

HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

+254799016630
+254710560560
info@hrmpeb.or.ke
www.hrmpeb.or.ke



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.

hrmpeb.or.ke



Mwalimu Towers, 1st Floor, Hill Ln, Nairobi

Mon - Fri 8:00am - 5:00pm

Contact: 0799 016630

Student Portal

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Management

FAQ



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.

The screenshot displays the HRMPEB Main Navigation Panel on the left and the Examination Booking interface on the right. The navigation panel includes options like Dashboard, Profile, Student Resources, Receipts, Registration, Applications for Exemption, Examination Booking (1), Student Booking (2), Drafts (4), My Bookings (5), Student TimeTable (6), Remarking Application, Application for Certification, Withdrawal Applications, Deferment Applications, Renewal, and Help & Enquiries. The Examination Booking interface shows four main cards: Course Registration (1), Exemptions (0), Examination Booking (0), and Examination Results (5). Below these cards are tabs for Examination Accounts, Booked Examinations, Exempted Examinations, Deferred Papers (selected), Examinations Withdrawals, and Examinations Results. A Student Balance section is also visible. The Deferred Papers table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer contains the copyright notice: 'Copyright © 2024 HRMPEB. All rights reserved.'

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**

Welcome to Student Portal

This Portal enable a student to access services related to HRMPEB Examinations.

Examination Accounts

Search:

#	Registration No	Registration Date	Name	Course Id	Description	
1	[REDACTED]	28/09/2023	[REDACTED]	RCHRP	CERTIFIED HUMAN RESOURCE PROFESSIONALS	+Book Examination

Showing 1 to 1 of 1 entries

Previous **1** Next

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).

Student Booking <Step 1 of 4>

Examination Booking

Registration No:*

Examination Series:*

Mode Of Study:*

--Renewal, Reactivation and Accrued Balance Fee Status --

Renewal Amount:

Reactivation Amount:

Accrued Balance: ②

Proceed to Renew Renew and Book

Mode Of Study:*

--Select--

--Select--

Private

Institutional

Blend (Private & Institutional)

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 combining 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 enrolls for class attendance lessons for unit Y at a given training institution.

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).

Paper Booking Quick Guidelines

- 1 Kindly select the papers you wish to book. Then Proceed to press the submit button at the bottom of the screen.
- 2 After successful submission you can move to the next page to continue with the process.
- 3 In Case you would like to re-access all the available papers for booking. Press the reload papers at the top of the screen.
- 4 You are allowed to book papers following the PROGRESSION rule.

Reload All Available Papers **1.**

Papers **2.**

#	Select Booking	Paper Code	Paper Description	Amount
1	<input type="checkbox"/>	CHRP04	Introduction to Financial Accounting	2,000.00
2	<input type="checkbox"/>	CHRP10	Management Information System	2,000.00
3	<input type="checkbox"/>	CHRP11	Organizational Change and Development	3,000.00
4	<input type="checkbox"/>	CHRP13	Learning and Development	3,000.00
5	<input type="checkbox"/>	CHRP18	Strategic Human Resource Management	4,500.00
6	<input type="checkbox"/>	CHRP19	Counseling and Coaching	4,500.00
7	<input type="checkbox"/>	CHRP20	Entrepreneurship and Human Resource Consultancy	4,500.00
8	<input type="checkbox"/>	CHRP21	Human Resource Accounting	4,500.00
9	<input type="checkbox"/>	CHRP22	Human Resource Research Project	4,500.00

Submit Selected Papers **3**

Previous **4** Next

Notes:

- 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.
- Select the units following the **unit progression rule** otherwise you will encounter a progression error.
- 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.
- The minimum number of units allowed per booking is 3 not unless one has less than 3 remaining.
- 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).
- You cannot book units/papers whose examination is scheduled to be administered at the same time.

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.

Examination center. (Please select the Examination centre that you would wish to take your examination from)

