

## 2017 HRCI Exam Business Rules

### Vouchers & Continuous Testing



TESTING DATES	PAYMENT	VOUCHER
Exam applications received prior to January 1, 2017	<p>Schedule exam appointment as soon as application is approved.</p> <p>Exam must be taken during November 1, 2016 – January 31, 2017 testing window.</p>	<p>Schedule exam appointment as soon as application is approved.</p> <p>Exam must be taken within 180 days from application approval date.</p>
Exam applications received after to January 1, 2017	<p>Schedule exam appointment no sooner than 14 days from application approval date.</p> <p>Exam must be taken within 180 days from application approval date.</p>	<p>Schedule exam appointment no sooner than 14 days from application approval date.</p> <p>Exam must be taken within 180 days from application approval date.</p>

RETAKE THE EXAM	PAYMENT	SECOND CHANCE INSURANCE
Applying to retake the same exam	<p>Candidate pays application and exam fee.</p> <p>Must wait a minimum of 90 days from previous exam date to apply.</p> <p>Can schedule exam appointment as soon as application is approved – no earlier than 14 days from application approval date.</p>	<p>No payment of application or exam fee.</p> <p>Must wait a minimum of 90 days to schedule an appointment.</p>
Applying to take a different exam	<p>Candidate pays application and exam fee.</p> <p>May apply immediately after failing first exam.</p> <p>Can schedule exam appointments as soon as application is approved – no earlier than 14 days from application approval date.</p>	<p>Candidate pays application and exam fee.</p> <p>May apply immediately after failing first exam.</p> <p>Can schedule exam appointments as soon as application is approved- no earlier than 14 days from application approval date.</p>
Maximum number of attempts of same exam within 365-day period	Three times	Three times

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CANDIDATE CHANGES	PAYMENT	VOUCHER
Deemed ineligible by HRCI.	Issue a voucher for a lower exam OR 100% minus \$100 processing fee.	New voucher for a lower exam.
Change your exam (move to a different exam type <b>before</b> scheduling).	\$50 change fee plus difference in retail price of exam (if new exam is higher priced).  Issue a new voucher for new exam Must activate voucher within 90 days.	\$50 change fee plus difference in retail price of exam (if new exam is higher priced).  Issue a new voucher for new exam Must activate voucher within 90 days.
Change your test date (you signed up for a test date and now want to change to another date in the original 180-day window; Prometric change fee is included).	\$85 change fee	\$85 change fee
Don't take the exam (180-day eligibility period expires, you choose to withdraw your application, or you don't show for a scheduled exam at a testing center).	No Refund	No Refund
Extend your eligibility period (you don't want to test within the original 180-day eligibility period provided when you signed up).	\$150 extension fee  Provides a 90-day extension to the current eligibility period.  Limit to one extension per exam.	\$150 extension fee  Provides a 90-day extension to the current eligibility period.  Limit to one extension per exam.

For detailed exam business rules, policies and procedures, please refer to the [HR Certification Institute® \(HRCI®\) Certification Policies and Procedures Handbook](#) (2017 version will be available on January 1, 2017).