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 our conference, educational courses and webinars. These offerings foster Empowered 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 an 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. The HRIP certification credential is a way to demonstrate your expertise, show your commitment to the profession, and enhance your career profile. 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 as you seek to advance your career in HR Technology.

Purpose and Use of Certification
An HRIP (Human Resource Information Professional) credential shows 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 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 certificate and use the credentials on business correspondence.

Special Accommodation Requests and IHRIM EEO Statement

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

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 examination.

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 examination date so that documentation can be completed and special arrangements can be made.

IHRIM will make a concerted effort to provide reasonable accommodations as permitted by individual test site capabilities.

IHRIM 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 HRIP certificants.

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 certificants 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 certified professionals pledge to advocate, adhere to, and support the Code of Ethical and Personal Responsibility.

HRIP certified professionals who willfully violate any principle of the Code may be subject to disciplinary action by the certification governing board?

As a HRIP certificant, 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.

Eligibility Overview

Candidate Background and Experience

The HRIP Certification exam is competency based, therefore it is recommended that the candidate have at least **5 years** of work experience in HR technology solutions or HR information management. However, IHRIM does not require the work experience in order 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)
- Information Technology / Information Systems
- HRIS / HRIT Educators and Researchers
- Consultants

The exam reflects today's HR technology solutions and 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.

Recertification Requirements

HRIP Recertification demonstrates the credential holder'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.

At the end of the 3 year cycle, the credential holder will:
1. Submit the application with proof of recertification credit hours (documentation must be available upon request) showing continued experience in HR technology solutions or HR information management, or comparable education.
2. Submit renewal fee payment in IHRIM's online store.

For more information on the HRIP Recertification Program, please go to
https://ihrim.org/education/hrip-certification/recertification/

HRIP Certification Exam Information

The HRIP examination is comprised of multiple-choice questions. The Published Exam will contain approximately 70 questions.

The allotted time to complete the computer-based examination is ninety (90) minutes. It may take some candidates less than the allotted time to complete the examination.

HRIP Certification Examination Blueprint

The Exam Blueprint is the framework for creating the HRIP Certification Exam. The blueprint is valuable to the test taker because it breaks down the sections of the test. Use it to help you focus your study as you prepare for the exam.

For more information, see this link to review or download the HRIP Exam Blueprint.

Exam Construct
 The blueprint details the percentages of questions contained in each domain.

The table below lists the high-level domains measured by this examination and the extent to which they are represented in the examination.

Domain	% of Examination
1.0 Technology Strategy and Solutions Assessment	**15%**
2.0 HR Technology and Business Processes	**30%**
3.0 Systems Selection, Implementations and Upgrades	**30%**
4.0 HR Systems Operations	**25%**
Total	**100%**

Certifior (FastTest) Centers, Remote Proctored or Live Proctored Exams

As exams scheduled to be taken at either a Certifior (FastTest) Center or through the Remote or Live Proctored Options are not tied to a set date or time, there are no deadlines or windows for registration. The only requirement is that you take the exam within 12 months of the date purchased. 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 (aside from the 12 months), no refunds will be issued after two weeks (14 days) from purchase date. Application fees are non-refundable.

Registering for the Exam

Examination Registration

Candidates must first purchase the exam from IHRIM's Online Store. To receive the reduced IHRIM member rate, members need to login. If you are a non-member you will need to register on the site to access the items in the online store. You will receive a payment confirmation after payment has been successfully processed.

Once payment has been confirmed you will [register for the exam in Certifior](#), IHRIM's HRIP Certification Exam test hosting system. During the registration process, each candidate has the option of taking the exam at an Authorized Testing Center, as an online-proctored exam, or as a live remote-proctored exam.

To search the list of Certifior FastTest Center locations visit: http://www.assess.com/proctored-test-centers/. There are 256 domestically and 354 internationally located.

Certifior Registration Steps:
1. Click on Create an Account at the bottom of the screen and create a profile.

2. You will receive an email requesting that you verify your email address before you can proceed with registering for an exam.

3. Once you have verified your email, login to Certifior and click on the blue button "Click here to register."

4. During the registration process you will be asked to read and accept or decline IHRIM's Non-Disclosure Agreement and you agree to be bound by the procedures and policies set forth in the HRIP Certification Handbook and that you have read the HRIP Code of Ethics (Appendix A), understand, and accept it.

5. IHRIM Staff will be notified of your exam registration via a system generated email and will verify that you are registered for the correct exam in Certifior before you can proceed. Please note, this verification process can take up to 24-48 hours.

6. You will receive an email notification from Certifior confirming that you can proceed with taking the exam and instructions for the day of the exam.

HRIP Certification Exam Preparation

We recommend that candidates review the [HRIP Examination Blueprint which provides information on the topics that are covered on the exam and other related information to help you prepare for the exam. A](#)ll candidates should review the blueprint thoroughly and determine whether or not they are ready to take the exam or if they need more preparation or experience in any competency area before taking the examination.

An HRIP Examination Study Guide is available for purchase in [IHRIM's 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, [click here for more information](#). This course is offered bi-monthly as a 6-part live webinar series and as a pre-recorded course for on demand viewing.

