EVERY EXAM PREP · CHEAT SHEET

PHR Cheat Sheet 2026

The night-before summary, built like the exam.

90 Questions	**2h** Time limit	**Scaled score of 500** Passing score
$395 Exam fee	**HRCI, tests administered…** Governing body	

Figures come from HRCI's documents and the federal texts quoted for the practice bank, read in November 2026. It is a revision aid, not HRCI material.

The exam in six lines

- 90 scored questions plus 25 pretest; 2 hours plus 30 minutes of administration time.
- A scaled score of 500 passes.
- Fees: $395.00 exam, $100.00 application; no refunds once approved.
- Retake after 90 days; 180 calendar days to test after approval.
- Valid three years; 60 recertification credits or retake.
- Eligibility: one year with a master's degree, two with a bachelor's, four without a degree.

Area weights

- Business Management 14%; Workforce Planning and Talent Acquisition 14%.
- Learning and Development 10%; Total Rewards 15%.
- Employee Engagement 17%; Employee and Labor Relations 20%; HR Information Management 10%.

Who a law covers

- Title VII and the ADA: 15 or more employees. ADEA and COBRA: 20 or more.
- FMLA: 50 or more in 20 or more workweeks; worksite test of 50 within 75 miles.
- WARN: 100 or more. EEO-1: 100 or more. OSHA records: exempt at 10 or fewer.

Pay and hours

- Minimum wage $7.25. Exempt salary $684 a week; highly compensated $107,432.
- Workweek is 168 hours; overtime is at least one and one-half times the regular rate.
- ACA full time: 30 hours a week, or 130 hours a month.

Clocks

- Form I-9 section 2: three business days; keep three years after hire or one year after termination.
- FMLA: 30 days notice; five business days for the eligibility notice; 12 workweeks, or 26 for a servicemember.
- OSHA: death within eight hours; hospitalization, amputation, eye loss within 24 hours; log entry within seven days; keep five years.
- EEOC charge: 180 days, or 300 where a state or local agency has jurisdiction. an OSH Act retaliation complaint: thirty days.
- ADEA waiver: 21 days to consider, 45 for a group, 7 to revoke.
- WARN: 60 days. USERRA: apply within 14 days (31 to 180 days of service) or 90 days (more than 180).
- Records: payroll 3 years; time cards 2; personnel 1; FMLA no less than three; employment tax at least 4.

Source: HRCI, tests administered by Pearson VUE · Last verified November 22, 2026

Official sources

- eCFR (US Government) — 29 CFR Part 825 — The Family and Medical Leave Act of 1993: https://www.ecfr.gov/current/title-29/part-825
- eCFR (US Government) — 29 CFR Part 1630 — Regulations To Implement the Equal Employment Provisions of the Americans With Disabilities Act: https://www.ecfr.gov/current/title-29/part-1630
- HRCI — Certification Policies and Procedures Handbook: https://www.hrci.org/docs/default-source/pdf-documents/cert-handbook.pdf?sfvrsn=98ed0c3e_9

Free practice questions for this exam: www.everyexamprep.com/exams/hrci-phr/practice-test