

**WorldatWork**<sup>®</sup>  
Total Rewards Association

**2025**

**CERTIFICATION**  
*handbook*

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## 2025 Certification Handbook

**Welcome from Dr. Scott Cawood, CCP, GRP, CSCP, CBP**  
WorldatWork's Chief Executive Officer

If this is your first certification program with WorldatWork ... welcome! Already a member of our global community and pursuing another certification or are in the recertification process ... welcome back!

Whether you are continuing or starting your educational journey with our member-driven, global association, we are excited that you have chosen WorldatWork to further your learning, skills, and knowledge as a practitioner in compensation, benefits, and rewards.

**As we move through our 70th year, I'd like to share some exciting program highlights!**

- **The Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP)** have been completely refreshed and updated with more relevant content ... there are fewer exams and more options for you to complete at a faster rate than before.
- The recently refreshed **Certified Executive Compensation Professional (CECP)** is now based on a revalidated Body of Knowledge that is more aligned to current trends in executive compensation.
- WorldatWork will create new and updated certifications that meet the global demand for professional development, as well as new and updated educational products to help guide you through your certification journey.

WorldatWork is focused on being the world leader in compensation, benefits, and rewards education. We earn your trust through our unwavering focus and commitment to providing content and experiences that are impactful and relevant. We maintain your trust through our consistent learning processes as well as our efforts to continually provide new educational programs and products that help people achieve their professional goals.

Your decision to pursue a WorldatWork certification reflects a desire to lead and innovate in our profession. To build a world of productive, committed, and inspired workforces means you will help shape not only our future, but that of individuals and organizations around the globe.

Congratulations on making a choice to further impact our profession and grow your career. We're here to support you each step of the way. Don't hesitate to reach out to our team should you have any questions or observations during your educational journey.

Regards,



Dr. Scott Cawood, CCP, GRP, CSCP, CBP  
CEO, WorldatWork





## About WorldatWork

WorldatWork is the leading global nonprofit organization for professionals who are engaged in the important practice of cultivating inspired, engaged, productive, and committed employees in effective and rewarding workplaces. WorldatWork serves Rewards and HR professionals working throughout the world in organizations of all sizes and in every industry.

## Introduction

This Certification Handbook is a collection of policies to guide certification candidates in obtaining and maintaining their WorldatWork credentials. While WorldatWork membership is not a requirement of certification, membership provides valuable opportunities to keep your certification active and to give back to the profession.

This handbook and the policies contained herein, are subject to change by WorldatWork with or without previous notice. Questions should be directed to WorldatWork's Customer Experience Team at 877.951.9191 in the U.S and Canada and +1 480.951.9191 outside the U.S. and Canada.

## Statement of Impartiality

At WorldatWork, we are dedicated to providing an unbiased platform for knowledge exchange, fostering innovation, and promoting inclusivity in advancing Total Rewards practices. We offer equal opportunities for learning and engagement, without endorsing or favoring any specific products, services, or companies. Our commitment to maintaining a neutral perspective ensures the avoidance of conflicts of interest.

## Statement of Non-Discrimination

WorldatWork values diversity and realizes that our differences make us stronger.

WorldatWork is an equal opportunity company and does not discriminate against any person based on race, color, religion, sex, national origin, age, sexual orientation, veteran status or disability.

WorldatWork has expressed support and commitment to the principles of diversity and equal opportunity. Our eligibility criteria for our examination and certification programs are applied equally to all individuals. WorldatWork's credentialing program does not discriminate based on race, color, religion, creed, age, sex, sexual orientation, gender identity, national origin or ancestry, marital status, veteran status, union affiliation, or status as a qualified individual with a disability, in accordance with applicable laws.

WorldatWork does not tolerate any unlawful discrimination and any such conduct is prohibited. WorldatWork is committed to ensuring that our company reflects the world's diverse population.

## WorldatWork Certifications

WorldatWork offers several different credentials. Specific descriptions are as follows:



### **Certified Compensation Professional | CCP<sup>®</sup>**

Earning the CCP designation can significantly enhance your professional standing within your organization and among your colleagues. For nearly 50 years, the CCP certification has been acknowledged as the premier qualification in compensation management. By obtaining this certification, you will acquire the foundational knowledge necessary to proficiently develop and integrate compensation programs tailored to your organization.

With newly updated content and the consolidation of exams from ten to eight, the CCP certification is better than ever, including a new bundle option for the CCP certification. The new bundle option saves you time and money by providing the opportunity to earn your CCP within two years via our e-learning option.

This certification is comprised of eight multiple-choice exams that are listed in the table below and follow the recommended sequence for completing the certification. Exam takers will have two hours to complete each exam. With successful completion of each exam, the CCP<sup>®</sup> designation is awarded.

Exam	Number of Scored Questions	Passing Score
<b>Creating Impact Through Total Rewards</b>	80	75%
<b>Understanding the Total Rewards Regulatory Landscape</b>	80	75%
<b>Designing and Managing Base Pay Systems*</b>	80	75%
<b>Improving Performance with Variable Pay</b>	80	75%
<b>Market Pricing and Competitive Pay Analysis*</b>	80	75%
<b>Compensation Analytics and Insights*</b>	80	75%
<b>Finance and Accounting Applications for Total Rewards</b>	80	75%
<b>Business Acumen and Communication Strategies in Total Rewards</b>	80	70%

\*Exam contains 82 questions in total (80 are scored; 2 are unscored).

For more information (including supporting courses, pricing, bundling options, and other resources), please go to the [Certified Compensation Professional page on the WorldatWork website](#).



### **Global Remuneration Professional | GRP®**

A globally recognized certification for over 35 years, the GRP designation positions you for success in developing and integrating compensation programs tailored for multi-national organizations.

Earning the GRP showcases your commitment to upholding the highest standards in compensation management. Armed with the GRP designation, you will be primed to strategically implement effective multinational solutions to today’s complex business challenges. This certification

ensures alignment with and support for your organizational objectives, enhancing retention and contributing to the overall success of your organization. With newly updated content and the consolidation of exams from ten to nine, the GRP certification is better than ever.

This certification is comprised of nine multiple-choice exams that are listed in the table below and follow the recommended sequence for completing the certification. Exam takers will have two hours to complete each exam. With successful completion of each exam, the GRP® designation is awarded.

<b>Exam</b>	<b>Number of Scored Questions</b>	<b>Passing Score</b>
<b>Creating Impact Through Total Rewards</b>	80	75%
<b>Understanding the Total Rewards Regulatory Landscape</b>	80	75%
<b>Designing and Managing Base Pay Systems*</b>	80	75%
<b>Improving Performance with Variable Pay</b>	80	75%
<b>Market Pricing and Competitive Pay Analysis*</b>	80	75%
<b>Compensation Analytics and Insights*</b>	80	75%
<b>Finance and Accounting Applications for Total Rewards</b>	80	75%
<b>Business Acumen and Communication Strategies in Total Rewards</b>	80	70%
<b>Managing Global Total Rewards</b>	80	75%

\*Exam contains 82 questions in total (80 are scored; 2 are unscored).

