HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI)
ONLINE ASSESSMENT EXAM

As an MLRHR student, you are required to take the Human Resource Certification Institute’s practice assessment as an exit exam within your last semester of study. The assessment provides feedback concerning your readiness to take the actual Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exam.

Students documenting current certification may be waived from this requirement. Students taking the actual exam may use those scores in lieu of taking the practice assessment. You can take the test whenever it is convenient for you, but we need to have your results by the end of the semester in which you graduate. The fee is $45.00 which can be paid with a credit card when you set up an account to take the assessment.

ASSESSMENT PROCEDURES
From your Internet connection, go to www.hrci.org to learn about HR certification. Determine whether you should take the PHR or SPHR version. Most of our MLRHR students with less than 2 years of exempt level HR experience take the PHR version.

Under the Assessments & Preparation tab, select Preparation Resources. Read about the content, free quiz and when ready, select Online Assessment Exams and then the online exam you have chosen. Next, select Click here to purchase, Enter testing site, and then Register to create an account.

After entering identification information, you will be able to purchase the online assessment using a valid credit card. Choose whichever time limit is appropriate for your connection speed. Once you complete a purchase, the assessment will immediately start on the screen. You may flag questions you are unsure about and return to those questions, but you will not receive the correct answers to any individual questions. At the end of the test, you will receive results indicating the percentage of questions you answered correctly in each of the six areas on the test – these are the results we need.

The MLRHR Program uses the online assessment scores to compare student knowledge with expectations of professional exams. While your score will have no bearing on your graduation, we do hope that you will do your best on the assessment. Your individual scores will be averaged with scores of other graduating MLRHR students.

Provide a copy of the results page to Dr. Tim DeGroot, the Management Department Chair. You may e-mail a copy of the computer screen results page to t.degroot@csuohio.edu, provide the results to the Management Department in person or send a copy via regular mail to: MLRHR Program, Cleveland State University – BU 433, 1860 East 18th Street, Cleveland, OH 44115.

If you have any questions, please do not hesitate to contact Dr. DeGroot at 216-687-4754.