

Manchester Area



Human Resources
Association

SPHR/PHR/GPHR EXAM REIMBURSEMENT FORM

Name: _____

Company: _____

Address: _____
(for mailing reimbursement)

Phone Number: _____

E-mail Address: _____

Please attach the following documents to your application for reimbursement:

_____ Copy of Certificate or letter of notification from HRCI.

_____ A letter from your employer verifying that they can not and have not reimbursed you for any part of the cost of the certification exam.

Upon submission of this application form and approval of the MAHRA Board of Directors, full reimbursement for the SPHR, PHR, or GPHR exam cost will be forwarded to the MAHRA member.

Reimbursement is only available for first time certification (not for recertification) and only one certification per calendar year will be considered for reimbursement.