iiHR™ International Institute of
Human Resources

HR Certification Handbook

Your IIHR® guide to pursuing the **CHRM**™, **CHRG**® and **CHRP**® Certifications

January 01, 2020

Table of Contents`

1.0   Introduction

Welcome to the IIHR® Core Human Resources (HR) Certification Handbook. This handbook describes the process for attaining IIHR certification for our core HR levels listed below and where information is already on our website, will direct the individual to the specific webpage.
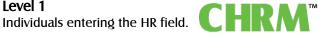
International Institute of Human Resources (IIHR) is established in 2012, emerged as best HR Training Institute in Bangalore. IIHR is an Internationally Accredited & Govt. of India affiliated Certification Body for HR Professionals across the world.

For more details, you can visit our website **www.iihr.edu.in** or **www.iihr.ac.in**

2.0   HR Certifications

The IIHR® multi-level competency-based core HR certification program recognizes your knowledge and skills and supports your lifelong Human Resource Management career progression.

Each level includes its own eligibility requirements, learning options, scheme syllabus, and competency-based assessment (i.e. exam).

Level 1
Individuals entering the HR field.

CHRM™ Certificate in Human Resource Management

[Click here for CHRM requirements & exam information](#)

Level 2
Recognizes HR professionals who have 2-5 years of HR experience.

CHRG® Certified Human Resource Generalist

[Click here for CHRG requirements & exam information](#)

Level 3
Recognizes HR professionals who lead and have over 5 years of HR experience.

CHRP® Certified Human Resource Professional

[Click here for CHRP requirements & exam information](#)

3.0   Certification Process

Step 1 – Submit the Enquiry Form

Download the Enquiry form from the IIHR website from the below link, fill the details and share the scan copy by email or directly submit to the IIHR branches or with Education Partner of IIHR.

[Download Enquiry Form](#)

After the submission of enquiry form, candidate will get an email as well as a follow up call from one of our executives for a Face to Face (for Instructor Led Learning Options) or Telephonic Career Counselling (for Self-Study Learning Option / Outstation Students) from Course Director for the admission process.

Step 2 – Pay the Certification Fee

After the counselling session, you may proceed to pay the certification fee as mentioned in the IIHR website. You may opt for the self-study learning option as well as classroom option, based on the feedback received from the course director.

In order to complete the admission process, submit the certification as per the learning options. **Click here to get the Certification Fee** for all learning options.

Step 3 –Submit the Application Form

Fill the Application form and submit the same along with the necessary documents as mentioned in the Application form. Once all your requirements (or goals) are met, you will be able to submit your application.

Download Application Form

In order to complete the submission of your application, you will need to submit all necessary soft copy documents mentioned in the Application Form by email (for Self-Study Learning) or Submit the Hard Copy documents (for Instructor Led Learning) to IIHR branches.

Step 4 – Choose the Learning Options

If you have selected for the Instructor Led Learning & On the Job Training (OJT) options, you have to contact the IIHR branches or Education Partner to start the sessions. Training Calendar will be published in the IIHR Mobile App for the Instructor Led On the Job Training Options. If you have selected for the Self Study Learning (Distance) options, take your own time for self-learning.

Click here to Know the Learning Options

For all the Learning Options, you have one year from the date of admission to apply and appear for your exam for certification. It is your responsibility to ensure you do not let your application lapse. Otherwise, you will have to reapply to take the exam.

Step 5 – Schedule, Take Exam and Get Certified!

You can schedule your exam at any time. We recommend sooner than later to ensure you get your preferred date and time and, so you have a lot of time to take it again if you are not successful on your first attempt. You can take the exam up to 3 times within your 1-year application period at any time. Once you've taken it 3 times, you must wait until your application expires, and reapply to take it again.

After the completion exam, your exam handbook will be evaluated, and you will be getting Govt. of India Affiliated as well as Internationally Accredited certifications and mark list.

Step 6 – Job Placement Assistance / Guarantee

We provide Job Placement Assistance for Self-Learning & Instructor Led Learning Options. We provide 100% Job Guarantee for the On the Job Training (OJT) Learning Options. We will be giving the Job Placement Guarantee letter to all students at the time of admission. Job Placement Guarantee will be based on the eligibility criteria and as per the Job Guarantee Letter terms and conditions. All the students must agree and follow the Job Guarantee Terms & Conditions.

4.0   Digital Badges

International Institute of Human Resource (IIHR) and digital badging provider Accredible have partnered to provide our certification holders with a digital badge of their HR Certifications. Badges are web-enabled representations of your HR certifications. Your digital badge is made of an image and metadata uniquely linked to you. This ensures that only you can take credit for your achievement.

Your digital badge is one more way that IIHR supports the development and recognition of your professional skills. Take advantage of this new program to help accelerate your career growth.

To facilitate timely delivery of all notices pertaining to this program, please whitelist the email addresses director@iihr.edu.in and support@credential.net

5.0   Appeal Process

If your competency-based assessment (i.e. exam) fails, you have the right to reappear or submit the appeal for re-attempting the assessment by sending an e-mail to director@iihr.edu.in

IIHR will have up to 90 days to review the appeal and make a binding decision regarding the validity of your application. You may be contacted by IIHR for any further information and/or clarification that are deemed necessary to validate information. A final decision will then be emailed to you.

6.0   Suspending or withdrawing certification

IIHR reserves the right to revoke the CHRM™, CHRG®, or CHRP® certification at any time after review of a reported professional misconduct or for a misuse of the CHRM™, CHRG®, or CHRP® logo or trademarks.

IIHR also reserves the right to conduct random post-certification audits.

All fees paid shall be forfeited in the event of a revoked or suspended certification. Those certification recipients whose certification has been revoked will not be allowed to reapply for the CHRM™, CHRG®, or CHRP® for a period of time to be decided at the discretion of IIHR.

7.0   Contact Us

International Institute of Human Resources (IIHR) is an Indian Corporation headquartered in Bangalore, Karnataka, India. Please contact IIHR if you have any questions or comments.

Email Us: enquiry@iihr.edu.in   Or   **Call Us** on 080 25535455   Or   **Whats App** on +91 9986494980

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