

SHRM Certification Seminar

To Prepare for PHR/SPHR Certification Exam



SHRM Certification Seminar, offered at Lewis University, is co-sponsored by the South Chicago Suburban Chapter of SHRM and the Human Resource Management degree program in the Lewis Psychology Department.

January 26 - April 12, 2012
Thursday evenings, 6:00 - 9:30 p.m.

SCHEDULE

Thursdays, 6:00-9:30 p.m.
 January 26 - April 12, 2012
 12 in-class sessions

LOCATION

Classes will meet in Room LR 303 (LRC) at the Lewis University main campus, One University Parkway, Romeoville, Illinois, 60446. The campus is north of Joliet and south of Bolingbrook, off of I-55 at Route 53. A campus map and driving directions can be found at www.lewisu.edu/campuses

FEES

The registration fee covers all course materials, including six modules (reference materials) on each topic area developed by SHRM. There will be no refunds after the course begins.

Current SHRM Members and Lewis Alumni	\$900
Other non-credit students	\$950
Participants Registered for Undergraduate Credit (3 semester hours)	\$1,800

CERTIFICATION EXAM

May 1, 2012 - June 30, 2012

(not offered at Lewis).

Fees do not cover the certification exam itself, but students will receive application materials. Experience guidelines apply for non-students. To earn either the Professional in Human Resources (PHR) designation or Senior Professional in Human Resources (SPHR) designation, candidates must have two (2) years of Human Resources exempt-level experience. Prospective test-takers should check the following site for locations to register for the test: www.hrci.org/Certification/Examapp/Apply/ Past students have about a 70% pass rate which is just above the national average.

OFFICIAL SHRM TRAINING

Lewis University uses the official SHRM Learning System, the only program authorized by the Society for Human Resource Management (SHRM). The 2012 SHRM Learning System content was updated and aligned to reflect the HRCI body of knowledge tested in the PHR and SPHR exams. The 2012 Learning System features new product enhancements based on student feedback, changes in legislation, and recent HR developments. The goal is to continually provide the most comprehensive HR certification preparation and professional development tools available.

ABOUT SHRM SEMINAR

- The facilitator, Ellie Moore, is GPHR & SPHR certified, with more than 20 years of HRM experience.
- The content of the seminar prepares students with direct instruction and with practice tests, including a formal simulation of the actual HRCI tests.
- About half of seminar participants take the certification exams (requires separate registration with HRCI.) Our pass-rate is about 70%, just above the national average. All recognize the value of intensive exposure to the current topics, legal interpretations and methods in the field. Since many have not had focused training in all areas of HRM, the seminar gives valuable career development.
- You can also register for 3 undergraduate credits. Credits can be transferred to accredited schools. Students who are enrolled in the Human Resource Management major in the Psychology Department at Lewis University, can use those credits as electives within their HRM degree program. The course number is: L6-369-1 [SHRM Pre-Certification Seminar].

SEMINAR SESSIONS

Strategic Business Management

Role of human resources in organizations, strategic planning process, measuring human resources effectiveness, ethical issues affecting human resources

Workforce Planning and Employment

Equal Employment Opportunity / Affirmative Action, gender discrimination and harassment in the workplace, job analysis and documentation, selection, employment practices

Human Resource Development

Human resource development and the organization, adult learning and motivation, career development, developing leaders, performance management

Total Rewards

Key legislation, total compensation and the strategic focus of the organization, introduction to benefit programs, compensation and benefit programs for international employees

Employee and Labor Relations

Key legislation affecting employee and labor relations, employee relations and organizational culture, employee involvement strategies, positive employee relations, unfair labor practices

Risk Management

Key legislation, safety, health, security

Summary Session

Final material, practice exam and discussion of areas of particular concern to participants

TO REGISTER OR FOR MORE INFORMATION

Please call Maggi Pfrommer at (815) 836-5650 or by e-mail pfrommma@lewisu.edu

The SHRM Learning System Certification Seminar Spring 2012

Name (Last)	(First)	(Middle)	
Address	City	State	Zip
Home phone	Work phone	E-mail address	
Organization-Location			

Please register me for the Spring 2012 **non-credit** seminar series. This seminar will be taught on Thursday evenings beginning January 26, 2012. The class is scheduled to meet from 6:00 - 9:30 PM in Room LR 303 (LRC Building) on the main campus at One University Parkway, Romeoville, IL 60446.

Registration Fee:

- | | | |
|---|----------|-------------------------|
| <input type="checkbox"/> SHRM Members or Lewis Alumni | \$900.00 | Course Number: L6-369-2 |
| <input type="checkbox"/> Non-Members | \$950.00 | Course Number: L6-369-3 |

Payment Options:

Total Amount Enclosed: \$ _____

Check Number: _____

Personal check, company check, and credit card payment are accepted. Make checks payable to Lewis University.

Cancellations:

Cancellations must be made on or before January 12, 2012. **Cancellations received after this date will not be fully refunded.**

Registration Submission:

Interested SHRM participants should submit this registration form along with the "Professional Certificate/Seminar-Student Data Form" which should be downloaded from the Lewis University website at www.lewisu.edu/shrm

FAX Registration form along with student data form to (815) 838-8990, Attn. SHRM

Or mail both forms to:

Lewis University
Box 621-SHRM
One University Parkway
Romeoville, IL 60446-2200

Questions may be addressed to Maggi Pfrommer at (815) 836-5650
or by e-mail pfrommma@lewisu.edu