For more information (including supporting courses, pricing, and other resources), please go to the [Global Remuneration Professional page on the WorldatWork website](#).





### **Certified Benefits Professional | CBP®**

This certification is well suited to entry- to mid-level HR professionals interested in learning about benefits design and management. It provides the knowledge and skills to develop benefits programs that integrate with business strategy. This certification is comprised of seven multiple-choice exams. Exam takers will have two hours to complete each exam. With successful completion of each exam (a score of 75% or higher), the CBP® designation is awarded. The seven exams are offered for the following domain/topic areas:

<b>Exam</b>	<b>Number of Questions</b>
<b>Total Rewards Management</b>	<b>94</b>
<b>Regulatory Environments for Benefits Programs</b>	<b>93</b>
<b>Benefits Outsourcing – Selecting, Contracting and Managing Service Partners</b>	<b>91</b>
<b>Retirement Plans – Design Considerations and Administration</b>	<b>100</b>
<b>Health and Welfare Plans – Plan Types and Administration</b>	<b>99</b>
<b>Health and Welfare Plans – Strategic Planning and Design</b>	<b>76</b>
<b>Strategic Communication in Total Rewards Management</b>	<b>68</b>

For more information (including supporting courses, pricing, and other resources), please go to the [Certified Benefits Professional page on the WorldatWork website](#).



### **Certified Executive Compensation Professional | CECP®**

WorldatWork recommends that certification candidates for the CECP® exam have at least three years of experience with executive compensation. The CECP® exam contains 100 questions and the exam takers are allowed three hours to complete the exam.

#### **The CECP Body of Knowledge**

The CECP® exam is a single competency-based exam based on WorldatWork’s CECP® [Body of Knowledge](#) (BOK). Candidates preparing for the CECP® exam should review the BOK which is comprised of four main knowledge domains consisting of 78 total tasks representing common skills, knowledge and abilities of the executive compensation professional. Set as the industry standard, the BOK was recently validated and revised by WorldatWork via a formal practice analysis completed by hundreds of executive compensation practitioners. The new CECP® examination covers all topic areas addressed in this BOK.

## The CECP Exam Blueprint

The CECP Exam Blueprint shows the distribution of questions on the exam within the four main knowledge domains from the BOK.

Domain	% of Exam Questions
<b>Strategic Management of Executive Compensation</b>	10%
<b>Design Executive Compensation Plans</b>	60%
<b>Administer Executive Compensation Programs</b>	20%
<b>Evaluate Executive Compensation Programs</b>	15%

## How the CECP Exam is Scored

The CECP® exam is scored utilizing a scaled scoring range of 120 – 200. **A passing score is 200, and all exam takers who pass the exam receive the maximum score of 200.** Any score between 120 – 199 means that the exam taker did not achieve a passing score. Scaled scores are used to transform raw scores to a common scale. The transformation of the raw scores into the scaled scores permits an exam taker’s performance to be described in terms of a common scaled score distribution, ranging from 120 to 200. Scaled scoring is a certification best practice for high-level exams and provides a consistent metric from one examination to the next leading to consistent interpretation across time.

For more information (including pricing, practice exams, and other resources), please go to the Certified Executive Compensation Professional page on the WorldatWork [website](#).



### Certified Sales Compensation Professional | CSCP®

WorldatWork recommends that certification candidates for the CSCP® exam have at least two to three years of experience with sales compensation. The CSCP® exam contains 120 questions and exam takers have three hours to complete the exam. The passing score for the CSCP® exam is 75%.

## The CSCP Body of Knowledge

The CSCP® exam is a single competency-based exam based on WorldatWork’s CSCP Body of Knowledge (BOK). Candidates preparing for the CSCP® exam should review the [BOK](#) which is comprised of six main knowledge domains consisting of 72 total tasks representing common skills, knowledge, and abilities of the executive compensation professional. Set as the industry standard, the BOK was validated by WorldatWork via a formal practice analysis completed by hundreds of sales compensation practitioners. The CSCP® examination covers all topic areas addressed in this BOK.

## The CSCP Exam Blueprint

The CSCP<sup>®</sup> Exam Blueprint shows the distribution of questions on the exam within the six main knowledge domains from the BOK.

Domain	% of Exam Questions
<b>Strategic Alignment of Sales Compensation</b>	20%
<b>Design Sales Jobs and Compensation Plans</b>	25%
<b>Communicate Sales Compensation</b>	15%
<b>Manage and Administer Sales Compensation Programs</b>	15%
<b>Evaluate and Improve Sales Compensation Plan Effectiveness</b>	20%
<b>Governance</b>	5%

For more information (including pricing, practice exams, and other resources), please go to the [Certified Sales Compensation Professional page on the WorldatWork website](#).

## Certification Eligibility Criteria

WorldatWork offers open access to all its credentials. There are no mandatory prerequisites to take a certification examination. While no specific courses are required to sit for the examination, candidates should consider it beneficial to enroll and complete one or more of the certification courses offered by WorldatWork. Practice exams are also available for our CECP<sup>®</sup> and CSCP<sup>®</sup> certifications. Successful exam results remain active for up to 8 years. If a certification designation is not completed within 8 years (for CCP, CBP, GRP) then the candidate will need to retake the current examination.

**Cancellation.** All cancellation/transfer requests must be submitted via e-mail to our Customer Experience Team at [customerexperience@worldatwork.org](mailto:customerexperience@worldatwork.org).

- **Courses - Classroom and Virtual Classroom.** Please refer to the table below on cancellation eligibility. Course fees become nonrefundable and nontransferable once you access the course online portal.

Cancellation Email Receipt	Cancellation Eligibility
<b>More than 30 calendar days before the course start date.</b>	Receive a full refund, account credit, or transfer to another course or learner.
<b>15-30 calendar days before the course start date.</b>	Receive account credit or transfer to another course or learner.
<b>14 or fewer calendar days before the course start date.</b>	Fees are not refundable or transferrable.

- **Courses - E-learning.** Course fees become nonrefundable and nontransferable 30 days after purchase or once you access the course online portal.
- **Exams.** Exam fees become nonrefundable and nontransferable 30 days after purchase.

**Payment.** Prepayment is required on all orders. WorldatWork accepts payment in U.S. dollars by check, or credit card (Discover [U.S.], American Express, MasterCard or Visa, wire transfer). Make checks payable to WorldatWork.

**Taxes.** All products are subject to state and local tax as applicable.

**Account Credit.** Credit on the account is valid for two years. Credits not used within two years are deemed to be a contribution to ongoing WorldatWork research and related programs that support the profession.

**Variability.** Information, registration, policies, prices, and fees are subject to change without notice.

**Non-refundable items.** The following products are nonrefundable: hardcopy books, downloaded books, printed course materials, and subscription-based products (e.g. WorldatWork Salary Budget Survey).

## Reasonable Accommodations

WorldatWork, and its testing provider, PSI, are interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. The following WorldatWork standard accommodations can be requested directly with PSI during the scheduling process (regardless of whether the exam is administered online or in-person). The following is a list of standard accommodations that can be requested at the time of scheduling.

