

**CHARTERED INSTITUTE OF HUMAN RESOURCE MANAGEMENT, GHANA  
JANUARY 2025 EXAMINATION NOTICE**

Kindly note the following regarding the January 2025 Examination:

1. Examination Registration begins from Saturday, October 12, 2024.

**(a) Exam Registration: October 19 – November 2, 2024**

**Exam Fee per Paper**

**Level 1:** GHS 270.00

**Level 2:** GHS 300.00

**Level 3:** GHS 350.00

**Student Subscription:** GHS 200.00

**(b) Late Exam Registration: November 4 – 9, 2024**

**Exam Fee per Paper**

**Level 1:** GHS 405.00

**Level 2:** GHS 450.00

**Level 3:** GHS 525.00

**Student Subscription:** GHS 200.00

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 800/21) 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 Centres for registration and payments.

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

6. **January 2025 Examination Timetable.**

Examinations will take place from **January 6 – January 17, 2025**

Please find attached the provisional January 2025 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 2025 PROVISIONAL EXAMINATION TIMETABLE**

<b>Date</b>	<b>Level</b>	<b>Courses</b>	<b>Venue(s)*</b>	<b>Time</b>
January 6, <b>Monday</b>	Level 3	Business Communication	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	11:00am-2:00pm
January 8, <b>Wednesday</b>	Level 1  Level 2	General Psychology  Organizational Behaviour	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	11:00am-2:00pm  11:00am-2:00pm
January 9, <b>Thursday</b>	Level 3	Legal Aspects of Human Resource Management	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	11:00am-2:00pm
January 10, <b>Friday</b>	Level 1  Level 2	Introduction to HRM  Introduction to Industrial Relations	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	11:00am-2:00pm  11:00am-2:00pm
January 13, <b>Monday</b>	Level 3	Industrial Relations Practice	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	11:00am-2:00pm
January 14, <b>Tuesday</b>	Level 1  Level 2	Business Statistics  Accounting	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	11:00am-2:00pm  11:00am-2:00pm
January 15, <b>Wednesday</b>	Level 3	Human Resource Development Practice	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	11:00am-2:00pm
January 16, <b>Thursday</b>	Level 1  Level 2	Principles of Management  Introduction to HRD	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	11:00am-2:00pm  11:00am-2:00pm
January 17 <b>Friday</b>	Level 3	Recruitment and Compensation Management	<b>Accra Kumasi Takoradi Ho Sunyani Tamale</b>	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 Centres:

1. The HR Centre, **Accra**: 0269220210 /0242438758
2. Quick HR Solutions, **Kumasi**: 0205111921 / 0242311260
3. Corporate Excellence Consult Ltd (CECL), **Takoradi**: 0307002727 / 0579676146.
4. Ghana Institute of Leadership and Development Studies (GILDS), **Ho**: 0249866155 /0262254465
5. Softadvisory Consulting and People Intelligence, **Sunyani**: 0257554907/0543872212
6. Softadvisory Consulting and People Intelligence, **Tamale**: 0241097517/0543872212



CHARTERED INSTITUTE OF HUMAN RESOURCE MANAGEMENT, GHANA

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  Tamale

**Level 1**

- 01: General Principles of Mgt.
- 02: Intro. to Human Resource Mgt
- 03: General Psychology
- 04: Business Statistics

**Level 2**

- 05: Organizational Behaviour
- 06: Intro to Human Resource Development
- 07: Fundamentals of Accounting
- 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:.....