HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

☎ +254799016630
+254710560560
✉ info@hrmpeb.or.ke
🌐 www.hrmpeb.or.ke

REPUBLIC OF KENYA

HRMPEB

📍 1st FLOOR MWALIMU TOWERS, HILL LANE, OFF MARA ROAD, UPPERHILL.
P.O.BOX 23733-00100 NAIROBI, KENYA

STEP BY STEP EXAMINATION BOOKING QUICK GUIDE

Step 1: Access to Student Portal Account

Log in to your student portal account. For ease of student portal access, visit HRMPEB website www.hrmpeb.or.ke and click on the student portal icon. Register an account if you do not have one.

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Step 2: Main Navigation Panel

On the Main Navigation Panel, click on Examination Booking (1)> Student booking (2)> Examination Booking (3) to raise a booking.

Note: Select **drafts** (4) option when editing/continuing with an existing incomplete booking. Use **My bookings** (5) option when checking the progress of your booking processing; and **Student Timetable** (6) to access your individual student examination sitting Authority/Timetable. Timetable available only to students with successfully processed bookings and with Nil balance.

Step 3: Examination Account

You will be redirected to your examination account. Click on the green button labelled **+Book Examination**

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Step 4: Examination Series and Mode of Study

You will be redirected to the main examination booking phase. Accordingly, select examination series (1) > Mode of study (2) then click on Renew and Book (3).

Note: Ensure you accordingly select the mode of study. If you are fully enrolled and attending classes in one of the accredited training institutions, select **Institutional**. If you are fully studying on your own, select **Private**. and if combing both private and institutional based options, then pick **Blend**. If you select blend or Institutional, you shall be required to identify your training institution from the dropdown before click renew and book (3). ***The information provided here will be subject to verification by the Board in collaboration with the training institutions.***

Blend: A scenario whereby a student/candidate with two units (X and Y) decides to study unit X on his/her own but enrols for class attendance lessons for unit Y at a given training institution.

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Step 5: Paper Selection

Click on Reload Available Papers (1), followed by selecting the units you want to book by checking the correct boxes (2) then Click Submit selected Papers then lastly click Next (4).

Notes:

i. The system will populate/suggest all the non-exempted, non-examined and/or examined but failed papers when you click on Reload all available papers.

ii. Select the units following the **unit progression rule** otherwise you will encounter a progression error.

iii. If you encounter an error or when editing an existing incomplete booking, You **Must refresh** the page by clicking the **Reload all Available papers** option.

iv. The minimum number of units allowed per booking is 3 not unless one has less than 3 remaining.

v. The maximum number of units allowed is 6. Seven (7) units are only allowed if the 7th Unit is the project (CHRP 22 or RCHRP 19 - for the old and revised curriculum respectively).

vi. You cannot book units/papers whose examination is scheduled to be administered at the same time.

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Step 6: Examination Centre Selection