- Communication Aids – such as hearing aid/cochlear implant, vocal cord magnifiers
- Diabetic Supplies
- Double Time
- Food/Drink
- Medical Devices/medication
- Mobility Devices
- Private Room
- Reader (live)
- Screen magnifier
- Screen reader
- Scribe/Recorder
- Service Animal
- Sign Language Interpreter
- Specialized equipment – such as adjustable height desk/chairs, specific keyboards, whiteboards
- Time and a half

Additional accommodations are available upon request with WorldatWork's Customer Experience Team at 877.951.9191 in the U.S and Canada and +1 480.951.9191 outside of the U.S. and Canada.

## Language

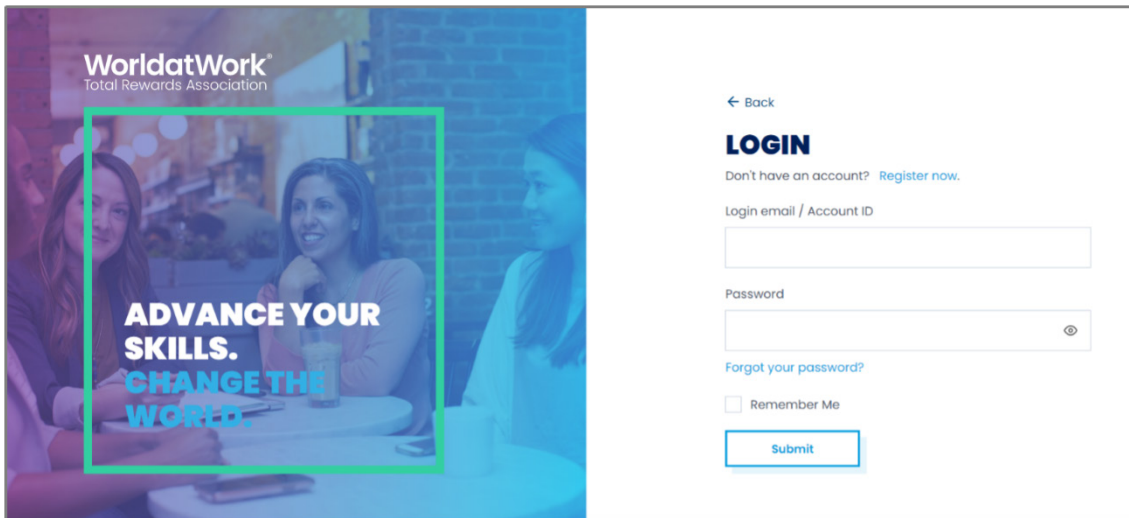
Examinations are offered in U.S. English.

## Exam Delivery

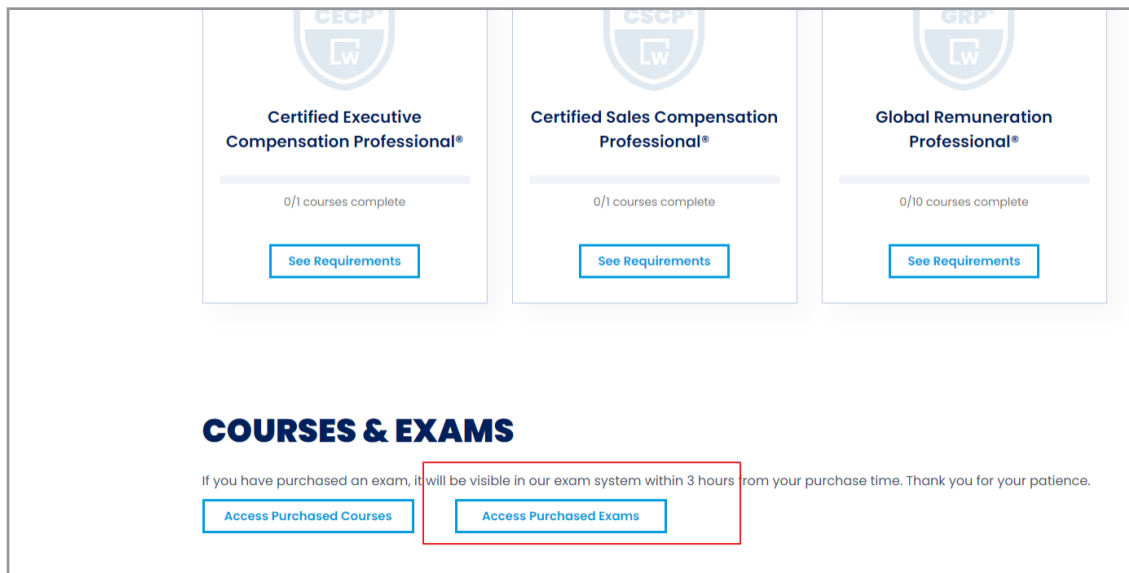
WorldatWork offers certification proctored examinations on-demand (record and review) through a third-party provider, PSI. If needed, exams may be offered in person at any of PSI Test Center around the globe.

## PSI On-Demand (Record and Review) and PSI Test Center scheduling

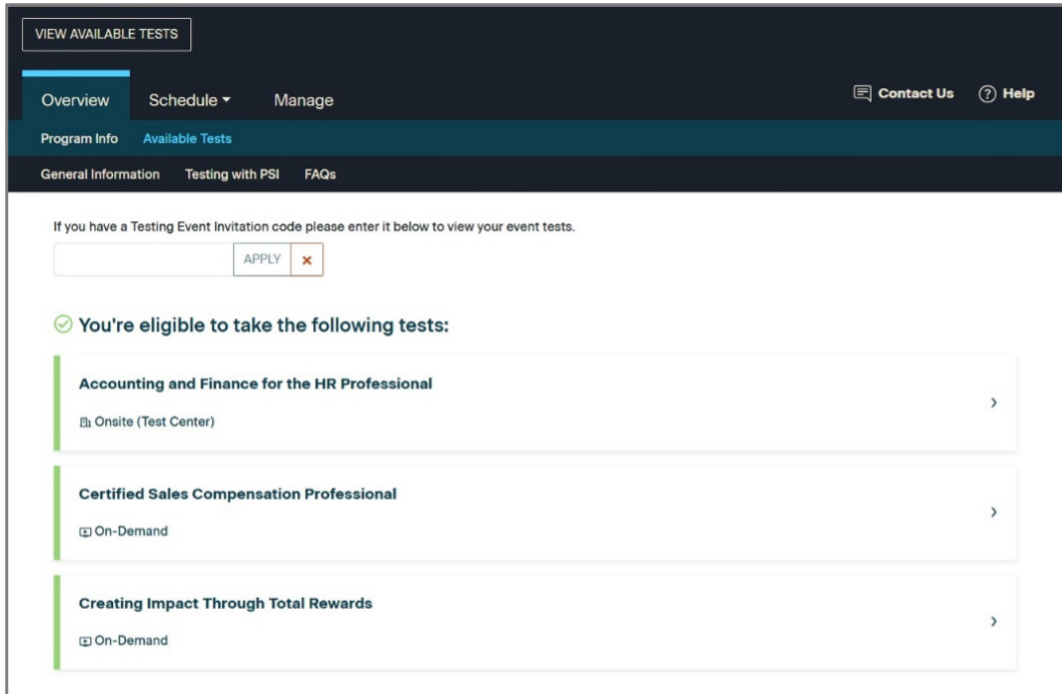
1. Candidates will purchase their exam from WorldatWork. The purchase can be made through the WorldatWork website, Customer Experience, or through various WorldatWork partners.
2. Once an exam is purchased, you will proceed to the WorldatWork Learner Dashboard by following this link: <https://worldatwork.org/profile>. Here you will enter your WorldatWork username and password and click on “Submit” Button.



