



The HR Profession's Only  
Accredited Certification  
Program

A large, solid red circle is positioned on the left side of the page, partially overlapping the background image of skyscrapers. Inside this circle, the text 'Frequently Asked Questions for Military' is written in white, sans-serif font.

# Frequently Asked Questions for Military



# Certification

## Q. Why should I get certified?

An HRCI certification provides tremendous value while serving, during transition, and post-service.

**Value while serving** – Improved performance through broader knowledge of understanding and the application of private sector HR concepts, knowledge, best practices, and recognition as an HRCI certified professional.

**Value during transition** – Accurately translate your military education, skills, and experience into language recruiters and hiring managers can easily understand. Communicate to employers that in addition to the desired attributes of a service member, your mastery of HR skills is on par with or exceeds those of your civilian peers.

**Post-service value** – HRCI Certification leads to lower veteran unemployment, as well as elevated entry into the civilian market and greater earning power. A [HumRRO study](#) found that SPHR certificants made on average \$19,712 more, and PHR certificants made on average \$4,547 more than their non-certified peers.

## Q. Which certification is best for me?

Choose the certification that best fits with your experience and goals. Some individuals choose to pursue the highest certification they qualify for, while others choose the certification that is most in line with where they are in their career and/or what type of positions they are pursuing.

## Q. Do I qualify for an HRCI Certification?

Each HRCI certification has its own eligibility requirements that are based on education level (HS diploma or equivalent, under, and graduate degrees) and years of professional-level HR experience. Eligibility requirements can be found [here](#).

White Paper | Improving  
and Empowering US Army  
HR Professionals through  
Certification

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## **Q. Will I need to validate my experience with HRCI?**

You will only need to provide supporting documentation when you have been randomly selected for audit. If your application is selected for audit, you will be required to submit your evaluations that show you served as a military HR professional, recruiter or senior enlisted advisor. Official memorandums signed by commanders detailing your daily duties can also be submitted as supporting documentation.

## **Q. How do I know if my experience meets the definition of “professional-level” HR?**

HRCI defines a “professional-level” HR position as one that includes:

- the ability to use independent judgment and discretion in performing work duties;
- some authority for decision-making;
- in-depth work requirements, such as data gathering, analysis and interpretation;
- interaction with people at multiple levels including decision-makers; and
- individual accountability for results.

The difference between an HR role and a leader’s role is that a HR professional spends most of their work time on HR-related tasks. Leaders spend a small part of their jobs on HR tasks and most of their time on their main job function.

## **Q. My experience includes overseas military assignments. Am I eligible for the GPHR?**

The Global Professional in Human Resources (GPHR) requires global HR experience which is defined as having direct cross-border HR responsibilities for two or more countries or regions. HRCI certainly respects and recognizes that military HR professionals may have the technical element of serving overseas.

However, the GPHR is more intended for HR professionals who are moving employees across national or regional borders. For example, multinational companies send people abroad from the US to Europe, or Europe to Africa, and back. There are many implications to this including different taxes, benefits, cultural preparation, and extraterritorial laws. Generally, serving in an overseas area in a military position would not qualify as global HR experience.

**Q. I am/was the First Sergeant/Command Sergeant Major/Senior Enlisted Advisor for my organization. Does this qualify as professional-level HR experience?**

Yes. From a military perspective, this is a leadership role. From a civilian perspective, the primary requirements of the position are HR-related, such as Human Resource Development, Workforce Planning and Employment, Business Management and Strategy, and Risk Management.

**Q. I am the operations officer/NCO for my unit, and I am responsible for awards, evaluations, leaves, and other administrative tasks for my subordinates. Does this qualify as professional-level HR experience?**

No. Your position does not exist for the purpose of HR, i.e., more than 50% of your job requirements are not HR-related. What you have described is a leader's role where you spend a small part of your job on HR tasks and most of your time on your main job function.

The Associate Professional in Human Resources (aPHR) would be an excellent pathway certification to help fast-track your career growth and provide you with the confidence to launch into the HR profession. The aPHR is the first-ever HR certification designed for professionals who are just beginning their HR career journey and proves your knowledge of foundational Human Resources.

