



• human resource certification preparation

HRCP “You Pass or Your Money Back” for aPHR

We are so certain that using the HRCP Program will prepare you to pass the HR certification exam, we'll give you your money back if you don't pass.

How can you offer a money-back guarantee?

We have confidence in the HRCP Program. If you learn the material and take the assessments, you will be prepared to pass the aPHR exam. We're willing to bet on it!

What do I need to do to qualify for the money-back offer?

- Purchase the 2022 aPHR Certification Preparation Program directly from HRCP. Purchases through a third party are subject to that organization's return policy. Qualifying products include the Print Edition, the Online Edition, and the combined Print AND Online Edition. Exam vouchers are non-refundable and are not included in the guarantee.
- Read and study all five units and the online *Guide for Successful Exam Preparation*.
- Complete all 13 assessments at hrcp.com, scoring 80% or better on each assessment, prior to your aPHR exam date. You can retake the assessments as needed. Each assessment can be taken only once in a 24 hours period.
- Take the aPHR exam; if you don't pass, we'll refund the purchase price of the program.

How long do I have to request a refund?

The guarantee is valid one year from the date of purchase, and your refund request must be received within 30 days of your aPHR exam.

How do I go about requesting a refund?

To request a refund, submit the following information via email:

- A completed Refund Request Form (page 2 of this document)
- A copy of your official Examination Results from the HR Certification Institute
- A copy of your receipt showing your purchase from HRCP

Upon receipt and approval of your refund request, a Refund Authorization form will be sent to you via email. The aPHR Certification Preparation Program may then be returned within 15 days with the Refund Authorization form for a refund. Online access will be revoked when the refund is issued.

Please note that this offer is available only to residents of the United States. Shipping charges will not be refunded, and you are responsible for the cost of return shipping. Class fees and aPHR exam fees are not covered by this offer.

2696 N University Ave, Suite 200, Provo, UT 84604
801-343-3699 | info@hrcp.com | www.hrcp.com

HRCP aPHR "You Pass or Your Money Back" Refund Request Form

Full Name:	Phone Number:
Street Address:	Email Address:
City, State, Zip:	HRCP.com Username:
Exam Taken:	Test Date:

- G I am a resident of the United States.
- G I purchased the 2022 aPHR Certification Preparation Program directly from HRCP.
- G I have read and studied all five units of the 2022 aPHR Certification Preparation Program in their entirety, as well at the online *Guide for Successful Exam Preparation*.
- G I completed the 13 assessments on the hrcp.com website prior to my aPHR exam, and I scored 80% or better on each assessment. Scores and dates completed are recorded below.

	Practice Assessments		Timed Assessments	
Pre-Test	Score	Date		
Unit 1	Score	Date	Score	Date
Unit 2	Score	Date	Score	Date
Unit 3	Score	Date	Score	Date
Unit 4	Score	Date	Score	Date
Unit 5	Score	Date	Score	Date
Comp #1			Score	Date
Comp #2			Score	Date

I am including with this form:

- G A copy of my official Examination Results from the HR Certification Institute showing the date of my aPHR exam and my failing score
- G A copy of my receipt showing my purchase directly from HRCP

I attest that the above information is true, and I acknowledge that inaccurate information may invalidate my request for a refund. I understand that my refund request will be evaluated, after which further instructions for returning the aPHR Certification Preparation Program will be provided.

Signature

Date

Please email Refund Request Form, aPHR Examination Results, and receipt to support@hrcp.com