



Human Resource Management Professionals
Examinations Board
1st. Floor, Mwalimu Towers, Hill Lane, Off Mara Road,
Upperhill
P.O. Box 23733-00100, Nairobi, Kenya
Tel: +254 (0) 20 2400412, +254 (0)202400413
Email.info@hrmpeb.or.ke | Website: www.hrmpeb.or.ke

REF: HRMPEB/RECL/01/01/22

CERTIFIED HUMAN RESOURCE PROFESSIONAL (CHRP)

APPLICATION FOR REGISTRATION & EXEMPTIONS GUIDELINES/CHECKLIST

A complete application includes the following compulsory requirements:

1. A duly filled Student registration form - observe all the instructions.
2. **Certified** copies of certificates and their **certified official** transcripts.
3. **Certified** copy of KCSE/O' level certificate or Result slip.
4. Official Passport photo –colored (No selfies/cropped photos) Photo should meet description of an official passport photo.
5. Copy of national I.D/Passport.
6. *Equation and Qualifications Letter(s)* from *Kenya National Qualification Authority (KNQA)* or *Commission for University Education (C.U.E)* in support of academic qualifications awarded by training institutions outside Kenya.
7. Proof of payment for registration fees.
8. A duly filled Exemption application form (**optional**-only for those wishing to apply for exemptions) - *The paper codes and titles to be filled on the exemption form should be according to HRMPEB's CHRP subject coding & naming.*

Important Notes

- i. No application shall be Accepted/Processed without having met the above requirements.
- ii. All certificates **MUST** be accompanied with official academic transcripts.
- iii. Provisional transcripts/Result Slips **MUST** be accompanied with currently dated official recommendation letter from respective institution attesting course continuation or completion.
- iv. Document certification should be done by either the *qualification awarding institution* or *Commissioner for Oaths/Advocate*.
- v. Application to be presented physically at HRMPEB office or be sent to registration@hrmpeb.or.ke . Email submissions to be done in clear well scanned and organised single-continuous pdf file format.
- vi. **How to apply for exemptions:** Compare the subjects on your transcripts/certificates with the CHRP subjects and apply for exemptions where necessary, that is, in areas you consider to have been trained and examined on and you do not wish to repeat. Applications for exemptions is optional. ***The Board's exemptions award rules and regulations apply.***



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CHRP LIST OF SUBJECTS

CHRP I

Level 1

Subject Code

Subject Title

CHRP 001	Introduction to Human Resource Management
CHRP 002	Business Communication
CHRP 003	Business Law
CHRP 004	Introduction to Financial Accounting
CHRP 005	Principles and Practices of Management

Level 2

CHRP 006	Introduction to Economics
CHRP 007	Office Administration & Practice
CHRP 008	Organizational Theory and Behaviour
CHRP 009	Human Resource Administration
CHRP 010	Management Information Systems

CHRP II

Level 3

CHRP 011	Organization Change and Development
CHRP 012	Employee Resourcing
CHRP 013	Learning & Development

Level 4

CHRP 014	Reward Management
CHRP 015	Employee Relations
CHRP 016	Labour Laws

CHRP III

Level 5

CHRP 017	Leadership and Corporate Governance
CHRP 018	Strategic Human Resource Management
CHRP 019	Counseling and Coaching

Level 6

CHRP 020	Entrepreneurship and HR Consultancy
CHRP 021	Human Resource Accounting
CHRP 022	Human Resource Research Project



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EXAMINATIONS FEES STRUCTURE

Effective from 1st January 2022.

1. Registration fees	Kshs.
Student Registration fees	7,500/=
Annual student registration renewal fees	2,000/=
Student Registration Reactivation fees	5,000/=
Student (CHRP) Identity Card Replacement fees	500/=
2. Examination entry fees	Kshs.
Part I	
Level I	6,000/=
Level II	6,000/=
Total fees for part I	12,000/=
Single paper	2,000/=
Part II	
Level III	6,500/=
Level IV	6,500/=
Total fees for part II	13,000/=
Single paper	3,000/=
Part III	
Level V	8,500/=
Level VI	8,500/=
Total fees for part III	17,000/=
Single paper	4,500/=
3. Exemptions	Kshs.
Part I per paper	2,000/=
Part II per paper	3,500/=
Part III per paper	4,500/=
4. Sales of publications	Kshs.
Syllabuses cost per copy	500/=

MODE OF PAYMENT:

Payments for the amount due can be made using any one of the following methods:

- a) Bank cash deposit or company cheque in favour of **Human Resource Management Professionals Examinations Board** or **HRMPEB**, NCBA Bank-Kenyatta Avenue Branch A/C No.1005704177. Submit your bank pay-in slip at HRMPEB offices for issue of official receipt.

- b) **OR**

Obtain a Banker's Cheque in favour of **Human Resource Management Professionals Examinations Board** or **HRMPEB**. Present the cheque at HRMPEB offices for issue of official receipt

OR



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c) M-PESA Pay Bill Option as follows:

1. Go to M-Pesa
2. Select Lipa na M-Pesa Pay Bill option
3. Enter Business Number: 488700
4. Account Number: **HRMPEB** (space) followed by **HS Number or ID No.**
(For example **HRMPEB HS000 or HRMPEB 262820XX**)
5. Enter the Amount
6. Insert PIN and confirm payment
7. Forward the M-Pesa Transaction Text to our office line 0799016630 and share via email at registration@hrmpeb.or.ke or accounts@hrmpeb.or.ke indicating what the payment is under email subject e.g. examinations fee payment or exemptions fee payment etc.



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HRMPEB'S STUDENTS REGISTRATION PROCESS W.E.F JUNE 2020

Application for Student Registration

- Submission of Application and payment of registration fee.
- Verification for Applicant's admission eligibility.
- Issuance of student registration number.
- Application for exemption, if qualify.
- Verification for exemptions eligibility.
- Issuance of exemption(s) approval invoice

Step 1: HRMPEB

Exemptions Award Letter

- Payment of exemptions fee, either in full or a minimum of 50%.
- Issuance of Exemption(s) Approval Award Letter.

Step 2: HRMPEB

Tuition Registration

- A MUST for all HRMPEB registered candidates.
HRMPEB DOES NOT REGISTER PRIVATE CANDIDATES FOR EXAMINATION.
- Approved candidates with exemptions to be registered using both candidate's registration approval letter and Exemptions Approval Letter.
- Approved candidates without exemptions are to be registered using HRMPEB's Registration Approval Letter.
- Candidates to pay **tuition** fee and other applicable charges at their respective HRMPEB Accredited Training Institutions.

**Step 3: ACCREDITED
TRAINING
INSTITUTIONS**

Examination Registration

- Proof of registration in a HRMPEB training institution (Monthly registration returns from colleges)
- Proof of Lecture attendance (Returns from training institutions)
- Clearance for examination
- Payment of exam fees to HRMPEB as per the set deadlines

Step 4: HRMPEB

Issuance of Examination Cards

To candidates who have fully settled Examinations Fee and Exemptions Fee.

Step 5: HRMPEB