Learn more about which  
Certification is right for you  
on our website

[READ MORE](#)

**Q. How do I sign up for an exam?**

Complete the application for the corresponding certification exam [here](#).

**Q. Where do I take the exam?**

HRCI exams are delivered at Pearson VUE testing centers, which are located around the globe. Once your application is complete and paid for, you will receive a unique ID and email with instructions on how to sign up for your exam. You can find the test center closest to you [here](#) and searching for "HRCI."

**Q. I am deployed, and there are no Pearson VUE testing centers available. What options are available to me?**

Please contact HRCI customer service at +1-571-551-6700 or email [info@hrci.org](mailto:info@hrci.org).

**Q. When applying for an HRCI certification, what job category should I use?**

HR in the Military

## Q. How do I prepare for my exam?

Exam preparation can be overwhelming, especially when you don't know where to start. Fortunately, there are several options that can assist you.

There is no single preparation method that can meet every candidate's needs. We urge you to use a variety of tools and resources to enhance your understanding of general HR principles and HR exam content.

### Preparation resources include:

[Exam Content Outlines \(ECOs\)](#)

[Practice Exams](#)

[Preparation Bundles](#)

[A Guide to the Human Resources Body of Knowledge](#)

[Directory of Certification Preparation Providers](#)

and [more](#)

### The military also has some free resources:

Service provided Skillport sites such as eArmyLearning provide PHR and SPHR preparation courses. Learn more [here](#).

The Army's AG School has developed the [Military Professional in Human Resources Course](#) to serve as an HR certification preparation course. This also enables HR professionals to translate their military experience into civilian terminology.

**\*HRCI does not endorse a particular resource or method of study. Candidates are encouraged to explore preparation resources that are available for each certification exam.**

## Other Useful Resources

### **Q. Are certifications covered by the Post-9/11 and Montgomery GI Bill?**

Eligible veterans, service members, and dependents can use the Post-9/11 or Montgomery GI Bill for many types of education programs including licensing and certification.

The [GI Bill covers licensing and certification tests](#) that have been specifically approved for the GI Bill. The VA will only pay for the cost of the exam or tests. No administrative, preparatory, and insurance fees connected with obtaining a license or certification can be reimbursed. The amount of reimbursement is up to \$2,000 per test but not more than the actual cost of the test, and you may receive benefits to retake a test if you fail. The number of tests taken is unlimited, and you cannot receive benefits to retake a test that has already been passed. You will be required to pay out of pocket, and then file for reimbursement through the VA.

You can learn more about the GI Bill Certification Program [here](#).

### **Institute for Veterans & Military Families Syracuse University**

If you are a post-9/11 veteran who has already separated or retired from the military, or who will transition from military service to the civilian workforce in the next 6 months, or the spouse of an eligible veteran, as well as spouses of all active duty service members program, the [Onward to Opportunity – Veteran’s Career Transition Program O2O-VTCP](#) may pay for your training and certification. Service members must have served at least one day on active duty after 9/11/01. HR Certifications are part of their Technical Track.

## **Q. Who do I contact with questions?**

Please contact the Military Outreach Relations Officer (MORO), US Army Training with Industry (TWI) Partner at [military.twi@hrci.org](mailto:military.twi@hrci.org) or +1-571-551-6732.

The US Army has a strategic initiative with HRCI to provide direct support to veterans, service members, and eligible dependents. They respond to unique military questions and assist in translating military experience during the application and administrative review process to validate military HR levels of experience. Past TWI Partners have served in joint assignments and have experience leading and working amongst HR professional in the Marine Corps, Navy, Air Force, and Coast Guard.

## **Other Useful Links**

[HRCI Frequently Asked Questions](#)

[How to Translate Military Experience to Civilian Employment](#)

[How to Match Military Experience to Civilian Jobs](#)

## **Credentialing Opportunities Online (COOL)**

[Army](#)

[Marine Corps](#)

[Navy](#)

[Air Force](#)





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