3. Select **Access Purchased Exams** link.

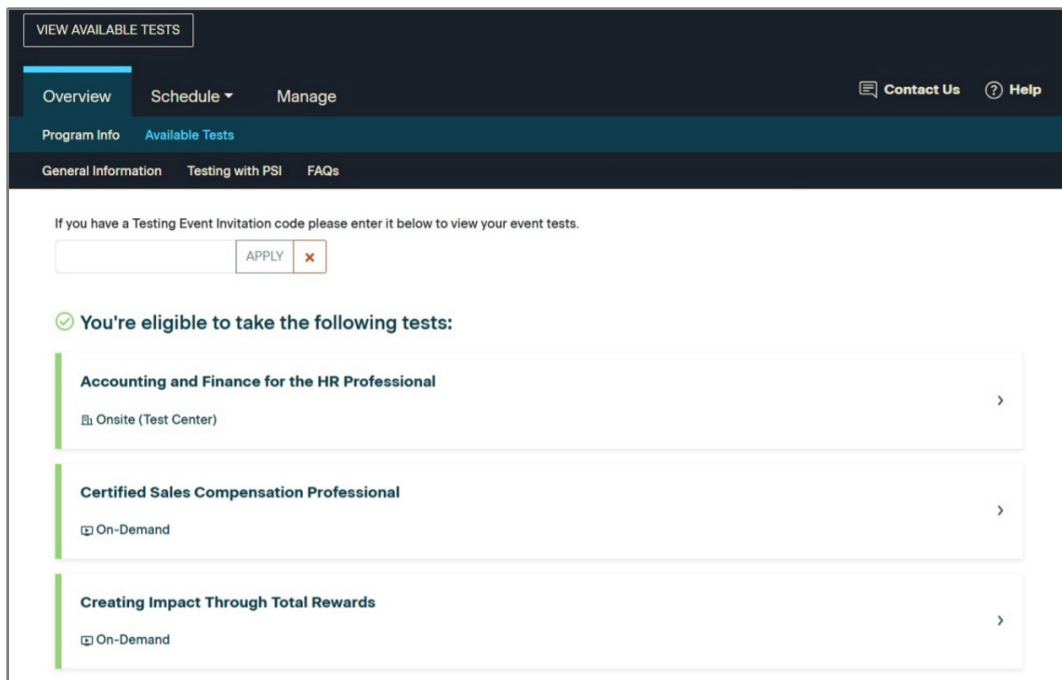


- The candidate will navigate to PSI dashboard page <https://test-takers.psiexams.com/watw> program Info Page (important: it can take up to three hours after purchase for the exam to appear in PSI). Candidates must select **Schedule button** or **Available Tests** button to view the eligible exams to schedule.

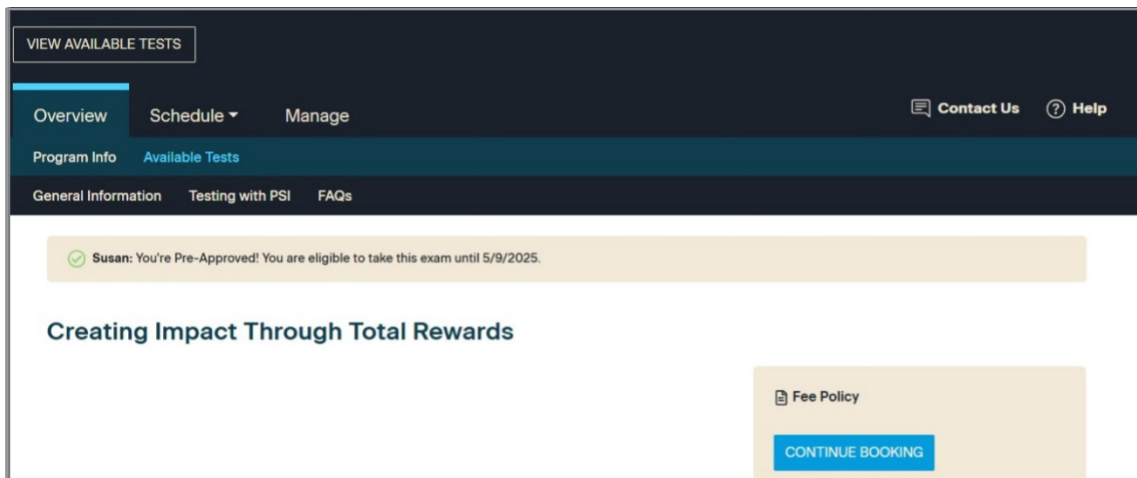


## On-Demand mode

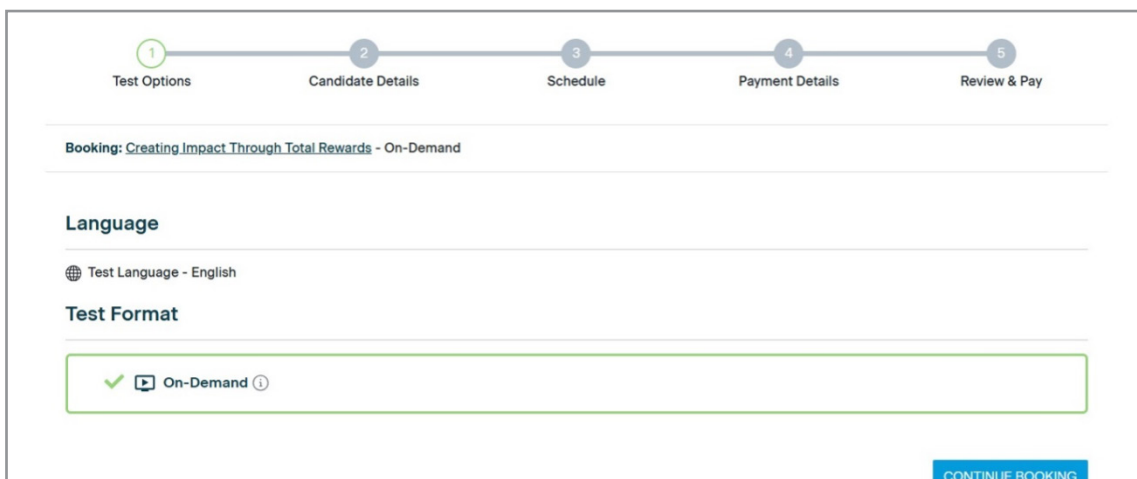
- Candidates will choose On-Demand mode exam.



