. The six-month suspension period can be used to earn and report the required RCHs.

For more information on the HRIP Recertification Program, please go to http://www.ihrim.org/Certification_Recertification.html or download the HRIP Recertification Program Guide http://www.ihrim.org/certification/HRIP_RecertificationGuide.pdf.