



Candidate Manual

Upgrade Application Process

(v1.0Dec2024)

The User Guide delineates the steps for various processes within the IHRP Portal

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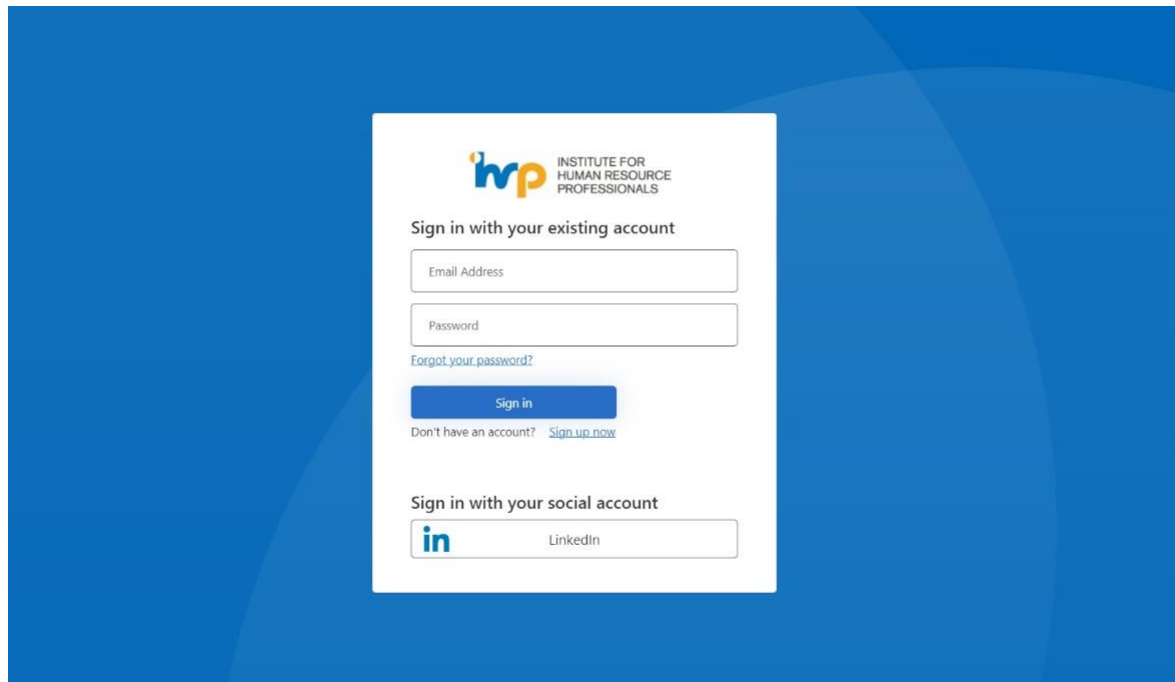
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Introduction

This document outlines the steps to create an IHRP **Upgrade** Application.

1. Sign-In to IHRP Portal

1. Navigate to IHRP portal using this link - <https://ihrp.microsoftcrmportals.com/prometricinterimsolution-dashboard/>



The screenshot shows the sign-in page for the Institute for Human Resource Professionals (IHRP). The page has a blue background with a white sign-in form in the center. The form includes the IHRP logo and name, a section for signing in with an existing account (with fields for Email Address and Password, a forgot password link, and a sign in button), and a section for signing in with a social account (with a LinkedIn button).