6. Check exam name and click on **CONTINUE BOOKING**.



7. Verify test delivery mode and click on **CONTINUE BOOKING**.



## 8. Verify On-Demand Test Requirements

1 Test Options 2 Candidate Details 3 Schedule 4 Payment Details 5 Review & Pay

**Booking:** [Creating Impact Through Total Rewards - On-Demand](#)

### On-Demand - Test Requirements

It is very important that you meet the minimum computer system requirements to take your online test. Not meeting the requirements and not following the recommended testing environment may result in termination of your test and possible forfeiture of your test fees.

Please read the requirements and acknowledge below that you understand.

#### Minimum Computer System

- A personal computer using Microsoft Windows 10 or higher, an Apple computer using macOS 12 or higher, or a computer running Ubuntu 20 or higher.
- A microphone connected to or built into your computer.
- Speakers connected to or built into your computer. Connected headset or earbuds are **NOT** allowed.
- A video camera connected to or built into your computer.
- Internet connection speed 3 Mbps and higher.
- Administrative access to your device. **What is administrative access?** ⓘ
- If you are on the device you plan to use for the test please run our quick system check. You can also run the system check at a later time.

[Launch System Compatibility Check](#) ↗

I own or have access to a device suitable for the exam.\*

#### Your Testing Environment

- Exam setting must be in private space, not an open public area.
- You must remain at your workspace area (desk or table).
- Workspace must be well lit, free of clutter, and clear of any items unrelated to your test.

I am able to take my test in a secure room.\*

BACK CONTINUE BOOKING

## 9. Verify details

1 Test Options 2 Candidate Details 3 Schedule 4 Payment Details 5 Review & Pay

**Booking:** [Creating Impact Through Total Rewards - On-Demand](#)

### Candidate Details

First Name Last Name  
Susan Whipple

Email Address  
susan.whipple@worldatwork.org

#### Test Accommodations

Do you need any special accommodations for the exam? [Request Accommodation](#)

CONTINUE BOOKING



10. Enter Mobile Number to get SMS Updates and Alerts

**WorldatWork**<sup>®</sup>  
Total Rewards Association

1 ✓ Test Options — 
 2 Candidate Details — 
 3 Schedule — 
 4 Payment Details — 
 5 Review & Pay

**Booking:** [Creating Impact Through Total Rewards - On-Demand](#)

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**Get SMS Updates & Alerts**

Please enter your mobile number to get a code for verification

Mobile Number

By providing a mobile number, you authorize us to call or text you, including autodialed and prerecorded messages. We will only use your phone number for test instructions and scheduling updates relating to your account.

11. To select session, select **COUNTRY** and **Time Zone**.

1 ✓ Test Options — 
 2 ✓ Candidate Details — 
 3 Schedule — 
 4 Payment Details — 
 5 Review & Pay

**Booking:** [Creating Impact Through Total Rewards - On-Demand](#)

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**Set Location Details**

Country\* Timezone\*

United States

1 ✓ Test Options — 
 2 ✓ Candidate Details — 
 3 Schedule — 
 4 Payment Details — 
 5 Review & Pay

**Booking:** [Creating Impact Through Total Rewards - On-Demand](#)

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**Set Location Details**

Country\* Timezone\*

United States



13. Once your booking is confirmed, select **DONE**.

**Booking Confirmation** DONE PRINT CONFIRMATION

**Candidate Billing Details**

Test Taker ID: 0035x00002zjqnAAA      Test Taker Name: Susan Whipple  
 Client Name: WorldatWork      Email Address: susan.whipple@worldatwork.org  
 Street Address 1:      Street Address 2:  
 City:      State:  
 Postal Code:      Country:

**Booking Information**

**Creating Impact Through Total Rewards**

English  
 120 Minutes  
 On-Demand

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

**Order Date: Thursday, January 9, 2025**

**Payment Details**

The details below reflect payments made directly to PSI Services through this scheduling website. Please contact your test sponsor for information related to payments made outside of PSI during your registration process.

Transaction Date: 1/9/2025, 6:19 PM  
 Creating Impact Through Total Rewards: \$0.00 USD

**Bookings:** ?

**Creating Impact Through Total Rewards**

**Creating Impact Through Total Rewards**

120 Minutes  
 On-Demand

On-Demand Launch

Confirmation Number: S126355703

[View/Print Confirmation](#) [Test Instructions](#) [More Information](#)

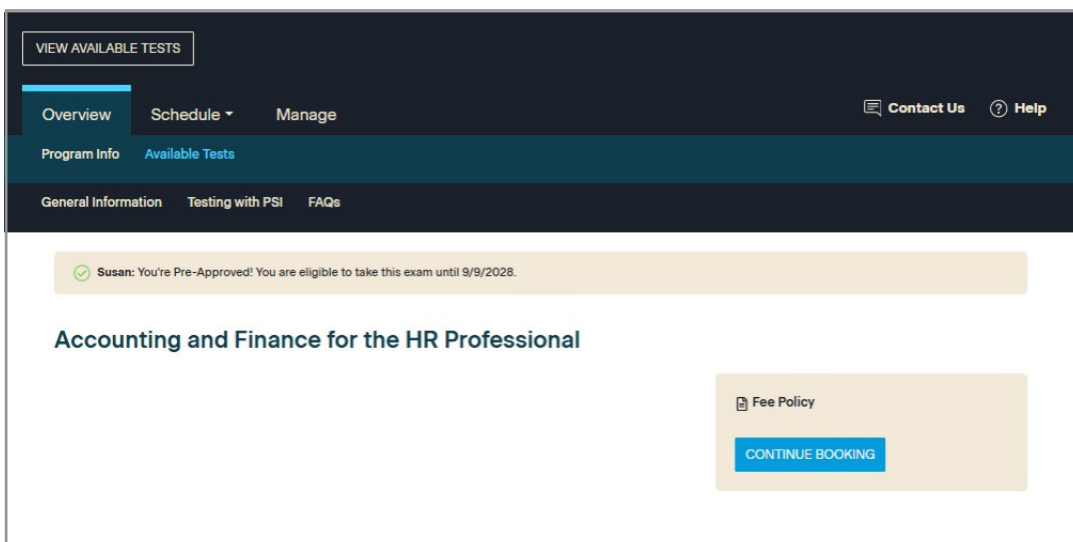
Re-booking is not allowed for this booking. CANCEL BOOKING RE-BOOK

