



## **Robert Morris University** **PHR/SPHR Certification Preparation Course**

Moon Township Campus, Hale 301  
Saturdays 8:30 a.m. – 12:30 p.m.

February 25 – April 28, 2012 (RMU Closed on April 7)



### **Set your sights on certification.**

Our Human Resource certification preparation course is designed primarily for individuals seeking a professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification.

This intensive 9-weeks Saturday program combines expert instruction with the SHRM Learning System, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam

### **Let us guide you to success.**

Achieving major career goals is challenging and time consuming. But, the road to success is easier when an experienced guide provides a roadmap and keeps you on track. If your goal is HR certification, we'll lead you to success. Our instructors focus on critical exam content, and our structured classroom environment accelerates learning and improves retention.

This course is offered in partnership with the Society for Human Resource Management (SHRM), the world's largest association devoted to human resource management.

Thousands of HR professionals have earned their PHR or SPHR certifications by using the SHRM Learning System, the #1 ranked certification prep tool. Course fees often qualify for tuition reimbursement and you can earn 3.5 continuing education credits (CEUs) for completing this course.

The 2012 SHRM Learning System is filled with new features, including innovative SmartStudy tools that help streamline your study time and build confidence for passing the certification exam.

Follow these steps to success:

- **ASSESS:** take our assessments to determine your current knowledge and gaps, with the results weighted against tested areas on the certification exam (PHR or SPHR).
- **STUDY:** use assessment results to identify your learning priorities, create your personal study plan, estimate study time and apply learned knowledge.
- **PASS:** complete the post-test and use other testing preparation tools to validate your learning and refine your study plan as you prepare to pass the exam. SmartStudy is like having a compass pointing toward content you most need to study.

## The most up-to-date learning modules.

Modules were updated to reflect the new HR practice and legislation in the HR Certification Institute's body of knowledge

### **Business Management and Strategy**

- Strategic role of HR in organizations
- HR business management skills
- Strategic planning process
- Evaluating the internal/external environment
- HR and the legislative and regulatory environment

### **Workforce Planning and Employment**

- Employee rights, privacy and consumer protection legislation
- Organizational staffing requirements
- Job analysis and documentation
- Recruitment, flexible staffing, selection and retention

### **Human Resource Development**

- Organizational development initiatives
- Adult learning and motivation; Training and development
- Talent and performance management

### **Compensation and Benefits**

- Compensation structure and systems
- Benefit programs (Government mandated, deferred comp plans, health care and other non-statutory benefits)
- Compensation and benefits legislation
- Evaluating compensation and benefits programs

### **Employee and Labor Relations**

- Employee and labor relations legislation
- Union organizing and collective bargaining
- Unfair labor practices
- Discipline and complaint resolution

### **Risk Management**

- Organizational risk
- Workplace safety, health, security and privacy
- Risk management legislation

## More ways to learn

Whatever your learning style, you'll find ways to test your knowledge and build confidence. Use our interactive case study, featuring real-life scenarios and questions, to apply your knowledge. Check out the Online Learning Center for a wealth of supplemental study materials.

- Quickstarts – guided overviews for each module highlight key topics
- Assessment – identifies topics a participant already knows and those areas that require more time and attention
- Tests – more than 1,000 questions for continually testing knowledge and comprehension

- Post-test – weighted and balanced to mimic the scored PHR/SPHR exam; presented in the style and format used by the HR Certification Institute
- Online Resource Center – includes downloadable audio and web casts, flashcards (printed, online or audio), HR updates, related links, feedback feature and more

Best of all, you can access the SHRM Learning System via your PC, laptop, your mobile device, or e-reader device making it easy to study wherever and whenever you have time.

## Upcoming classes and course investment.

**The course investment includes the SHRM Learning System modules, online learning center, access to the Online Resource Center, instructor handouts, and 36 hours of classroom instruction.**

Spring 2012 (2/25/2012 – 4/28/2012) for SHRM Member: \$1,095

Spring 2012 (2/25/2012 – 4/28/2012) for Non-SHRM Member: 1,145

*\* To allow time to order your course materials, please register by January 13<sup>th</sup>.*

## Register now. Classes fill quickly and space is limited.

Prepare for certification with RMU's SHRM Learning System course. It's easy to register:

ONLINE: Visit our Web site at [RMU/contined](#)

BY FAX: Send your completed registration form with major credit card information to 412-397-2528

BY MAIL: Complete the registration form and send it with a check or credit card information. Make check payable to *Robert Morris University* and mail it to Yvonne Miller, Online & Off-Campus Programs, Robert Morris University, 6001 University Boulevard, Moon Township, PA 15108-1189

**\*\*\*Registration deadline is Wednesday, February 15, 2012\*\*\***

## Cancellation Policy

Full refunds are given when a class is cancelled by RMU. Course fees will be fully refunded if requested before course start date.

## HR Certification Institute Testing

The HR Certification Institute now requires HR professionals sitting for the PHR or SPHR exams to have a combination of demonstrated work experience and education. Visit [www.hrci.org](http://www.hrci.org) for more details.

All certification testing is computer-based and conducted at the 250 Prometric Test Centers around the country. If you have any further questions regarding the PHR or SPHR exams, visit [www.hrci.org](http://www.hrci.org), or call 1-866-898-4724 or e-mail [Info@hrci.org](mailto:Info@hrci.org).

## HR Certification Institute Exam Dates

For best results, schedule your certification exam for a date that is after the end of your particular class section. The next test window is (May 1 through June 30, 2012)/(December 1, 2012 through January 31, 2013).

While no single course of study guarantees success on the HR Certification Institute exams, the SHRM Learning System has effectively helped thousands of individuals prepare for certification.

HR Certification institute Exam Schedule		
Exam Testing Window	Regular Application Deadline	Late Application Deadline
Spring PHR/SPHR	March 9, 2012	April 13, 2012
Winter PHR/SPHR	October 5, 2012	November 9, 2012

“HR certification strengthens resumes, increases and refreshes knowledge of HR practices and helps HR professionals demonstrate their commitment to the profession”

## For More Information

ON THIS COURSE: Please contact Yvonne Miller by calling 412-397-6307 or sending an e-mail message to [millery@rmu.edu](mailto:millery@rmu.edu).

Other Resources:

- Society for Human Resource Management (SHRM): [www.shrm.org](http://www.shrm.org)
- HR Certification Institute: [www.hrci.org](http://www.hrci.org)