ihrp INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS

Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

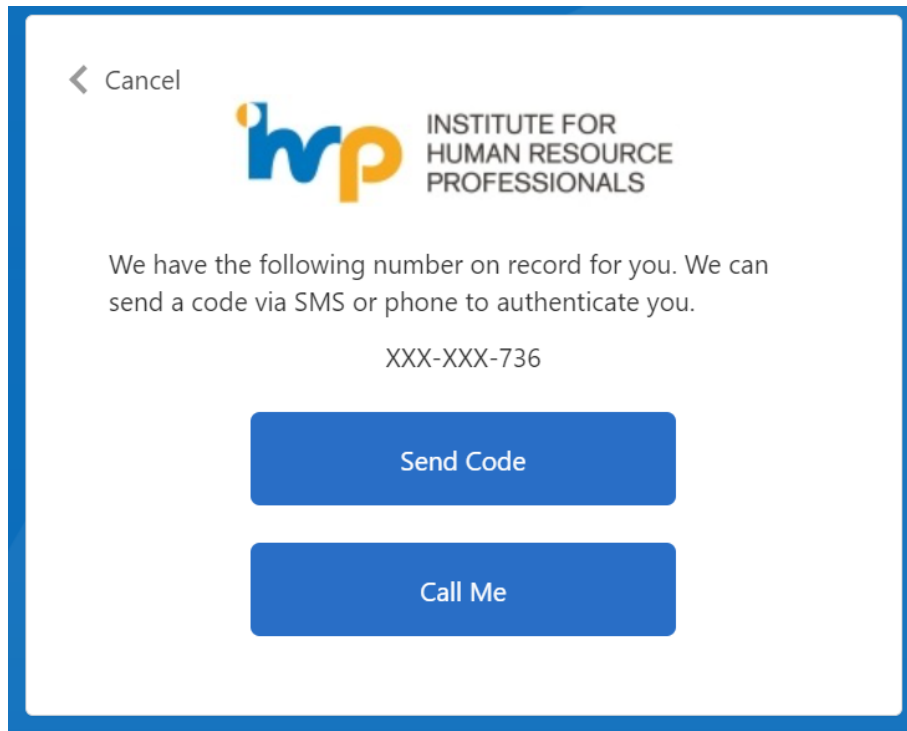
Sign in

Don't have an account? [Sign up now](#)

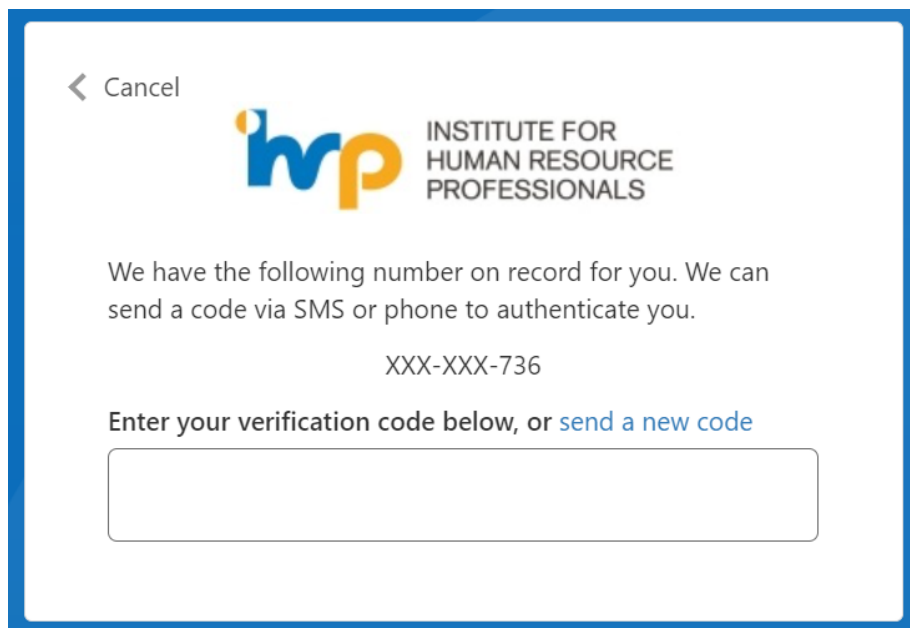
Sign in with your social account

[in](#) LinkedIn

2. Click on "Send code".



3. Enter the verification code that was sent to your mobile number



4. You will land on your Dashboard. Click on “My Certifications & Badges”.

Before applying for the upgrade certification, ensure that you have set up your profile by providing the necessary information required in the [Profile Set up page](#).

My Applications **My Certifications & Badges**

CERTIFICATIONS

| Certification Level | Location | Assessment Date | Processing Status |
|---------------------|----------|-----------------|-------------------|
| No application yet | | | |

[Apply IHRP Certification now](#)

CANCELLED APPLICATIONS

| Certification Level | Location | Assessment Date | Processing Status |
|---|----------|-----------------|-------------------|
| Learn more about the certification assessment process | | | |

BADGES

| Badge | Tier | Submitted Date | Processing Status |
|--------------------|------|----------------|-------------------|
| No application yet | | | |

[Apply Skills Badges now](#)

[Learn more about the badge assignment process](#)

Start applying now!
Discover better career progression and global recognition. Spearhead the future of HR with IHRP today.