## For PSI Test Center scheduling

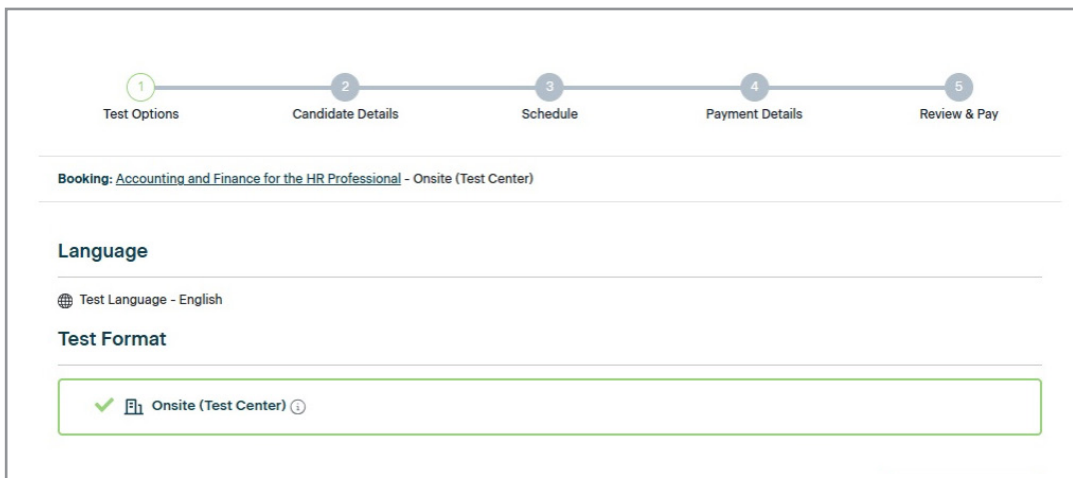
1. Candidates may request to take an exam at a PSI Test Center with PSI support. This is requested as an “other” type of accommodation. Candidates with other accommodations, will be redirected to WorldatWork’s Customer Experience Team at 877.951.9191 in the U.S and Canada and +1 480.951.9191 outside the U.S. and Canada.
2. Once WorldatWork confirms and approves the in-person exam, PSI support will reach out to the candidate to take the request forward. PSI support will schedule the test ON BEHALF of the candidate.
3. Once the in-person test center has been scheduled with PSI, the candidate will receive the booking confirmation email.
4. For rebooking or cancellation, candidates will reach out to PSI customer care.

## Test Center mode:

1. Check Exam Name and click on **CONTINUE BOOKING**.



2. Verify test delivery mode and Click on **CONTINUE BOOKING**.



3. Enter Mobile Number to get SMS Updates and Alerts

The screenshot shows a progress bar at the top with five steps: 1. Test Options (checked), 2. Candidate Details (active), 3. Schedule, 4. Payment Details, and 5. Review & Pay. Below the progress bar, the text reads: "Booking: Accounting and Finance for the HR Professional - Onsite (Test Center)". The main heading is "Get SMS Updates & Alerts". Below this, it says "Please enter your mobile number to get a code for verification". There is a text input field for the "Mobile Number" with a blue arrow icon on the right. Below the input field, a disclaimer states: "By providing a mobile number, you authorize us to call or text you, including autodialed and prerecorded messages. We will only use your phone number for test instructions and scheduling updates relating to your account." At the bottom right, there are two buttons: "SEND CODE" (blue) and "SKIP VERIFICATION" (grey).

4. To select Test Center, enter the “City or Postal Code” and select **FIND**.

The screenshot shows the progress bar with steps 1. Test Options (checked), 2. Candidate Details (checked), 3. Schedule (active), 4. Payment Details, and 5. Review & Pay. The text reads: "Booking: Accounting and Finance for the HR Professional - Onsite (Test Center)". The main heading is "Find Your Nearest Test Center". Below this, there is a link: "I have a test center code". The input section is labeled "City, province, or postal code" and "Radius". The input field is empty, with a blue arrow icon and a clear 'x' button on the right. The radius is set to "10" with a dropdown arrow, and the unit is "Miles" with a dropdown arrow. A "Q FIND" button is on the right.

This screenshot is identical to the previous one, but the input field now contains the text "Scottsdale, AZ". The rest of the interface, including the progress bar, booking details, and radius settings, remains the same.

5. Select test center from the list.

The screenshot shows a progress bar at the top with five steps: 1. Test Options (checked), 2. Candidate Details (checked), 3. Schedule (selected), 4. Payment Details, and 5. Review & Pay. Below the progress bar, the text reads "Booking: Accounting and Finance for the HR Professional - Onsite (Test Center)".

The main section is titled "Find Your Nearest Test Center". It includes a link "I have a test center code" and a search form. The search form has a text input field containing "Scottsdale, AZ", a "Radius" dropdown set to "10" and "Miles", and a "FIND" button. Below the search form is a map showing the Phoenix area with a blue pin at the location of the test center. Below the map, the following information is displayed:

- 1 Phoenix - Innovative Minds (7.81 MI)**
- 722 E Osborn Rd, Suite 330, Phoenix, AZ, US
- [View available time slots](#)
- First date in January: Saturday January 11

6. Select a date and time to book an appointment.

This screenshot shows the "Find Your Nearest Test Center" search results from the previous step. The search form and map are visible at the top. Below the map, the test center information is repeated:


- 1 Phoenix - Innovative Minds (7.81 MI)**
- 722 E Osborn Rd, Suite 330, Phoenix, AZ, US
- [View available time slots](#)
- First date in January: Saturday January 11

Below this information is a calendar for January 2025. The date January 20 is selected. To the right of the calendar, a box titled "Time slots available for: Monday January 20" shows two format options: "12-HOUR FORMAT" (selected) and "24-HOUR FORMAT". Under the 12-hour format, the following time slots are available: 8:30 AM, 12:00 PM, 1:30 PM, 2:30 PM, 3:30 PM, and 4:00 PM. A "BOOK THIS TIME SLOT" button is located at the bottom right of the time slot selection area.

### Find Your Nearest Test Center

**I have a test center code**

City, province, or postal code:  Radius:



**1 Phoenix - Innovative Minds (7.81 MI)**  
722 E Osborn Rd, Suite 330, Phoenix, AZ, US

First date in January: Saturday January 11

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

○ Available ● Selected

**Time slots available for: Tuesday January 21**

12-HOUR FORMAT  24-HOUR FORMAT

- Please review delivery mode, booked date, and booked time details before selecting the check box and click on **CONFIRM BOOKING** button.

Test Options
  Candidate Details
  Schedule
  Payment Details
  Review & Pay

**Booking: Accounting and Finance for the HR Professional - Onsite (Test Center)**

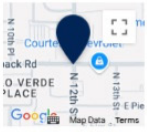
**! One More Step! Please Review and Purchase!**  
This time slot is reserved for you until 12:11 PM (29 minutes and 43 seconds). Please complete your booking by then.

**Review Booking**

**Candidate Details**

First Name: Susan Last Name: Whipple  
Email Address: susan.whipple@worldatwork.org

**Booking Information**



Get Directions

**Accounting and Finance for the HR Professional**

- 🗣️ Test Language: English
- 📅 Tuesday, January 21, 2025
- 🕒 8:30 AM Mountain Time - Phoenix
- 🕒 120 Minutes
- 📍 Onsite (Test Center)  
Phoenix - Innovative Minds  
722 E Osborn Rd, Suite 330, Phoenix, AZ, US

**Summary**

Accounting and Finance for the HR Professional  
Accounting and Finance for the HR Professional

By continuing, you agree to The Company's [Terms of Use](#) and [Privacy Notice](#).





