



HR Certification Handbook

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

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1.0 Introduction

Welcome to the IHR[®] Core Human Resources (HR) Certification Handbook. This handbook describes the process for attaining IHR 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 (IHR) is established in 2012, emerged as best HR Training Institute in Bangalore. IHR 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.ihr.edu.in or www.ihr.ac.in

2.0 HR Certifications

The IHR[®] 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 as Recruiters / Talent Acquisition

CHRMTM Certificate in Human Resource Management

[Click here for CHRM Certificate Curriculum](#)

Level 2

Recognizes Individuals looking for a Career as HR Generalist with Small & Medium Enterprises (SME's)

CHRG[®] Certified Human Resource Generalist

[Click here for CHRG Certification Curriculum](#)

Level 3

Recognizes Individuals looking for a Career as HR Generalist / HR Specialist / HR Operations / HRBP/ HR Analyst with SME's or MNC's

CHRP[®] Certified Human Resource Professional

[Click here for CHRP Certification Curriculum](#)

3.0 Certification Process

Step 1 – 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.

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 & On the Job Training) to IHR branches.

Step 2 – Pay the Certification Fee

After the counselling session, you may proceed to pay the certification fee as mentioned in the IHR website. You may opt for the self-study learning option as well as classroom option, based on the feedback received from the course director. You can pay the program fee in 2 months to 6 months easy monthly installments. Please contact us for more information regarding EMI Option.

Step 3 – 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.

For all the Learning Options, you have one year from the date of admission to apply and appear for your exam for certification.

Step 4 – 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.

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 5 – Internal Assessment Interview, Job Placements

We will conduct an Internal Assessment Interview after three months for those candidates opted for On the Job Training programs. We provide 100% Job Guarantee for CHRP & CHRG Certification Programs 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. We provide only Job Placement Assistance for Self-Learning & Instructor Led Learning Options.

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.

5.0 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@ihr.edu.in Or Call Us Or Whats App on +91 9986494980

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