IHRP Certification
Holistic and rigorous certification designed for HR professionals
[Learn more](#) [Apply now](#)

Skills Badges
Skills Badges let you earn micro-credentials that validate your expertise
[Learn more](#)

Bridging
Get mutual recognition from AHRI, CIPD and SHRM
[Learn more](#) [Apply now](#)

5. Click on “Upgrade Now”

My Applications **My Certifications & Badges**

CERTIFICATIONS

| Certification Level | Issue Date | Expiry Date | Certification Status |
|---------------------|------------|-------------|----------------------|
| IHRP-CP | 15/01/2020 | 14/01/2023 | Active |

[Certificate](#)

[Learn more about the certification assignment process](#)

[Upgrade now](#) [Recertify now](#)

6. Click on “X” to close the box

Upgrade your Certification

IHRP-CP Expiring in 14/01/2023

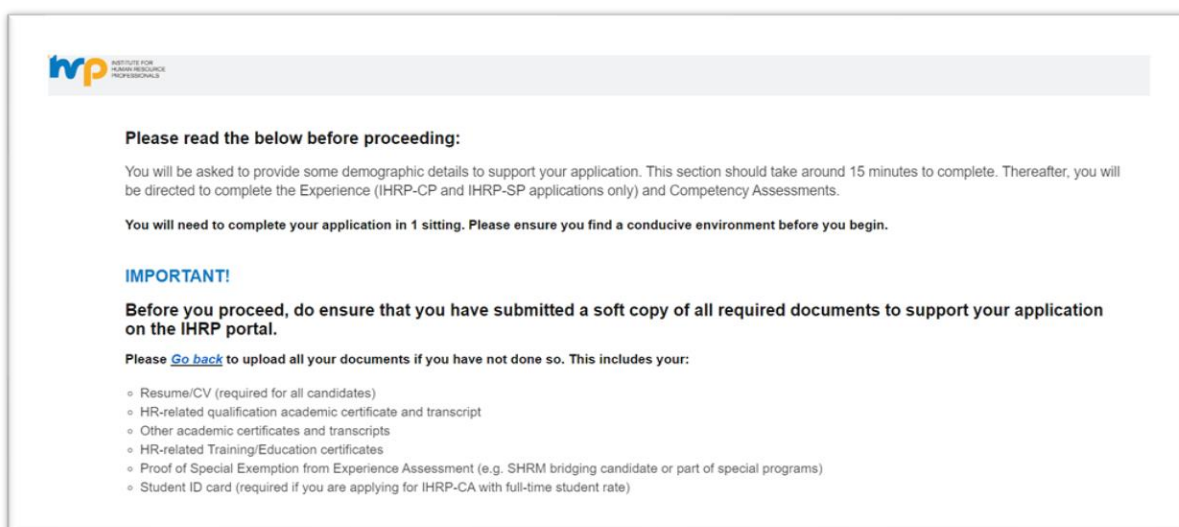
You can apply to upgrade to IHRP Senior Professional (IHRP-SP) if you have an **accumulative 8 years of HR working experience with 2 years of strategic experience** and **responsible for leading a HR function, designing and developing HR policies and programmes**, and provide day-to-day guidance to the team for HR service delivery.

To upgrade, you will need to complete an online **Experience Assessment** as well as **Competency Assessment** (Labour Legislation Level 3 and HR Competency Level 3).

Before you proceed for the upgrade, **ensure that you update your profile with your latest information (including your most updated CV, relevant training and education certificates & transcripts)** for a more accurate evaluation of your eligibility and experience.

[Find out more](#) [Upgrade](#) [Update Profile](#)

7. Check the Terms and Conditions boxes and click on “Next”. You will be directed to the Eligibility Check Page to select your preferred Certification Level. It is important that you read the T&Cs carefully before moving to the next stage.



INSTITUTE FOR HUMAN RESOURCE PROFESSIONALS

Please read the below before proceeding:

You will be asked to provide some demographic details to support your application. This section should take around 15 minutes to complete. Thereafter, you will be directed to complete the Experience (IHRP-CP and IHRP-SP applications only) and Competency Assessments.

