



## **IHRIM HRIP Certification FAQs**

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

There are no requirements to take the exam; however, it is recommended that the ideal candidate have at least 3-5 years of experience in HR technology solutions and/or information management. You can learn more about candidate qualifications in the [Examination Blueprint](#).

You can also learn more about the program from the [Certification Handbook](#) and the [HRIP website](#).

### **How do I purchase the exam?**

You can purchase the HRIP Certification Exam and HRIP Practice Exam through [IHRIM's Online Store](#). Because of the built-in security features, you must login or create a profile before accessing store items.

Once your purchase is complete, your purchase confirmation will include instructions on how to set up your test taker account on the Certifior registration site, and how to register for the exam.

### **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 on-going security of the exam and thus validity of the HRIP credential).

### **How long does it take to get my exam results?**

Practice Exam results are available immediately on your computer. HRIP Certification Exam 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.

### **How can I take the HRIP Certification Exam?**

The HRIP Certification Exam is delivered two ways: via Assessment System's approved computerized testing centers, FastTest, (HRIP Certification Exam – Test Center) or through a remotely proctored application installed on your desktop or laptop (HRIP Certification Exam – Remote Proctored). To search for a conveniently located FastTest testing center, click on the test center link: <http://www.assess.com/proctored-test-centers/>. (Please note that IHRIM's HRIP Certification Exam is not available via Prometric or VUE.)

### **Do I need my own webcam if I take the HRIP Certification Exam – Remote Proctored? If so, can I use the built-in webcam on my laptop?**

Yes, a webcam is required for the HRIP Certification Exam – Remote Proctored. And you may use the webcam built into your laptop. The webcam is used to identify a candidate and record video, audio and computer screen capture which is simultaneously communicated to a restricted-access secure server and reviewed for examination integrity.

### **Are there other system requirements for the HRIP Certification Exam – Remote Proctored?**

Yes, the Remote Proctored Exam has additional requirements including Google Chrome as your internet browser and you must have access to your computer's microphone, speakers and screen-sharing ability.

### **How far in advance am I able to schedule my certification exam?**

You can schedule your HRIP Certification Exam once you create your account in Certifior and receive a "Requirement Approved" email from IHRIM. If you are taking the HRIP Certification Exam – Test Center, you must schedule your exam at least (7) days ahead of the requested date/time. If you schedule your exam within six (6) days of the requested date/time, you will be charged a Rush Registration Fee of \$80.00.

For the Certification Exam – Remote Proctored, you can take the exam at any time; during the scheduling process there is no need to select a date or time.

### **Once I purchase the certification exam, how long do I have to sit for the exam?**

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.

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

The examination can be rescheduled for a new date, time and/or location prior to 6 days of the exam's original scheduled exam at no charge. You may reschedule the exam directly via Certifior; you do not need to contact IHRIM. There will be a \$100.00 fee charged if you reschedule within the 6-day period.

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](#) 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?**

As these exam dates and locations are flexible to your schedule and have a 12-month 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 Recertification Credit Hours (RCH's)?**

The minimum number of credits required for recertification is 60 RCHs. 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](#).

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](#) 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.

### **Email Address Changes**

You will need to ensure that you have your preferred, correct email address in your profile in Certifior. This is the address that will be used to send you your exam results as well as any other notifications from the system. If you change your email address after you have created your Certifior account, you may edit your Profile in Certifior to update your email address.

## **Name Changes**

The name (first and last) on file in Certifior must match the name on the proof of ID that you need to bring to the exam location or show at the start of the remote proctored exam to validate your identity. If they do not match, you will not be allowed to take the exam.

To update your information in Certifior, login and edit your Profile. If you have already received a Test Center Registration Confirmation email with your previous name, you must request a new confirmation email with your updated information. Please refer to the Certification Handbook for more information regarding Taking the Certification Exam, What to Bring.