



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 (Selfies/cropped photos NOT Accepted)  
Photo should meet description of an official passport photo.
5. Copy of national I.D/Valid Passport. Foreign applicants to submit Valid Visa and approval to undertake studies in Kenya.
6. *Equation and Qualifications Letter* from *Commission for University Education (C.U.E)* in support of qualifications awarded by foreign universities/colleges.
7. Proof of payment for non-refundable 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 to Applicants**

- i. No application shall be Accepted/Processed without having met the above requirements.
- ii. All certificates **MUST** be accompanied with official (Not Provisional) 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 (QAI)* or *Commissioner for Oaths/Advocate*.
- v. Applicants may be required to submit additional documentation other than the above highlighted.
- vi. Application to be presented physically at HRMPEB office or be sent to [registration@hrmpeb.or.ke](mailto:registration@hrmpeb.or.ke) . Email submissions to be done in clear well scanned and organised single-continuous pdf file format.
- vii. **How to apply for exemptions (Optional):** Compare the subjects on your transcripts/certificates with the CHRP subjects list and apply for exemptions in areas you consider to have been trained and examined on and you do not wish to redo.
- viii. Award of exemptions shall be limited to NOT more than 49% of the course. Subjects in CHRP Part III are compulsory. Applicants shall qualify up to a maximum of three (3) exemptions in CHRP Part II. Such exemptions shall be granted on paper by paper basis to applicants who meet the set criteria.



## REVISED CHRP CURRICULUM SUBJECTS LIST (Effective July, 2022)

### **CHRP Part I**

#### **Section 1**

##### **Subject Code**

##### **Subject Title**

RCHRP 01	Human Resource Management
RCHRP 02	Business Law
RCHRP 03	Accounting and Financial Management

#### **Section 2**

RCHRP 04	Organizational Theory and Behaviour
RCHRP 05	Employee Resourcing
RCHRP 06	HR Management Information Systems

### **CHRP Part II**

#### **Section 3**

RCHRP 07	Compensation & Reward Management
RCHRP 08	Employee Relations & Labour Laws
RCHRP 09	Human Resource Development

#### **Section 4**

RCHRP 10	Performance Management and productivity
RCHRP 11	Coaching, Mentoring and Counseling
RCHRP 12	Research Methods for HR Practitioners

### **CHRP Part III**

#### **Section 5**

RCHRP 13	Organizational Development and Transformation
RCHRP 14	Strategic Management for HR Practitioners
RCHRP 15	HR Accounting, Metrics and Analytics

#### **Section 6**

RCHRP 16	Human Resource Consultancy and Advisory
RCHRP 17	Human Resource Audit
RCHRP 18	Strategic Leadership, Ethics & Governance
RCHRP 19	Industry-based Project

### **Important Note:**

HRMPEB may give exemptions to holders of Degrees, Diplomas and certificates from recognized universities, examination bodies and other recognized institutions. Award of CHRP exemptions shall be limited to NOT more than 49% of the course. Subjects in CHRP Part III are compulsory. Applicants shall qualify up to a maximum of three (3) exemptions in CHRP Part II. Such exemptions shall be granted on paper by paper basis to applicants who meet the set criteria.



**Human Resource Management Professionals  
Examinations Board**  
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## REVISED CHRP EXAMINATIONS FEES STRUCTURE

Effective from 1<sup>st</sup> January 2022.

<b>1. Registration fees</b>	<b>Kshs.</b>
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/=
<b>2. Examination entry fees</b>	<b>Kshs.</b>
<b>Part I</b>	
Level I	6,000/=
Level II	6,000/=
Total fees for part I	12,000/=
Single paper	2,000/=
<b>Part II</b>	
Level III	6,500/=
Level IV	6,500/=
Total fees for part II	13,000/=
Single paper	3,000/=
<b>Part III</b>	
Level V	8,500/=
Level VI	8,500/=
Total fees for part III	17,000/=
Single paper	4,500/=
<b>3. Exemptions</b>	<b>Kshs.</b>
Part I per paper	2,000/=
Part II per paper	3,500/=
Part III per paper	4,500/=
<b>4. Sales of publications</b>	<b>Kshs.</b>
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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Tel: +254 (0) 20 2400412, +254 (0)202400413  
[Email: info@hrmpeb.or.ke](mailto:info@hrmpeb.or.ke) | Website: [www.hrmpeb.or.ke](http://www.hrmpeb.or.ke)

**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](mailto:registration@hrmpeb.or.ke) or [accounts@hrmpeb.or.ke](mailto:accounts@hrmpeb.or.ke) indicating what the payment is under email subject e.g. examinations fee payment or exemptions fee payment etc.