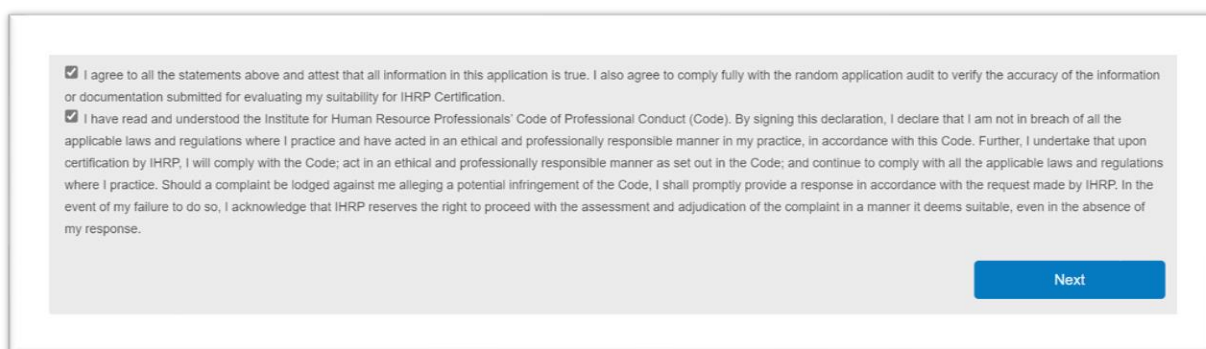
You will need to complete your application in 1 sitting. Please ensure you find a conducive environment before you begin.

IMPORTANT!

Before you proceed, do ensure that you have submitted a soft copy of all required documents to support your application on the IHRP portal.

Please [Go back](#) to upload all your documents if you have not done so. This includes your:

- Resume/CV (required for all candidates)
- HR-related qualification academic certificate and transcript
- Other academic certificates and transcripts
- HR-related Training/Education certificates
- Proof of Special Exemption from Experience Assessment (e.g. SHRM bridging candidate or part of special programs)
- Student ID card (required if you are applying for IHRP-CA with full-time student rate)



I agree to all the statements above and attest that all information in this application is true. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted for evaluating my suitability for IHRP Certification.

I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice, in accordance with this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code; act in an ethical and professionally responsible manner as set out in the Code; and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response.

[Next](#)

2. Eligibility Check Page

1. Select your preferred certification category and complete the required fields. You may click on the information button for more information.
2. Click on the “Next” button to view the eligibility certification level recommendation.
 - If you are an existing CP and wishes to upgrade to SP, please **choose CP-SP Upgrade application** from the drop-down list

CA Certification
 CP Certification
 SP Certification
 1

Certification Categories * ⓘ
 2

Select

Certification Categories
3

- CP-SP Upgrade application ⓘ
- Fresh Application ⓘ
- Re-assessment application ⓘ

- If you are an existing CA and wishes to upgrade to CP, please choose **CA-CP Upgrade application** from the drop-down list
- For the Job Role, choose as appropriate

CA Certification
 CP Certification
 SP Certification

Certification Categories * ⓘ

CA-CP Upgrade application

Job Role * ⓘ

Select

Next

Job Role * ⓘ

Select

Job Roles

- HR Professionals
- Mid-Career Transition to HR

- Complete your Educational Details.

If you have completed a programme that allows for Experience Assessment exemption, select the relevant programme name under “Other Category”.

Otherwise, select “None”.

■ **Certification Categories *** ⓘ

CA-CP Upgrade application / CP-SP Upgrade application (depending if you are upgrading to CP or SP) ▼

■ **Job Role *** ⓘ

HR Professionals ▼

■ **Educational Details ***

Select one of the following

HR Qualification ⓘ No HR Qualification ⓘ

| | |
|---|--|
| HR Experience * ⓘ Select ▼ | HR Experience with SP Endorsement * ⓘ Select ▼ |
| HR Related Qualification * ⓘ Select ▼ | Other Category * ⓘ Select ▼ |

COMPLETE this segment

Next

3. Click on “Schedule Assessment Now” to accept the recommended certification level.

Depending on your Upgrade selection and the information you input, you will receive the following pop-up message:

Based on the responses you have provided, you are eligible for: **IHRP-SP Certification**

The IHRP-SP is targeted at HR Professionals who have at least 8 years of HR experience and responsible for leading a HR function, designing and developing HR policies and programmes, and providing day-to-day guidance to the team for HR service delivery. This includes consultants at an equivalent experience level whose work is directly relevant to HR.