**Bookings:** ⓘ

### Accounting and Finance for the HR Professional



**Accounting and Finance for the HR Professional**

**11 DAYS 20 HOURS 42 MINUTES**

Tuesday, January 21, 2025 [Add to Calendar](#)

8:30 AM Mountain Time - Phoenix

120 Minutes

Onsite (Test Center)

Confirmation Number: S120918926

[View/Print Confirmation](#) [Test Instructions](#) [More Information](#)

[CANCEL BOOKING](#) [RE-BOOK](#)

## PSI On-Demand Exam and PSI Onsite (Test Center) Security

WorldatWork and PSI administration security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities.

The following security procedures apply during the **online on-demand test**:

### 1. Procedures

- You can launch your exam right from your home computer. Requirements include a web camera, speakers, microphone, and stable broadband internet connection. Please go through the compatibility check on the PSI registration platform.
- If you need assistance during your exam, you should initiate a chat with the online test administrator using the in-exam chat tool.
- You must present valid, unexpired and acceptable ID(s) in order to take your test. Military IDs are not acceptable.
- PSI requires all employees and exam takers to always conduct themselves in a professional and courteous manner. Exhibiting abusive behavior toward anyone via chat or phone will be reported to WorldatWork and may result in criminal prosecution.
- You may not exit the camera view or use your cell phone or other electronic devices during the examination.
- Talking or mouthing words while testing is prohibited.

## 2. Security

- You are prohibited from reproducing, communicating, or transmitting any test content in any form for any purpose. This behavior will result in the disqualification of test results, will be reported to WorldatWork and may lead to legal action.
- With the exception of your testing machine, electronic devices and recording devices of any kind (including but not limited to cell phones, pagers, and cameras) are NOT permitted during the On-Demand.
- You will be required to scan the room where you are testing prior to launching your test. Before scanning you must remove all items such as notes, drinks, a box of tissues or any such items on your desk. Walls should be clear of any materials, though art and decor are permitted.
- Other people are not allowed in the room while you are testing. Someone else entering the room and/or talking to you is considered a test violation and may result in termination of your test.

## 3. Restrictions

- Water in a clear container is allowed. Food is not allowed unless prior documentation is provided as an exam accommodation.

The following security procedures apply during the **onsite (test center) test**:

### 1. Identification

- On the day of your test, report to the Test Center 30 minutes before your booked time. Once you enter the building, look for the signs indicating PSI Test Center Check-In. A candidate who arrives more than 15 minutes after the booked test time will not be admitted.
- To gain admission to the Test Center, you must present (1) form of identification. The form of identification must be government issued, current and include your name, signature, and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.
- Examples of valid forms of identification are current: driver's license with photograph; state/province identification card with photograph; international passport; or Visa with photograph. Test Takers will have the option to use their mobile device or their webcam to capture their photo identification card via a QR code in the Capture page during the Check-In Process. The Test Taker default selection will be the mobile device and the Check-In Specialist will have no changes to their flow but will see higher quality images in the photo ID review screen.
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).
- Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the test is considered a missed booking. There will be no refund of test fees.
- After your identification has been confirmed, you will be directed to a testing carrel. You will be prompted on-screen to enter your candidate identification number.

### 2. Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the test:

- Tests are proprietary. You are prohibited from reproducing, communicating, or transmitting any test content in any form for any purpose.
- No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the test.
- No guests, visitors or family members are allowed in the testing room or reception areas.

### **3. Personal Belongings**

No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the test is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- Watches
- Hats
- Wallets
- Keys

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings. If any personal items are observed or heard (such as cellular/smart phones, alarms) in the testing room after the test is started, you will be dismissed, and the administration will be forfeited.

### **4. Restrictions**

An online whiteboard is available for all on-demand exams. In addition, an online calculator will be available. A non-programmable physical calculator will also be allowed.

You will be provided with ten (10) pieces of scratch paper to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the proctor at the completion of testing. A whiteboard is allowed, where available, and must be erased by the candidate in the proctor's view.

- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the test may be asked during the test.
- Eating, drinking, or smoking is not permitted in the Test Center.

### **Attainment of Certification**

Once a candidate has completed their exam with our exam provider, PSI, their score will immediately appear on screen after the exam. Following the completion of the exam, the candidate will receive a test completion email confirmation. WorldatWork exams are recorded and reviewed by a proctor and can take up to 7 days to be reviewed by PSI. If no issues are raised, then a badge will be issued.

### **Liability Release**

By acknowledging receipt of this handbook, an applicant releases WorldatWork, its employees and vendors, from any and all liabilities for any delay or disruption in the application process, testing arrangements, or other issues. Additionally, an applicant will be governed by the provisions of the handbook currently in force at the time of the handbook's reception.

## Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit the examination fee. WorldatWork is authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

## Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration will be addressed by WorldatWork. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by WorldatWork. Following is a list of major WorldatWork violations\*:

- Someone other than the candidate in the room during the session and candidate asks for assistance on the exam.
- Candidate provides an inaccurate or fraudulent score report, and/or modifies an official score report.
- Candidate did not wipe whiteboard at exam's conclusion.
- Candidate is acting in an inappropriate manner.
- Candidate has inappropriate materials in view of the desktop.
- Candidate places an object over the camera to obstruct the proctor's view.
- Candidate is browsing the internet.
- Candidate is browsing other local resources during the exam.
- Candidate uses software to copy exam content.
- Candidate performs a copy/paste of exam content and saves content.
- Candidate takes a picture or video of the screen.
- Candidate is using "other" application on their computer.
- Candidate is using instant messaging on their computer.
- Candidate left the room (with or without informing the proctor).
- Candidate attempts to use a telephone or mobile device.
- Candidate attempts to use another computer.

\*Subject to change. Additionally, this list is not exhaustive, and so does not preclude other similar actions by the candidate from being considered a violation.

## Handling of Tests

WorldatWork will take all available precautions to ensure the appropriate and secure handling of completed in-person or virtual tests. In the rare and extreme case in which the tests become lost or unreadable, candidates will be required to undergo retesting without being charged a re-examination fee. Candidates will be responsible for their own travel-associated expenses for future testing.

## Candidate Score Report and Access to an Exam

Candidates will receive a score report after completing their exam (also via e-mail). The score report will show their exam score as well as the exam result ("pass" or "did not pass"). The score report will also show how the candidate performed for specific content areas. WorldatWork is unable to provide a candidate with their specific exam or specific questions within their exam. This is due to security purposes as well as to maintain the integrity and validity of the exam.

## Candidate Profile Account/Transcript

Once earned, the designations remain part of the candidate profile. The status of one's certification and expiration can be found in the candidate's online profile under Certification Status.

## Retesting: Candidate Does not Pass

Candidates unsuccessful on the examination are permitted to sit for the next exam administration after 30 days at a reduced fee.

