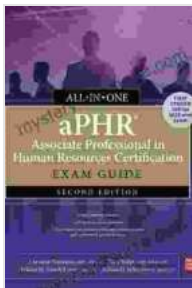# Associate Professional in Human Resources (aPHR) Certification All-in-One Exam Guide

If you're looking to advance your career in human resources, obtaining the Associate Professional in Human Resources (aPHR) certification is a great way to demonstrate your knowledge and skills. This entry-level certification is offered by the HR Certification Institute (HRCI) and is designed for HR professionals with less than three years of experience.

aPHR Associate Professional in Human Resources Certification All-in-One Exam Guide by Dory Willer

★★★★☆ 4.6 out of 5

Language   : English
File size   : 28246 KB
Text-to-Speech   : Enabled
Enhanced typesetting : Enabled
Word Wise   : Enabled
Print length   : 463 pages
Screen Reader   : Supported

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The aPHR certification exam is challenging, but by preparing properly, you can increase your chances of success. This guide will provide you with everything you need to know about the aPHR exam, including eligibility requirements, study tips, and exam format.

Eligibility Requirements

To be eligible to take the aPHR exam, you must meet the following requirements:

- Have a high school diploma or equivalent

- Have at least one year of full-time work experience in human resources

- Be a member of HRCI

If you do not meet the one-year work experience requirement, you may be able to substitute a combination of education and experience. For example, you may be eligible if you have a bachelor's degree in human resources or a related field and have completed a minimum of 500 hours of supervised HR work experience.

Study Tips

The aPHR exam is a comprehensive assessment of your HR knowledge and skills. The exam covers a wide range of topics, including:

- Business ethics

- HR planning and strategy

- Talent acquisition and staffing

   li>Employee development and performance management

- Compensation and benefits

- Employee relations

- Health and safety

The best way to prepare for the aPHR exam is to start studying early and develop a comprehensive study plan. Here are a few tips:

- Set realistic study goals and create a schedule that you can stick to.

- Use a variety of study materials, including textbooks, online courses, and practice exams.

- Focus on understanding the concepts rather than just memorizing facts.

- Take practice exams to assess your progress and identify areas where you need additional study.

Exam Format

The aPHR exam is a computer-based exam that consists of 150 multiple-choice questions. You will have three hours to complete the exam.

The exam is divided into two sections:

- **Section 1: Foundations of HRM** (75 questions)

- **Section 2: Strategic HR Management** (75 questions)

The Foundations of HRM section covers the following topics:

- Business ethics

- HR planning and strategy

- Talent acquisition and staffing

- Employee development and performance management

- Compensation and benefits

The Strategic HR Management section covers the following topics:

- Employee relations

- Health and safety

- HR technology

- HR analytics

- Global HR

Passing Score

The passing score for the aPHR exam is 70%. You will receive your exam results immediately after completing the exam.
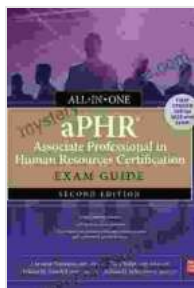
Benefits of Certification

There are many benefits to obtaining the aPHR certification. Some of the benefits include:

- **Increased knowledge and skills.** The aPHR certification process will help you to develop a solid foundation in human resources.

- **Increased job opportunities.** Many employers prefer to hire HR professionals who are certified.

- **Increased earning potential.** Certified HR professionals earn more than their non-certified counterparts.

- **Increased credibility.** The aPHR certification is a recognized credential that demonstrates your commitment to the profession.

If you're looking to advance your career in human resources, obtaining the aPHR certification is a great way to demonstrate your knowledge and skills.
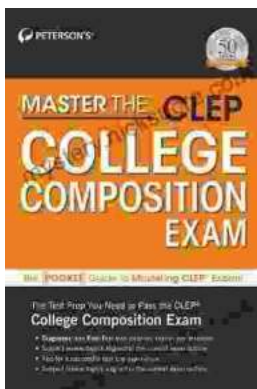
By preparing properly, you can increase your chances of success on the exam and reap the benefits of certification.

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