Schedule Assessment Now

OR,

Based on the responses you have provided, you are eligible for: **IHRP-CP Certification**

The IHRP-CP is targeted at HR Professionals who have at least 3 years of HR experience and responsible for leading a HR function, designing and developing HR policies and programmes, and providing day-to-day guidance to the team for HR service delivery. This includes consultants at an equivalent experience level whose work is directly relevant to HR.

Schedule Assessment Now

3. Select Mode of Exam

1. For remote assessment, select Remote Proctoring Test (RPT) and click "Next". For onsite assessment, select Centre Based Test (CBT) and click "Next".
2. **Kindly note that you are unable to go back and change the mode of assessment once you have chosen your assessment date**

Select Mode of Exam

Remote Proctoring Test (RPT)
Take the assessment in a remote location at the scheduled time

Center Based Test (CBT)
Take the assessment in a selected available location at the scheduled time.

Next

4. Schedule Assessment Date and Time

1. System will display all available test centre (if onsite) and slots. If you are taking the assessment as part of your programme in school and completing it on-site, you will also see your school centre name and available slot

The screenshot displays the IHRP-SP assessment scheduling interface. It is divided into two main sections:

- Select Date:** This section allows users to choose an available exam date. It features a calendar for February 2024. The days of the week are listed as SUN, MON, TUE, WED, THU, FRI, and SAT. The calendar shows dates from 1 to 29. A legend at the bottom indicates that greyed-out dates represent 'Available Exam Dates'. In the image, the 1st, 2nd, and 3rd are highlighted in orange, while the 7th, 8th, and 9th are greyed out.
- Select Date & Schedule Time:** This section prompts the user to 'Choose a Date & Time Slot for Assessment'. It includes a 'Pick Time Slot' area with a single orange button labeled '11:30 AM - 03:30 PM'. A 'Schedule Now' button is located at the bottom right of this section.

2. For Centre Based Test (CBT), click on your preferred assessment date and timeslot. Then click on “Schedule Now”

For Remote Proctoring Test (RPT), select your preferred assessment date (between 1st to 15th of the month).

Kindly note for IHRP-SP candidate, you will be required to select a preferred timeslot.

Then click on “Schedule Now”.

Select Date

Select available exam dates

January 2024

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Available Exam Dates

Select Centre & Schedule Time

Choose a centre & time slot for Assessment


Select Center
Demo Center

Pick Time Slot
05:48 PM - 06:48 PM

Schedule Now

Schedule Assessment

To Confirm assessment, click on below schedule button



Schedule Now

Important Notes

- The Labour Legislation Paper will be **90 minutes** (if applicable).
- The HR Paper will be **120 minutes** (if applicable).

September 2024

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Note: Please ensure that your assessment slot is correct before you proceed to 'confirm'. Any changes would not be captured thereafter. You will need to reschedule or cancel the application upon payment for any subsequent changes. Please note that additional fees may apply.

Cancel

Confirm

1. Review and confirm your selected assessment details.
2. Check the checkbox to acknowledge the Terms and Conditions.
3. Click on "Proceed to Payment".

sample

CP Certification | 📅 13-Sep-2024
🕒 09:00 AM - 02:00 PM

Once the payment is completed, I understand that there will be no refund regardless of the assessment outcome.

Proceed To Payment

5. Payment

Validate the price breakdown and click on “Proceed to Payment”.

PAYMENT SUMMARY

APPLICATION DETAILS

IHRP-CP 2024-09-13 09:00 AM-02:00 PM Remote

PROMO CODE

Promo code

Apply

Please key in the promo code (if any) before applying your SkillsFuture Credit

CORPORATE CODE

Corporate Code

Apply

Use your SkillsFuture Credit

PAYMENT BREAKDOWN

IHRP-CP Upgrade Course Code:TGS-2020002141 \$250.00

| | |
|---------------------|-----------------|
| On-site Fee | \$0 |
| Early Bird Fee | \$0 |
| Discount | \$0 |
| Sub Total | \$250.00 |
| GST (9.00%) | \$22.50 |
| SkillsFuture Credit | \$0 |
| Total | \$272.50 |

BILLING INFORMATION

First Name* Bingkang Last Name* Wei

Mobile No. 98218742 E-mail devuv@mailto.plus

I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice, in accordance with this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code; act in an ethical and professionally responsible manner as set out in the Code; and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response. If I am using my SkillsFuture Credit, I declare and confirm that I have sufficient SkillsFuture Credit for my application. In scenarios where IHRP deems it necessary, I will comply with IHRP's request to pay the applicable fees.

