



HR Certification Handbook

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

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Table of Contents`

1.0	Introduction.....	3
2.0	HR Certifications.....	3
3.0	Certification Process	3
	Step 1 – Submit the Application Form.....	3
	Step 2 – Choose the Learning Options	3
	Step 3 – Pay the Certification Fee.....	3
	Step 4 – Schedule, Take Exam and Get Certified!	4
	Step 5 – Internal Assessment Interview, Job Placement.....	4
4.0	Digital Badges	4
5.0	Contact Us.....	4

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

For Any Graduates or Post-Graduates
Passed on 2022 / or Any Freshers

CHRG[®] Certified Human
Resource Generalist

Visit
chrg.iihr.edu.in
for Fee & Curriculum Info

Level 2

For Any Graduates or Post-Graduates
Passed between 2012 to 2021 / or
Any 1+ Years Professional Experience

CHRP[®] Certified Human
Resource Professional

Visit
chrp.iihr.edu.in
for Fee & Curriculum Info

Level 3

For Any Graduates or Post-Graduates
Passed on or before 2012 / or
Any 8+ Years Professional Experience

CHRM[™] Certified Human
Resources Manager

Visit
chrm.iihr.edu.in
for Fee & Curriculum Info

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 IIHR branches.

Step 2 – Choose the Learning Options

If you have selected for the Classroom & On the Job Training (OJT) option, 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.

On the Job Training Program will be from Monday to Friday and the Timings will be 10.00am to 4pm, in that 10am to 1pm will be Theory Sessions & 2pm to 4pm will be Practical sessions.

If you have selected for the Online Training option of 2 months which will be conducted via Zoom Live Sessions (Monday to Friday), Program Timings for morning batch will be 8.00am to 9.30am and evening batch will be 8pm to 9.30pm

Step 3 – 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 Online Learning option as well as Classroom / On the Job (OJT) Training option, based on the feedback received from the course director / counsellor.

Step 4 – Schedule, Take Exam and Get Certified!

As per the Training Calendar published in Mobile App as well notice board by IIHR, you shall schedule the training. After successful completion of the training, 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.

Step 5 – Internal Assessment Interview, Job Placements Guarantee

We will conduct an Internal Assessment Interview after three or four months for those candidates opted for On the Job Training programs. We provide 100% Job Guarantee for 6 Months Certification Programs for the On the Job Training (OJT) Learning Options. We will be giving the Written Job Placement Guarantee Agreement to all students at the time of admission.

Job Placement Guarantee will be based on the eligibility criteria and All the students must agree and follow the Job Guarantee Policies and Terms & Conditions. We provide only Job Placement Assistance for Online Training / Self-Learning Options of 2 months.

4.0 Digital Badges

International Institute of Human Resource (IIHR) and digital badging provider The Accreditors LLC (USA) 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@iihr.edu.in Or Call Us Or Whats App on +91 9986494980

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For Google Map Link : <https://g.page/iihrbangalore>