**CHARTERED INSTITUTE OF HUMAN RESOURCE MANAGEMENT, GHANA**

**JANUARY 2024 EXAMINATION NOTICE**

Kindly note the following regarding the January 2024 Examination:

1.     Examination Registration begins from Saturday, October 14, 2023.

**(a) Exam Registration: October 14 – November 4, 2023**

**Exam Fee per Paper**

**Level 1:**GHS 170.00

**Level 2:**GHS 200.00

**Level 3:** GHS 250.00

**Student Subscription:** GHS150.00

**2.**    All payments including outstanding fees should be made into the Institute’s **Fidelity Bank Account No. 1050017376518 or Standard Chartered Bank Account No. 0100100589100** and a scanned pay-in-slip with the filled exam registration form sent to: **examinations@cihrmghana.org**

3.    **Alternative Payment:**

Alternatively, payments may be done through the Institute’s Momo Line:

**Step    1:** Send payment to **0546112127.**

**Step    2:**Use Your Index number (eg CIHRM 600/21) as Reference

**Step    3:**Send screenshot of payment and Filled Exam Registration Form

to **examinations@cihrmghana.org**

**Step    4:** Kindly ensure that you pick up your receipt from the HR Centre.

4.    **Other Regions**

Students from other regions should kindly contact their respective Learning Partners for registration and payments.

**5.**    **NB: Student ID cards are mandatory at all examination centres**

 6.    **January 2024 Examination Timetable.**

Examinations will take place from **January 9 – January 19, 2024**

Please find attached the provisional January 2024 Exam Timetable.

7.    **Examination Registration Form**

Find attached the exam registration form.

**NB:** Students are required to **FILL**Examination Registration forms and **PAY** Exam Registration and any outstanding fees during the Exam Registration period.

Sincerely,

**CIHRM**

**CHARTERED INSTITUTE OF HUMAN RESOURCE MANAGEMENT, GHANA**

**JANUARY 2024 PROVISIONAL EXAMINATION TIMETABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Level** | **Courses** | **Venue(s)\*** | **Time** |
| January 9, **Tuesday** | Level 3 | Business Communication | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm |
| January 10, **Wednesday** | Level 1Level 2 | General PsychologyOrganizational Behaviour | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm11:00am-2:00pm |
| January 11, **Thursday** | Level 3 | Legal Aspects of Human Resource Management | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm |
| January 12, **Friday** | Level 1Level 2 | Introduction to HRMIntroduction to Industrial Relations | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm11:00am-2:00pm |
| January 15, **Monday** | Level 3 | Industrial Relations Practice | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm |
| January 16, **Tuesday** | Level 1Level 2 | Business StatisticsAccounting | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm11:00am-2:00pm |
| January 17, **Wednesday** | Level 3 | Human Resource Development Practice | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm |
| January 18, **Thursday** | Level 1Level 2 | Principles of ManagementIntroduction to HRD | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm11:00am-2:00pm |
| January 19 **Friday** | Level 3 | Recruitment and Compensation Management | **Accra** **Kumasi****Takoradi****Ho****Sunyani** | 11:00am-2:00pm |

**NB: Kindly note that Examination Venues would be communicated in due course. For inquiries, please call the following contact numbers of the respective Learning Partners:**

**The HR Centre, Accra:** + 233 (0) 269220210 / + 233 (0) 242438758

**Quick HR Solutions, Kumasi:** + 233 (0) 205111921 / + 233 (0) 242311260

**Corporate Excellence Consult Ltd (CECL), Takoradi:** + 233 (0) 307 002727 / +233 (0) 579676146.

**Ghana Institute of Leadership and Development Studies (GILDS), Ho:** +233 (0) 249866155 /+ 233 (0) 262 254 465

**Softadvisory Consulting and People Intelligence, Sunyani:** +233 (0)0543872212

Passport Photo

PROFESSIONAL CERTIFICATION PROGRAMME

EXAMINATION REGISTRATION FORM

**Student Particulars**

First Name(s)……………………………………………………………Last Name(S)……………………………………………………

Other Name(s) ………………………………………………………… Student Number: …………………………………………….

Postal Address…………………………………………………………………………………………………………………………………..

Telephone No.:………………………………………………………….Email:……………….………..………………………………….

**Examination Particulars**

**Exam Year:** …………………………………………………….……Month………………………….…………………………………….

Level you are applying to sit: Level 1 Level 2 Level 3

**Exams Centre**: Accra Kumasi Takoradi Ho Sunyani

**Level 1 Level 2**

01: General Principles of Mgt. 05: Organizational Behaviour

02: Intro. to Human Resource Mgt 06: Intro to Human Resource Development

03: General Psychology 07: Fundamentals of Accounting

04: Business Statistics 08: Introduction to Industrial Relations

**Level 3**

09: Legal Aspects of HRM

10: Industrial Relations Practice

11: Recruitment & Compensation Mgt.

12: Human Resource Development Practice

13: Business Communication

Signature:…………………………………………………………………………Date:…………………………………………………..

**FOR OFFICE USE ONLY**

Amount paid: …………………………………….Receipt No: ………………………………Date Received: …………………..

Applicant Meets Examination Requirements: Yes No

Name Of Officer Processing Form: ……………………………………………………………………………….....................

Signature:…………………………………………………………………Date:………………………………………………………………..