Yes No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes No

Cancel Proceed to payment

PAYMENT SUMMARY

APPLICATION DETAILS

IHRP-CP 2024-09-13 09:00 AM-02:00 PM Rem

PROMO CODE

Promo code

Apply

Please key in the promo code (if any) before applying your SkillsFuture Credit

CORPORATE CODE

Corporate Code

Apply

Use your SkillsFuture Credit

PAYMENT BREAKDOWN

IHRP-CP Upgrade Course Code:TGS-2020002141 \$250.00

| | |
|---------------------|-----------------|
| On-site Fee | \$0 |
| Early Bird Fee | \$0 |
| Discount | \$0 |
| Sub Total | \$250.00 |
| GST (9.00%) | \$22.50 |
| SkillsFuture Credit | \$0 |
| Total | \$272.50 |

1. Input the Promo Code and/or Corporate Code as applicable.
2. Input the Skills Future Credits amount you wish to use (Terms & Conditions apply.)

BILLING INFORMATION

First Name* Last Name*

Mobile No. E-mail

I have read and understood the Institute for Human Resource Professionals' Code of Professional Conduct (Code). By signing this declaration, I declare that I am not in breach of all the applicable laws and regulations where I practice and have acted in an ethical and professionally responsible manner in my practice, in accordance with this Code. Further, I undertake that upon certification by IHRP, I will comply with the Code; act in an ethical and professionally responsible manner as set out in the Code; and continue to comply with all the applicable laws and regulations where I practice. Should a complaint be lodged against me alleging a potential infringement of the Code, I shall promptly provide a response in accordance with the request made by IHRP. In the event of my failure to do so, I acknowledge that IHRP reserves the right to proceed with the assessment and adjudication of the complaint in a manner it deems suitable, even in the absence of my response. **If I am using my SkillsFuture Credit, I declare and confirm that I have sufficient SkillsFuture Credit for my application. In scenarios where IHRP deems it necessary, I will comply with IHRP's request to pay the applicable fees.**

Yes No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes No

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Yes No

I declare and confirm that all information in this application is complete and accurate and I have met the eligibility requirements for IHRP certification. I also agree to comply fully with the random application audit to verify the accuracy of the information or documentation submitted.

Yes No

1. You will be directed to Stripe for Payment.



Payments Details



Name on Card

Card Number

4242 4242 4242 4242

Save with [link](#)

CVC

123

MM / yy

08 / 28

Postal code

550502

[Pay now \\$272.50](#)

6. Payment Confirmation Page

Upon successful payment, you will receive an email with the assessment instructions and details, including your scheduled date and/or time.


You may proceed to complete the Experience Assessment (if applicable). You can also access the certification preparatory materials by clicking on 'Certification Preparation' button.




Assessment Scheduled Successfully


A confirmation email has been sent to your registered email ID.

For further inquiries, please contact hello@ihrp.sg

 You must complete EA otherwise you will not be eligible for Competency Assessment.