Click on Mode of examination drop down to select physical or online examination option, followed by County>Examination Zone then Examination Centre (1). Secondly, click on the blue button (2) to submit/complete center selection then lastly click Next (3) to proceed to the next phase of the booking process.
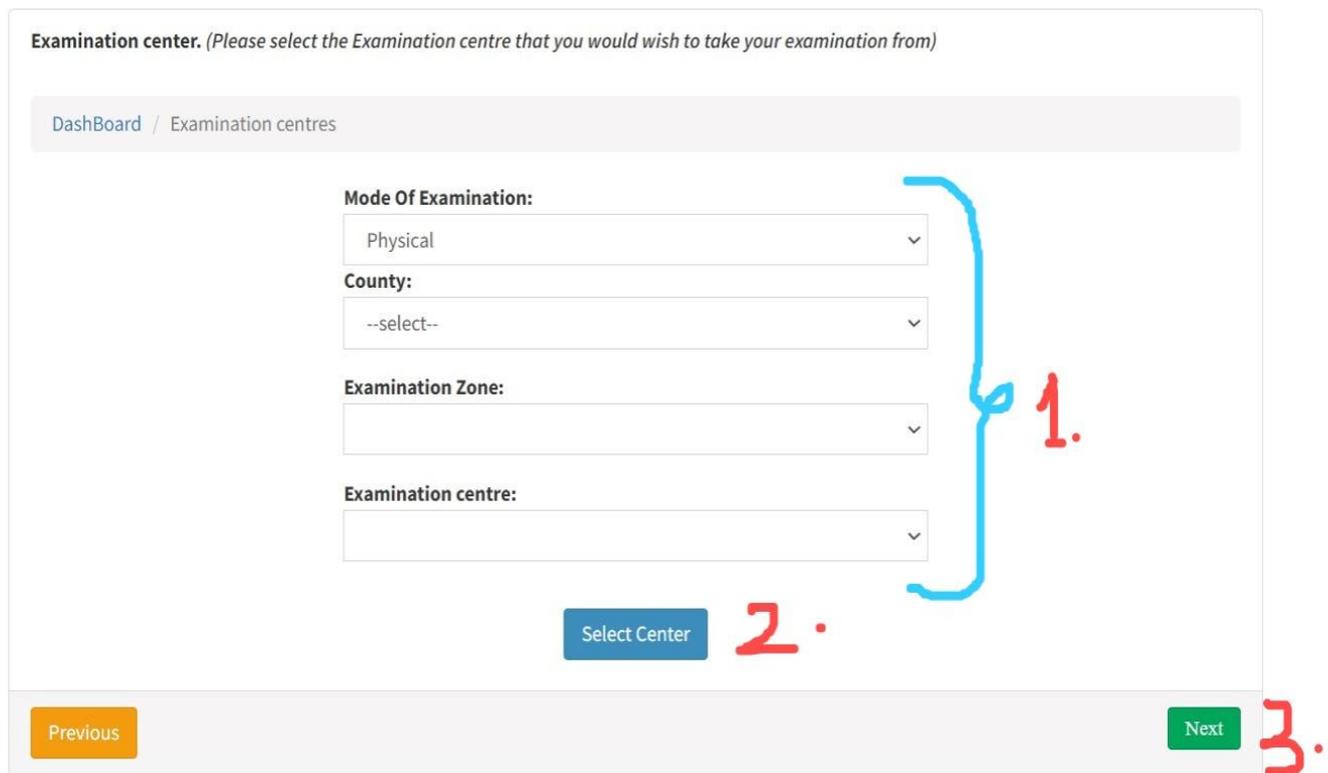
Notes

i.   If you select physical, accordingly identify the county and examination center from which you plan to sit the examination from, from the drop-down menu options.

ii.   Online examination Center option will attract an online examination administration fee charge of Ksh. 10,000 per examination series.

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Step 7: Declaration

Declare by checking the provided checkbox (1) then click on Proceed to Invoice (2).

Note: The examination rules and Regulations can be accessed on www.hrmpeb.or.ke. A summary of the rules and regulations is provided for on the individual examination sitting timetable/Authority to Sit for Exam/ Exam card.

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Step 8: Invoice

This is the second last stage of the booking process. Download and save your invoice by clicking on the download icon (D) or Print the invoice by clicking the printer icon (P) then Proceed to Pay the amount by clicking the Proceed to Payment icon

Kindly take Note:

i. **Do not proceed to payment if you are not sure of the booking**. For example, if not sure of the number of units or any preceding information provided. You are allowed to confirm or edit your booking at this point before proceeding to pay.

ii. A booking whose invoice has been paid and/or processed cannot be edited/changed.

iii. Students/candidates will only be allowed to defer or withdraw from a paper once a booking invoice has been paid for and/or processed. Applications for deferment or withdrawal will attract a deferment/withdrawal fee of Ksh. 3,000.

iv. The amount of booking fee will vary depending on the number of units booked, mode of study and mode of examination.

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Step 9: Payment
A. Payment Instructions

Input phone number from which the payment is to be transacted from in the space provided (1) and in the required format then click proceed to pay (2).

Note:

The payment is done through the E-citizen payment gateway. You **may** experience e-citizen portal related downtimes. Kindly bear with us.

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B: Selection of Payment Method and Completion of Payment

PAYMENT REF	TOTAL BILL
QAEJBAL	KES 38,050.00

Select Payment Mode

Select your suitable payment method/channel from the provided list. You will then be redirected to payment instructions →

Mpesa	Pesaflow Direct
EQUITY BANK	Stanbic Bank
Kenya Commercial Bank	Co-operative Bank (KES)
RTGS	Airtel Money
National Bank	Absa Bank
Debit/Credit/Prepaid Card	JamboPay
I&M Bank	

Read the payment instructions then click on Complete icon to make the payment.

Your booking will be complete once the payment is completed. →

Pay Using M-PESA   KES 38,050

1. Click here to receive M-PESA Menu
2. Enter your M-PESA PIN and click OK
3. You will receive a confirmation SMS from M-PESA

After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **QAEJBAL**
5. Enter the amount **38050.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

Cancel   Complete

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