



MRA's HR Passport: Flexible HR Training for Your Entire Team

HR Passport FAQs

1. How many courses are included in the HR Passport?

The HR Passport comes in three packs to fit the training needs of your organization: 5, 10, or 15 courses.

HR Passport Essentials: 5 courses

A practical starting point for foundational HR development or targeted skill building. Ideal for smaller teams or organizations looking to address specific learning needs.

HR Passport Plus: 10 Courses

Expand development opportunities across your HR team with greater flexibility to support multiple employees and a broader range of HR topics.

HR Passport Premier: 15 Courses

Maximize your investment in HR excellence. Ideal for organizations committed to building comprehensive HR capability through ongoing professional development.

2. What types of training are included?

Your HR Passport includes access to instructor-led classes (virtual and in-person) covering legal compliance and human resources. Click [here](#) to see the list of eligible courses. MRA retains the discretion to cancel training due to low enrollment and for other business reasons.

3. How long is the HR Passport valid?

One year from your date of purchase. All classes purchased through HR Passport(s) must be completed while the HR Passport is active or regular pricing will apply.



4. Can multiple people use one HR Passport?

Yes, courses eligible for an HR Passport can be taken by multiple people in your organization.

5. Do the trainings provide CEU credits?

Yes! All eligible courses provide HRCI and SHRM [certification credits](#).

6. Is this only for members?

Yes, the HR Passport is a member-only benefit. Class registrants must be employees of members. If the registrant is no longer employed with a member organization, the organization may substitute a different employee before the Passport expires. If an organization's membership is cancelled, the Passport and any remaining registrations are canceled.

7. What if I can't attend a class I registered for?

Registered participants should notify MRA Registrations by phone (800-488-4845) or email (registrations@mrnet.org) as soon as they know they cannot attend. The Registrations team will assist in rescheduling your training. If the course occurs after your HR Passport expires, a different eligible course can be substituted.

8. What additional exclusions and terms apply to the HR Passport and on-demand library?

Rules and restrictions of the HR Passport are outlined in the terms and conditions starting on page 3 below.

Can a purchased HR Passport be converted to a larger or smaller pack?

Additional HR Passports can be purchased to provide additional courses. HR Passport Plus and HR Passport Premier cannot be converted to HR Passport Essentials.

HR Passport Terms and Conditions

Last Updated: July 24, 2026

Member purchases HR Passport(s) from MRA – The Management Association for a fee, subject to the following terms and conditions.

MRA MAY UPDATE THESE TERMS AT ANY TIME. BY USING THE HR PASSPORT, MEMBER ACKNOWLEDGES HAVING READ AND AGREED TO THESE TERMS OF SERVICE. IF MEMBER DOES NOT AGREE TO THESE TERMS, THEY MAY NOT USE THE HR PASSPORT.

Eligibility

Only current members of MRA – The Management Association (“Members”) may purchase HR Passport(s). Each class registrant using an HR Passport must be a current employee of a member. If a class registrant’s employment ends before they can attend, the Member may substitute a current employee before the HR Passport expires. If a Member’s MRA membership is cancelled, all associated class registrations are cancelled.

TERM

THE HR PASSPORT IS VALID FOR ONE (1) YEAR FROM THE DATE OF PURCHASE. ALL CLASSES PURCHASED USING THE HR PASSPORT MUST BE COMPLETED WHILE THE PASSPORT IS ACTIVE; OTHERWISE, REGULAR PRICING WILL APPLY.

Inclusions

The HR Passport provides access to MRA instructor-led courses (virtual and in-person), subject to availability and exclusions. MRA may cancel training sessions due to low enrollment or other business reasons.

Class Cancellations and No Shows

Registered participants should notify MRA Registrations by phone or email as soon as they know they cannot attend. The Registrations team will assist in rescheduling your training. If the course occurs after the HR Passport expires, a different eligible course can be substituted before the expiration or regular pricing will apply.

Exclusions

Certain HR training content is excluded from the HR Passport, including PHR/SPHR/aPHR certification preparation courses, conferences, special events and webinars. These must be purchased separately.

Transfers

HR Passport(s) are non-transferable to other organizations.

Fees

The Member must pay the full HR Passport(s) fee at the time of purchase and agrees to abide by the current fee schedule.

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TERMINATION

THE MEMBER MAY TERMINATE THE HR PASSPORT AT ANY TIME BY EMAILING MRA REGISTRATIONS AT REGISTRATIONS@MRANET.ORG OR BY CALLING 800-488-4845. HR PASSPORT FEES ARE NON-REFUNDABLE. MRA MAY TERMINATE THE HR PASSPORT FOR VIOLATIONS OF THESE TERMS AND CONDITIONS OR IF A CONFLICT OF INTEREST IS IDENTIFIED.