Dashboard / Examination centres

Mode Of Examination:
Physical

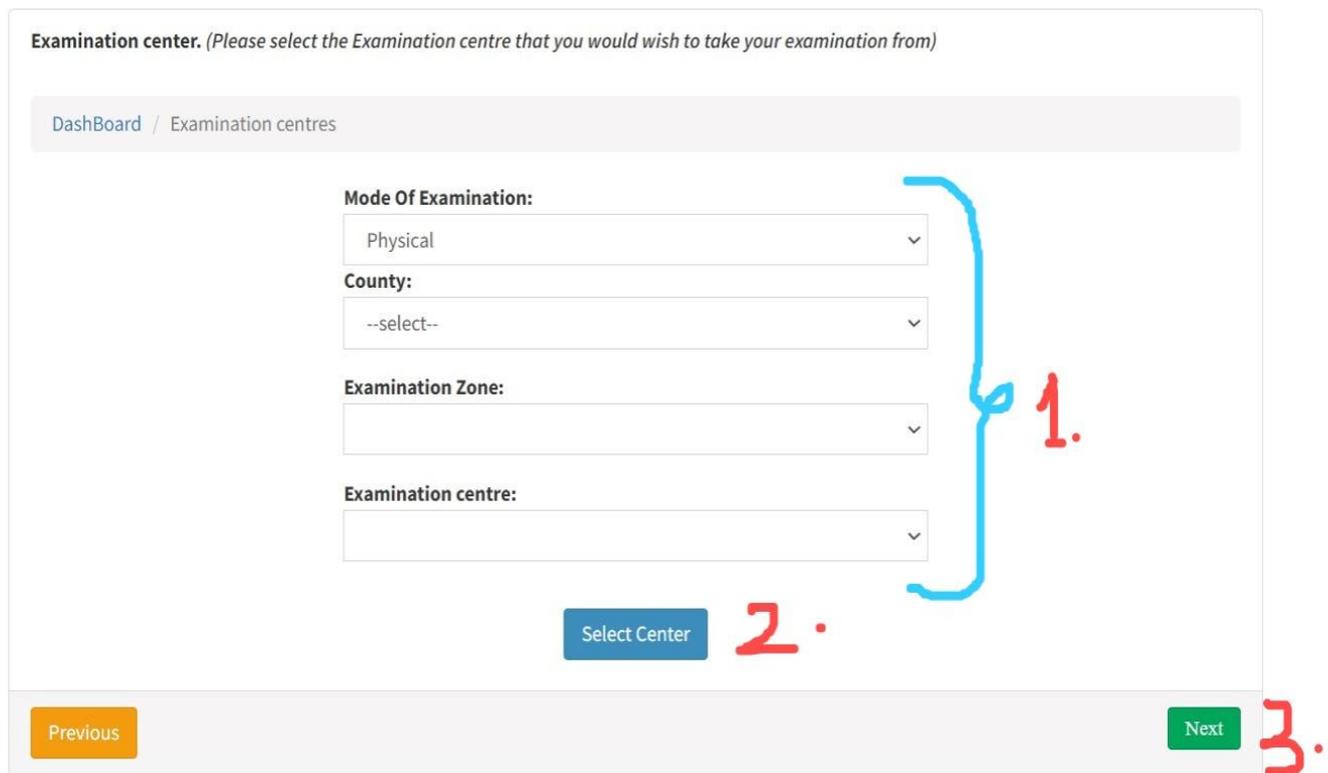
County:
--select--

Examination Zone:
[]

Examination centre:
[]

Select Center

Previous Next



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.

Step 7: Declaration

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

Declaration <Step 4 of 4>

Dashboard / Exam Booking

I, [redacted] hereby declare that I agree to abide by the Examination Rules and Regulations and Code of Conduct and Ethics for HRMPEB students.

1. I agree with the Terms and Conditions.

Previous **2.** Proceed to Invoice

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.

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

Invoice

DashBoard / Invoice

Proceed to Payment

pdf

1 / 1 | 55%

Download (D) Print (P)

EXAM BOOKING INVOICE

Mwalimu Towers 1st Floor Hill Lane, Off Mara Road - Upperhill, P.O. Box 23723 - 00100 Nairobi Kenya
Telephone: +254799016630
Fax: Email: info@hrmppeb.or.ke Website: https://hrmppeb.or.ke/

INVOICE NO: [REDACTED]
Date: 4 February, 2024
Registration No: [REDACTED]
Name: [REDACTED]
ID No/Passport No: 29115161
Examination: CERTIFIED HUMAN RESOURCE PROFESSIONALS
Sitting: JUNE 2024

Level	Papers	AMOUNT(KSH)
LEVEL 1	CHRP04 Introduction to Financial Accounting	2,000.00
LEVEL 2	CHRP10 Management Information System	2,000.00
LEVEL 3	CHRP11 Organizational Change and Development	3,000.00
	CHRP13 Learning and Development	3,000.00
LEVEL 5	CHRP18 Strategic Human Resource Management	4,500.00
Curriculum Support Material Fee		6000
*****Total		20,500.00

PAYMENT INSTRUCTIONS
Payment can be made using any of the following three methods.

1. Automated System Mpesa or Prompt Payment

Bank Deposit
NCBA Bank
Account Number: 3737360018
KCB Bank
Account Number: 1297464125

Indicate the portal generated invoice number as your Payment Ref. No. on the bank deposit slip.

2. Company cheque in favour of Human Resource Management Professionals Examinations Board or HRMPPEB, NCBA Bank Kenya PLC, Upper Hill Branch A/C No. 3737360018, Bank code: 0700, Branch code: 129, Swift code: CRABKEXX. Contact your bank nearest to an HRMPPEB office for issue of official receipt.

Kindly take Note:

- 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.
- A booking whose invoice has been paid and/or processed cannot be edited/changed.
- 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.
- The amount of booking fee will vary depending on the number of units booked, mode of study and mode of examination.

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).

APPLICATION PAYMENT SECTION

PAYMENT INSTRUCTIONS

1. Kindly enter you phone number and click on "Proceed to pay".
2. You will be redirected to PesaFlow page where you will input required information to complete transaction.
3. Make sure you have the gadget you intent to pay with at this point.

PAYMENT DETAILS



BK00977

Payment Reference

+25470000000 1

Enter Phone Number

Application Amount	Late Booking Fee (25%)	Student Balance	Curriculum Support Material Fee
Ksh 14500	Ksh 0	Ksh 0	Ksh 6000

Private Candidature Administration Fee(Online Private Fee Only)	Project Supervision Fee(For Projects Only)	Online Exam Administration Fee(Online Exams Only)
Ksh 0	Ksh 0	Ksh 0

Convenience Fee	Total Amount
Ksh 50	Ksh 20550

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.

B: Selection of Payment Method and Completion of Payment

PAYMENT REF
QAEJBAL

TOTAL BILL
KES 38,050.00

Select Payment Mode

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	

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



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**