

HRCI SCHOLARSHIP REDEMPTION INSTRUCTIONS



How to Redeem the HRCI® Scholarship:

1

To start, review the resources online to determine [which HRCI exam type best fits your experience](#).

2

Create a profile or [log-in](#) to your existing profile.

3

Follow the online application instructions. When reaching the “Agreements” page and attesting that all information in the application is true. Contact Business Development at bd@hrci.org with your first and last name, and which organization gave you the HRCI scholarship.

Upon qualifying for the exam type you selected, HRCI will send you a confirmation email.

4

Schedule your exam date with our exam partner, [Pearson VUE](#).

5

Prepare and sit for your scheduled exam. You can find great study resources at: <https://www.hrci.org/exam-preparation>.

HRCI SCHOLARSHIP APPLICATION TERMS AND CONDITIONS

By accepting this certification scholarship award, you agree to all the terms and conditions set by HRCI®.

All scholarship recipients must fulfill all exam eligibility requirements and complete all necessary application steps to take the certification exam.

Winning the certification scholarship does not mean that you automatically qualify for the exams. If your application is rejected due to eligibility requirements and other variables, this scholarship will be forfeited.

The certification scholarships cover both the exam and application fee. Any additional fees associated with retaking the exam are not covered by the scholarship and are the sole responsibility of the award recipient.

It cannot be used in combination with any other promotions, preparation bundles or second chance insurance.

This scholarship is non-transferable and cannot be exchanged for cash.

The scholarship is only valid for the period it was issued (180 days) and is subject to all HRCI's rules, terms and conditions.

It may take up to five **(5)** business days for the payment processing of your scholarship award to be completed.

Employees, directors, and officers of the HR Certification Institute, and any of his/her family members, are not eligible to receive a certification scholarship.

HRCI reserves all rights to change the terms and conditions of the certification scholarships without prior notice.