Outside of IHRIM publications and educational offerings, IHRIM does not endorse any 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 Remote Proctored Exam

IHRIM offers candidates to take the test as an online-proctored exam or as a live remote-proctored exam. This remote proctored testing environment allows a candidate to take the test on his or her own system provided that certain requirements are met.

Taking the Certification Examination at Test Center

What to Bring

Required Items
Important: Your first and last name must appear exactly as they do on your US government-issued photo ID in order for you to take the test.

1. Provide a photo of your full face (passport-type photo, no hats, sunglasses, etc.) for your certification card. Please make sure you will be recognized by the photo. Use your Certifior username and password, log into Certifior and complete the requirement.

Bring the following to the test center:

- Printed test confirmation email
- Government issued photo ID for identification

No other materials or personal belongings are allowed at the written test site.

If you do not bring the required items to the test center, you will be denied admission to the examination, considered absent, and will forfeit the examination fee.

Acceptable Forms of Candidate Identification
Candidates must present one (1) form of current signature and photo identification. The primary identification must be government issued, photo-bearing with a signature. If a current photo identification is not available, a secondary identification that contains a valid signature must be presented. Any identification not in English is acceptable as long as the candidate is testing in the country where the identification was originally issued.

Primary ID (with photograph and signature, not expired)
- Government-issued Driver's License
- U.S. Dept of State Drivers License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport (from country of residence)

- Passport cards (from country of residence)
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Exam Procedures

You should report to the examination site at least thirty (30) minutes before the scheduled examination time. Please allow sufficient time to find the test location. When you arrive, check in with the onsite proctor and present your identification, registration confirmation, and any other required items. The proctor will review these materials and provide you with your user name and password for test login.

The examination will be administered electronically, and you will be provided with instructions at the time you are sent your Examination Registration Confirmation.

The examination will begin promptly at the scheduled time.

You will be given ninety (90) minutes to take the examination, after which the examination unit will automatically turn off.

The official exam results will be sent to you via U.S. mail within two (2) weeks of the examination date.

Absence/Lateness Policy
If you are unable to attend a scheduled examination, you may be excused for one of the following reasons:

- Illness (yours, or that of an immediate family member)
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency (see Weather Delays and Cancellations below)

If you are otherwise absent from and have not provided proper notice (see the Change/Cancel Policy), you will forfeit the entire examination fee. You must submit written verification and supporting documentation for excused absences to IHRIM within five (5) business days of the original examination date.

Please allow yourself sufficient time to find the examination location, and make sure you have all necessary documentation when you arrive. If you are late to your examination, you will be denied the opportunity to test and will forfeit the examination fee.

Weather Delays and Cancellations
If severe weather or a natural disaster causes the examination location to be inaccessible or unsafe, the examination may be delayed or cancelled. Please contact the test center directly.

You may reschedule an examination cancelled due to bad weather without an additional charge by contacting IHRIM at ihrimhrip@ihrim.org.

Electronic Devices
You may not use pagers, cellular phones, iPods, hand-held computers/personal digital assistants (PDAs) or other electronic devices, or similar communication devices during the examination. All electronic devices must be turned off during the full examination period.

Cheating and Security
- If you give help to or receive help from anyone during the examination, you will be asked to leave the room immediately. Your examination will not be scored and your fees will not be refunded, and you will be required to re-apply and re-submit all applicable fees before you may retake the examination.
- Please note that all examination questions and materials are copyrighted by and are the property of IHRIM. Consequently, any distribution of the examination 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 examination 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 examination date.

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

After the Exam

Receiving Exam Results
Examination results are strictly confidential. Unless requested through a written request, your examination results will be reported only to you and IHRIM. You should direct all questions about examination results in writing to IHRIM's Certification Staff at ihrimhrip@ihrim.org.

To maintain examination security, examination 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.

Candidates who have not received official pass/fail results via email and/or certificate via email within two (2) weeks of the exam should notify IHRIM ihrimhrip@ihrim.org.

Passing Scores
The selection of a cut-score or standard is a policy decision by the certifying body based on information from the examination. 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 the 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 examination up to two (2) times within a 12 month period following your first examination 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.

Testing Conduct

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

HRIP Exam System Requirements

IHRIM's HRIP Certification Exam is delivered electronically using software created by Assessment Systems: FastTest and Certifior. The Remote Proctored exam is a recorded proctored exam and uses a third party application – ProctorExam – to record and review your test session.

System Requirements for the Certification Exam – Remote Proctored

Internet Browser	• Google Chrome • JavaScript must be enabled; automatically included with browser.

Hardware	• It is recommended that all tests be taken on any desktop or laptop computer
	• Screen Resolution: 1024 x 768 +
	• Adobe Flash Plug-In Version 9.0 115+
	• Access to your computer's:
	  ✓ Webcam
	  ✓ Microphone
	  ✓ Speakers
	  ✓ Screen-sharing ability
	• Adobe Flash Plug-In Version 9.0 115+

Disk Space	At least 2 GB of available disk space on your computer is needed to run the exam application properly
Internet Speed	A strong internet connection

Please note that no later than 24 hours before you are ready to take the Certification Exam – Remote Proctored, you should have the required software installed and will need to perform a systems check. Once completed, you will be able to launch the application and take the exam.