

Congratulations on your decision to prepare to earn your PHR® or SPHR® designation. The following worksheet is designed to help you determine your comfort level on the HR Certification Institute body of knowledge to help guide your studies.

To get started, follow these simple steps:

1) Take the Assessment found in the SHRM Learning System. This will provide a gauge of your initial knowledge of the material. As a general rule, you can assign a comfort level number based on your Assessment score. Enter the comfort score on the worksheet in the Assessment column for each module.



Assessment Score (%)	Suggested Comfort Level
50% or lower	1
60%	2
70%	3
80%	4
90%	5

2) Translate your HR experience into a comfort level number. The depth, breadth, and length of your experience will help you determine how well you may understand the initial concepts and whether you have been able to apply them. You can assign an approximate comfort level for each year of varying exempt-level HR experience. Enter the comfort score on the worksheet in the experience column for each module. Enter the comfort score on the worksheet in the Assessment column for each module.

3) Determine your final comfort level score by adding the pre-test and experience scores and dividing by 2. Since the HR Certification Institute exam is based on your ability to understand and apply the knowledge, they receive equal weighting. Your score should help you decide which areas will require the most study to be prepared.

SHRM Learning System PHR/SPHR SmartStudy Plan

2012 SHRM LEARNING SYSTEM®

Study Task	Estimated Time	Comfort Level (1-5)			PHR/SPHR Weighting	Priority Order of Study	Complete ✓
		Assessment	Experience	Total Comfort			
<i>Uses a scale of 1-5, with 1 indicating the lowest comfort level and 5 indicating the highest comfort level</i>							
Complete Assessment from SHRM Learning System to gauge your knowledge.	1-1.5 hour(s)						
Review Module 1 Quickstart in online learning center.	10 minutes						
Study Module 1: Business Management and Strategy learning module (268 pages).	6 hours				11% 30%		
Review Module 1 questions from online learning center (2 tests with 25 questions each).	1 hour						
Review flashcards for Module 1.	30 minutes						
Review Module 2 Quickstart in online learning center.	10 minutes						
Study Module 2: Workforce Planning and Employment learning module (324 pages).	9 hours				24% 17%		
Review Module 2 questions from online learning center (2 tests with 25 questions each).	1 hour						
Review flashcards for Module 2.	30 minutes						
Review Module 3 Quickstart in online learning center.	10 minutes						
Study Module 3: Human Resource Development learning module (206 pages).	6 hours				18% 19%		
Review Module 3 questions from online learning center (2 tests with 25 questions each).	1 hour						
Review flashcards for Module 3.	30 minutes						
Review Module 4 Quickstart in online learning center.	10 minutes						
Study Module 4: Compensation and Benefits learning module (272 pages).	8 hours				19% 13%		
Review Module 4 questions from online learning center (2 tests with 25 questions each).	1 hour						
Review flashcards for Module 4.	30 minutes						
Review Module 5 Quickstart in online learning center.	10 minutes						
Study Module 5: Employee and Labor Relations learning module (282 pages).	8 hours				20% 14%		
Review Module 5 questions from online learning center (2 tests with 25 questions each).	1 hour						
Review flashcards for Module 5.	30 minutes						
Review Module 6 Quickstart in online learning center.	10 minutes						
Study Module 6: Risk Management learning module (150 pages).	4 hours				8% 7%		
Review Module 6 questions from online learning center (2 tests with 10 questions each).	1 hour						
Review flashcards for Module 6.	30 minutes						
Complete post-test to measure learning gain (150 questions).	2.5 hours						
Visit online resource center.	1-3 hours						
Complete case study.	1 hour						
Subtotal Minimum Study Hours:	56.5 hours						
Complete bonus tests (two tests with 100 questions each).	3.5 hours						
Total Minimum Study Hours:	60 hours						

Consider your personal comfort level with each module against the exam weighting to determine what time you need to dedicate to studying each module (increase or decrease the estimated time based on your situation).

Use this chart as a guide to determine the length of time needed to study. You can also determine the date you need to begin your studies by plugging in your desired test date and subtracting the total weeks you will commit.

Average Time/Week	Commitment in Weeks	Recommended Final Review	Total Weeks	Test Date	Date to Begin Studies
3 hours	12 weeks	2 weeks	14 weeks		
5 hours	10 weeks	2 weeks	12 weeks		
7 hours	7.5 weeks	2 weeks	9.5 weeks		
10 hours	6 weeks	2 weeks	8 weeks		

*This chart is based upon studying a minimum of 60 hours using the SHRM LS Quickstarts, learning modules, Assessment, module-specific tests, post-test, bonus tests, flashcards, and case study in combination with the resource center. For final preparation during the last 2-3 weeks prior to your exam, we encourage you to continue practicing via test questions by spending 1 – 1.5 hours per day going through the test questions in the various tests. This document provides a general guide for your PHR/SPHR preparations. The actual amount of time needed to study will vary based on your HR experience, reading speed, learning style, and comfort with studying and test-taking. Following this plan in no way guarantees that you will pass the HR Certification Institute PHR/SPHR exam.