

GENERAL QUESTIONS

What are the top business rule changes for 2017?

- **Eligibility:** Starting January 1, 2017, candidates deemed ineligible by HRCI for the exam they have applied for will be issued a:
 - Voucher for a lower exam **OR** 100% of the exam fee minus the \$100 processing fee (if the candidate paid via cash, credit, check or wire).
 - New voucher for a lower exam (if the candidate applied with a voucher code).
- **Refunds:** HRCI certification candidates who do NOT take the exam (i.e. candidate allows the 180-day eligibility period to expire, chooses to withdraw their application, or is a “no show” for a scheduled exam at a testing center) will NOT be refunded.

CONTINUOUS TESTING RELATED QUESTIONS

How soon can I test after submitting my application?

- Candidates can test as soon as 14 calendar days after their application is approved, and must take their exam within 180 calendar days of their application approval date.

When will new law changes be reflected on the exams (e.g. FLSA)?

- HRCI certification candidates are responsible for knowing laws that take effect in January of the year they are testing.

How do I know which business rules to follow?

- HRCI certification candidates who apply before 11:59 pm ET on December 31, 2016 must test by January 31, 2017, and will fall under 2016 business rules. Applicants who apply on, or after, January 1, 2017 will need to abide under the new Continuous Testing business rules.

When is a HRCI certification candidate eligible to sit for their Second Chance Insurance* exam?

- A candidate who has purchased Second Chance Insurance must wait a minimum of 90 days from their last exam date before they may sit for their next exam.

**In order to qualify for Second Chance Insurance, candidate must purchase Second Chance Insurance at the same time as they purchase their exam.*

ALL RULES ARE SUBJECT TO CHANGE.

For more details regarding continuous testing or business rules, please email info@hrci.org or refer to the [HRCI Certification Policies and Procedures Handbook](#) (2017 version will be available on January 1, 2017).