



BIOR

The British
Institute
of Recruiters

Your Journey to Certification & Membership

Your quick and easy guide to gaining a definite competitive advantage

Register your interest
on our website **STEP
01**

**STEP
02** Receive application
form and details from
our certification &
membership team

Submit completed
forms **STEP
03**

**STEP
04** Make payment

Take and pass the
Certification Assessment
that covers the Conduct
Regulations and the BIOR
Code of Professional and
Ethical Conducts **STEP
05**

**STEP
06** Reference Check part (a)
Provide a client reference

Reference Check part (b)
Provide a candidate
reference



Congratulations
you have just joined the
fast-growing number of
Certified recruiters



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How to gain Certification & Membership

STEP 01

Register your interest using the BIOR Bot on our website

STEP 02

Upon receipt of your contact information you will receive a call from the BIOR Certification & Membership team who will provide the information you need and documents to complete.

STEP 03

Please complete the BIOR Certification & Membership form and the Fee Confirmation form provided and email them to accounts@ior.org

STEP 04

Upon receipt of the completed forms the BIOR Certification & Membership team will contact you to take payment via your chosen method and provide an invoice.

STEP 05

After your payment has been received your BIOR portal login details will be set up and sent to you, allowing access to resources, services and the Certification Assessment.

STEP 06

Provide a client and candidate reference on the supplied BIOR template reference forms.

You will be required to take the Certification Assessment and provide client and candidate references within 3 months of payment to receive your Certification.

Upon passing your Certification Assessment, you will receive a welcome pack containing everything you need.