

## Fees & Registration

### Who Should Attend

The course is specifically designed for managers and staff members with experience in general management or human resource management who are interested in becoming PHR® or SPHR® certified.

- HR practitioners seeking professional development to advance their career
- Experienced managers who are new to the human resource field
- Other mid-level managers pursuing career change or promotion
- HR professionals planning to take the PHR® or SPHR® certifications exams

### Course Fees

The registration fee is \$925 for SHRM® members and \$950 for non-members. The course fee includes the SHRM Learning System® for each student. Materials are distributed during the first session.

### Registration

Enrollment is on a first-come, first-served basis and is limited to the first 45 participants registered. To register for the classroom version at Salt Lake Community College, please complete the attached registration form. To allow time to order your course materials, the registration form and fee payment **must** be received by

**Wednesday, August 19, 2009.**

Confirmation will be mailed to you upon receipt of payment. List only one person per form. Credit cards are **NOT** accepted. Checks should be made payable to Utah State University and sent to:

Suzette Alder, Program Coordinator  
Department of Management  
3555 Old Main Hill  
Utah State University  
Logan, UT 84322-3555



Utah State University  
DEPARTMENT OF MANAGEMENT  
3555 Old Main Hill  
Logan, UT 84322-3555  
Phone: (435) 797-1789  
Fax: (435) 797-1091

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UTAH STATE UNIV

# REGISTER NOW!

## Enhance Your Career Potential

Become PHR® or SPHR® Certified  
IN PARTNERSHIP WITH



SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

A preparation course for these national certifications is offered by Utah State University in partnership with the Society for Human Resource Management (SHRM®)



UTAH STATE UNIVERSITY  
DEPARTMENT OF MANAGEMENT

<http://huntsman.usu.edu/management/html/certification-course>

Email: [suzette.alder@usu.edu](mailto:suzette.alder@usu.edu)

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Fax: (435) 797-1091

# Professional in Human Resources (PHR®) and Senior Professional in Human Resources (SPHR®)

## Overview

Utah State University, in conjunction with the Society for Human Resource Management (SHRM®), offers a 12-week course as preparation for the Professional in Human Resources (PHR®) and Senior Professional in Human Resources (SPHR®) certification exams. Upon completion, human resource practitioners will be better prepared to take the Human Resource Certification Institute (HRCI) national certification exams.

The course has proven to be of value for people who are new to human resources as well as for experienced practitioners who wish to take the course simply for their personal development. SHRM® provides a certificate to those who successfully complete the course. In addition, you can earn 3.5 continuing education units (CEUs).

USU faculty members in the Department of Management teach the course. This course provides an overview of key areas of human resource management. Six modules cover the functional areas, responsibilities, and associated knowledge as defined by the human resource profession.

- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management

Materials have been updated to meet 2009 PHR® and SPHR® exam specifications. SHRM Learning System® software on CD features module-specific tests, links to related information, application questions, e-Flashcards, and 1800 different questions to improve test-taking skills.

## Benefits of Certification

Many human resource professionals have found that national certification gives them an edge.

- Provides recognition of professional achievement
- Aids career advancement
- Serves as a visual reminder of professional status
- Demonstrates a master of human resource knowledge on a national level
- Shows commitment to keeping abreast of new developments in the field

## Classroom Version

The course is taught on Thursday evenings from 6-9 p.m. in the Business Building, Room 119 at the Salt Lake Community College-Redwood Campus (4600 South Redwood Road). The course runs for 12 sessions on Thursday evenings beginning September 3 through November 19, 2009. Fees for the course are \$925 for SHRM® members and \$950 for non-members. The fee includes the SHRM Learning System® manuals, SHRM Learning System® software on CD-ROM, access to the Resource Center, instructor handouts, and 36 hours of classroom instruction.

## HRCI Exam

These classes will provide preparation for the computer-based HRCI examination. **You must have a minimum of two years of exempt-level experience in human resources to be eligible to sit for the HRCI exams.** Exams are scheduled during a two-month window (December 1, 2009 through January 31, 2010). (Please note that HRCI exam fees are separate from course registration fees.) For more information, you may visit— [www.hrci.org](http://www.hrci.org), or call— (866) 898-4724, or e-mail— [info@hrci.org](mailto:info@hrci.org).

## Registration for SHRM Preparation Classes

Name \_\_\_\_\_ (Please list name as shown on driver license) \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Day Phone \_\_\_\_\_

SHRM No. \_\_\_\_\_ Chapter \_\_\_\_\_ Evening Phone \_\_\_\_\_

## SHRM Members: \$925 / Non-members: \$950

- September 3 — November 19, 2009

## Method of Payment

- Enclose check. Make payable to Utah State University.