### Exam Result Appeals Policy & Process

- Exam takers who wish to challenge their exam result may submit a written appeal via e-mail to [certification@worldatwork.org](mailto:certification@worldatwork.org).
- The written appeal should contain the following information:
  - Exam taker's name and e-mail address
  - Exam name
  - Reason for the exam result challenge
  - Evidence to support the exam result challenge
- The exam taker must submit the written appeal within 30 calendar days of the completion of the exam.
- The WorldatWork Certification Team will prepare the appeal and, when necessary, include additional information for review by the Exam Result Appeal Committee, and this may include a content review by a subject matter expert. If the WorldatWork Certification Team contacts the exam taker with a request for additional information or questions, the exam taker will need to respond with the requested information or answers within 7 business days.
- The WorldatWork Certification Team will then forward the appeal to the Exam Result Appeal Committee for review.
- The Exam Result Appeal Committee Consists of:
  - Director, Legal
  - Director, Worldwide Education and Certification
  - Director, Research and Insights
- The appeal will be reviewed by the Exam Result Appeal Committee within 15 business days of receipt of the written appeal.
- The WorldatWork Certification Team will notify the exam taker of Exam Result Appeal Committee's decision within 30 business days of hearing the appeal.
- If the Exam Result Appeal Committee upholds the exam taker's challenge and grants an appeal, the WorldatWork Certification Team will revise the exam result (pass/fail) in the exam taker's record and certification credit will be applied.

### Appropriate Use of the Certification

An individual who has been granted a WorldatWork certification may list the certification on LinkedIn, stationary, websites, business cards, and other promotional materials as:

First name, Last name, Professional Designation

First name, Last name, Abbreviation of specialty

Should the certification become inactive for any reason, the individual should immediately cease the use of the title "Professional Designation" and acronym designation.

## Recertification

Recertification is a part of your credential because it is proof of your continuing professional development and approaches to professional involvement. Recertification credits can be accumulated through a wide range of professional activities, including attending educational meetings, classes, and seminars, leadership roles, presenting, teaching, or developing educational content, and continual work in the field.

To retain a WorldatWork certification, a minimum of 12 recertification credits must be accumulated over a three-year cycle.

### Recertification Process

To recertify, candidates should complete the Recertification Application Form to collect all recertification credits. These credits will become part of your transcript/profile. The status of your certification and expiration can be found on My Profile under Certification Status. Certifications that are not maintained by filing an application every three years are considered out of date until the Recertification Application has been filed and approved. The Recertification Applications can be completed at any time.

## Recertification Categories

### 1. Advancing the Profession

#### Presenting

- Presenting a speech or conducting a conference/forum workshop that relates to your area of certification. WorldatWork Speaking credits are added automatically by WorldatWork. (2.0 credits per WorldatWork Event; 1.0 credit for non-WorldatWork Events)
- Active member of WorldatWork Faculty. WorldatWork Faculty credits are added automatically by WorldatWork. (1.0 credit per WorldatWork course taught, 3 credits max per year)
- Teaching seminars or courses related to your area of certification sponsored by an accredited college or university. (1.0 credit per “credit hour” as defined by the sponsoring institution, 3 credits max per year.)

#### Writing

- Publishing a text or other professionally relevant work as the sole author or co-author OR authoring a professionally relevant online article series or blog. (1 credit per publication/article series/blog. Maximum 4 credits per year) Contributing an article or chapter to a published work as an author or co-author. (2 credits per chapter of a book published, 4 credits max per year)

#### Projects

- Engagement in WorldatWork volunteer projects, as needed. (Credits typically awarded for contributions of 4+ hours; credits vary and will be disclosed by project lead)

#### Leadership

- For each year as a member of a WorldatWork Board, Committee or Advisory Board. These credits are added automatically by WorldatWork. (1.0 credit per year of service in each capacity)
- For each year as a Board member of a WorldatWork Local Network. These credits are added automatically by WorldatWork. (1.0 credit per year of service)
- Sharing knowledge and best practices through participation in benchmarking surveys (e.g., salary budget surveys, total rewards practices surveys) sponsored by WorldatWork. These credits are added automatically by WorldatWork. (0.5 Credit per survey)
- For each year of service as an officer/committee member of a local compensation, benefits, well-being or HR related organization/association/chapter other than WorldatWork. (0.5 Credit per position)

## 2. Conferences

- Attendance at a WorldatWork-sponsored conference or forum. WorldatWork
- Conference credits are added automatically by WorldatWork. (3 credits per event)
- Attendance at a conference or forum sponsored by a human resources organization, chapter, society, or consortium of organization other than WorldatWork. (1 credit per event)

## 3. Education

- Attendance/participation in a WorldatWork-sponsored classroom, e-learning, webinar or self-study course beyond those included for initial certification. WorldatWork attendance credits are added automatically by WorldatWork. (WaW Certification courses/exams = 2.0 credits per course/exam (0.5 per exam-only), WaW Immersion programs = 5 credits per event, WaW Certificate programs = 1 credit per certificate, Webinars = .5 credits each, WaW Education (all other) = 2 credits per event). Please note that for WorldatWork e-learning courses, recertification credits are earned after the learner completes the course completion declaration at the end of the course.
- Attendance at an educational seminar, symposium, workshop or other professional-development event that relates to your area of certification and is sponsored by an organization other than WorldatWork. This includes formal company training events related to your area of certification and/or participation in WorldatWork webinars when credit is not automatically posted to the recertification application.(Non-WaW education = .25 credits per hour of education)
- Attendance at college or university sponsored course that relates to your area of certification for at least one semester (quarter) in duration. (HR related College courses = 1 credit per university credit hour)

## 4. Memberships

- WorldatWork Membership. (1.0 Credit per year). WorldatWork Membership credits are added automatically by WorldatWork.)
- WorldatWork Local Network Membership Credit. (1.0 Credit per year).
- Membership in compensation, benefits, well-being, development or rewards-related human resource organizations, local chapters, societies or formally recognized human resources groups other than WorldatWork. Please use the full name of the association. (0.5 Credit per year)

### Recertification Review and Audit

Once the required recertification credits are accepted, the certification is automatically recertified on its renewal date. A new badge with a new expiration date will be generated.

WorldatWork audits a number of recertification applications annually and we may request a review of documentation of credits for up to one year after recertification. At the end of the current designation period, eligibility to earn new credits begins. There are no carry-overs.

## Candidate Confidentiality Agreement

To ensure the integrity of all WorldatWork credentials, all candidates must acknowledge the Candidate Confidentiality Agreement that follows:

*I understand, acknowledge, and agree:*

- That the questions and answers of the exam are the exclusive and confidential property of WorldatWork and are protected by WorldatWork's intellectual property rights;
- That I will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person without prior written approval of WorldatWork;
- That I will not remove from the examination room any exam materials of any kind provided or any other material related to the exam including, without limitation, any notes or calculations;
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- That I will not sell, license, distribute, give away, or obtain from any other source other than WorldatWork the exam materials, questions or answers.
- That I will not create or contribute to certification efforts competitive with the certification scheme for a period of three years from taking the examination.
- I agree that my obligations under this Agreement shall continue in force during the course of my certification.



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Total Rewards Association

