HRCI Exam Application Audit Process

PURPOSE

To maintain the integrity of its programs, we randomly audit candidate exam applications to ensure compliance with eligibility requirements.

REQUIREMENTS FOR THE AUDIT

An exam candidate must submit ALL of the listed documentation at the same time for a determination to be made by HRCI regarding eligibility. Not doing so will result in additional delays:

1. An official job description on company letterhead for each job listed on the exam application that demonstrates the work experience requirement **(not a resume or CV)**.
2. A copy of your degree or official transcript, if applicable.
3. Documentation that the Employment Law requirement has been met **(SPHRi only)**.
4. The audit form must be filled out completely and signed.

During the audit, we may:

- Contact supervisors listed on the audit form to verify work experience.
- Request additional documentation as needed to verify all submitted information.

Candidates who refuse to participate in the audit, fail to respond to the audit request by the deadline outlined in the notification email or do not have the appropriate documentation to support their experience, degree earned or the Employment Law component will not be allowed to take the exam.

AUDIT OUTCOME NOTIFICATION

Candidates selected for an audit will be notified of the outcome via email or mail. Therefore, it is very important to include ALL necessary documentation when submitting audit information to the Institute to avoid any additional delays.

Exam Application Audit Form

To validate eligibility, please document your **professional-level work** experience in an HR position. This completed form must be submitted with documentation supporting professional-level status (e.g. a job description, **not resume or CV**) of the positions listed under the employment section. The job description and a copy of your university diploma or university transcript (if applicable) must be provided in addition to the information requested below for the audit to be completed. Not doing so will result in additional delays.

Contact Information

First Name	Middle Initial	Last Name

Address Line 1

Address Line 2

City	State / Province	Postal Code	Country

Primary Phone Number	Primary Email Address

I, ——————————————————give HRCI permission to request verification documentation of my HR professional-level experience from any current or previous employment contact that I list below:

Date	Signature

Organization Name

Supervisor's Name	Supervisor's Phone Number	Supervisor's Email Address

☐ Professional Level

Candidate's Current Position	From (MM/YY) to (MM/YY)

☐ Professional Level

Candidate's Previous Position (If applicable)	From (MM/YY) to (MM/YY)

Employment

Current Employment (If not currently employed, please leave this section blank.)

Organization Name

Supervisor's Name | Supervisor's Phone Number | Supervisor's Email Address

☐ Professional Level

Candidate's Position   From (MM/YY) to (MM/YY)

Organization Name

Supervisor's Name | Supervisor's Phone Number | Supervisor's Email Address

☐ Professional Level

Candidate's Position   From (MM/YY) to (MM/YY)

Organization Name

Supervisor's Name | Supervisor's Phone Number | Supervisor's Email Address

☐ Professional Level

Candidate's Position   From (MM/YY) to (MM/YY)

Submit to HRCI by:

Email: examaudit@hrci.org   OR   Mail: HRCI
                                                                Exam Audit Form
                                                                1725 Duke Street
                                                                Suite 400
                                                                Alexandria, VA 22314, USA