IHRP-CP Certification

 **13-Sep-2024**

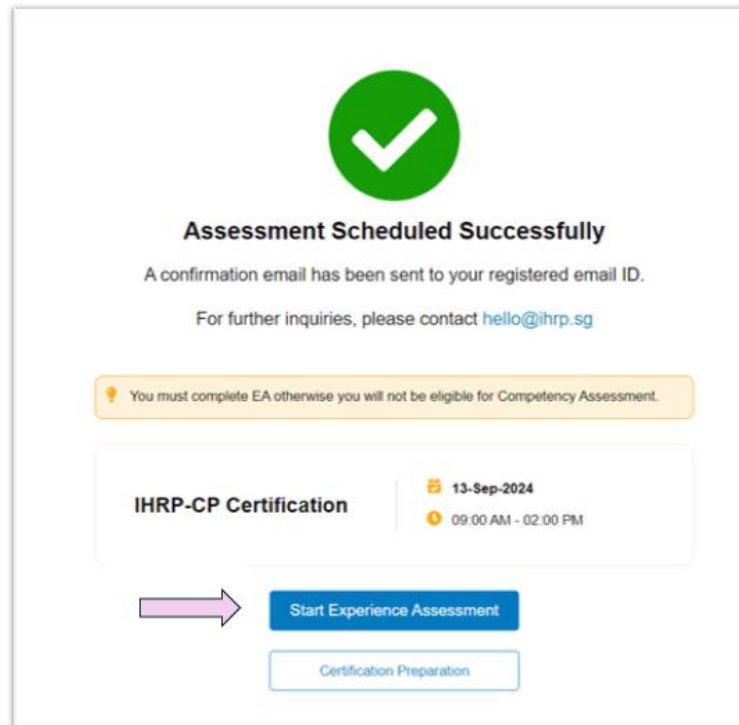
 09:00 AM - 02:00 PM

[Start Experience Assessment](#)

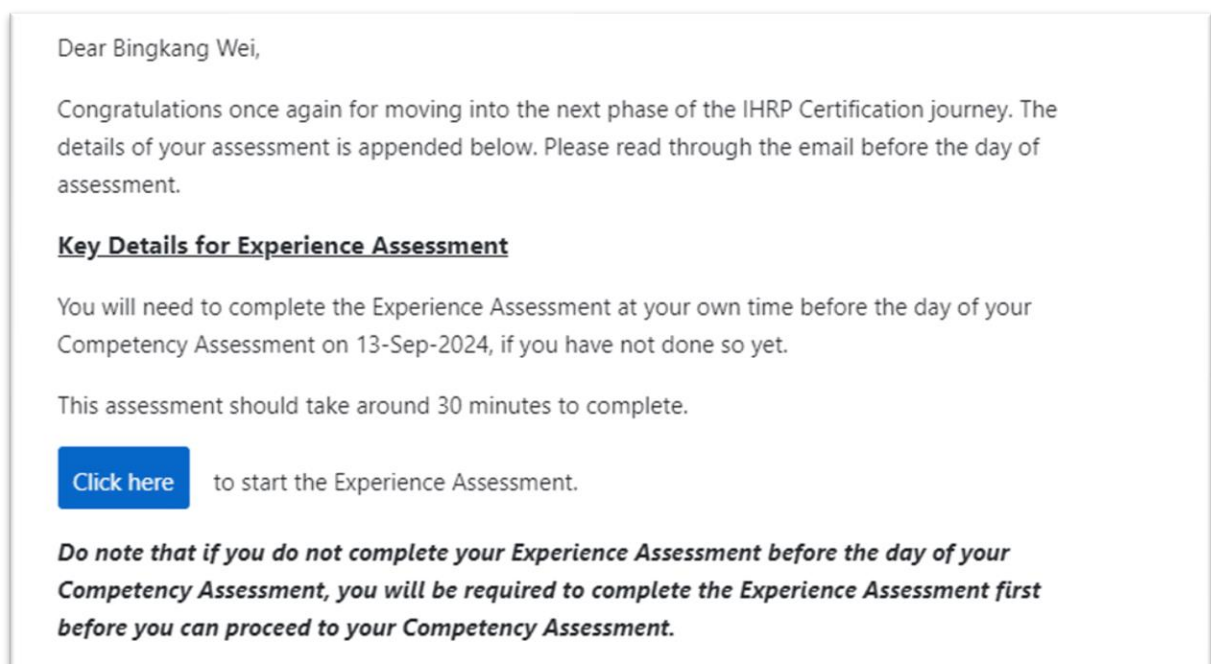
[Certification Preparation](#)

7. Experience Assessment

1. Click on "Start Experience Assessment" to select your specialization.



2. You can also access the Experience Assessment via the link **in your email** on your Competency Assessment details.



3. To start the Experience Assessment, select your specialization. **PLEASE Choose your CORRECT Specialization.** If you are unsure, choose the one you are most familiar with

Select Specialisation * ⓘ

Select

Select Specialisation

Compensation Benefits/Total Rewards

Generalist

Learning & Development

Operations/Analytics

4. Click on “Start Assessment” to commence with the Experience Assessment (EA).

Note that once you click on Start Assessment, you will not be able to change your specialisation.

Ensure that you complete and submit the assessment before the day of your competency assessment. Otherwise, you will be required to complete it before you can access your competency assessment.

5. You **ONLY NEED TO COMPLETE the 30 Multiple Choice Questionnaires.**

You do not need to complete the free text box.