

University of Nevada, Las Vegas

Educational Outreach

Fall 2009

*Professional in Human Resources/
Senior Professional in Human Resources*

PHR/SPHR Certification Preparation

- *Enhance your career by earning this national designation*
- *SHRM Learning System*
- *Intensive 36-hour program*
- *Evening or weekend format*
- *UNLV Certificate Program*
- *Higher pass rates for those taking university preparation programs*



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Professional Development Center
(702) 895-3867
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<http://edoutreach.unlv.edu>

UNLV
UNIVERSITY OF NEVADA LAS VEGAS

Prepare for HR certification with the SHRM Learning System® Course

If you've been planning to earn your Professional Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, now is the time to enroll in our updated and expanded Human Resource Certification Institute (HRCI) exam preparation course based on the SHRM Learning System®.

We offer this program in cooperation with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the 2009 SHRM Body of Knowledge and includes application exercises that develop specific competencies and decision-making skills. **The pass rates are consistently higher for those who complete university preparation programs.**

By attending our course, you will develop new knowledge and skills that will improve your workplace effectiveness immediately. By enrolling in our classroom based format, you also get the added benefit of

- A structured classroom environment that enhances learning and helps you stay on track.
- Experienced instructors to explain concepts and apply them to your industry.
- Opportunities to network and share real-world experiences with other HR professionals.
- Minimizing travel and maximizing employer tuition assistance.

There's never been a better time to pursue your PHR® or SPHR® designation. With our blended approach, you'll learn from printed workbooks, software, online tools and a dynamic classroom experience. In addition, you can earn 3.6 continuing education units (CEUs) and the UNLV and SHRM certificates for completing this course.

The SHRM Learning System® course provides an in-depth study of key areas in human resource management. Course materials include six intensive print modules that correspond to the six functional areas, responsibilities, and associated knowledge defined by SHRM and the HRCI:

- **Strategic Management**
Includes the role of HR in organizations, the strategic planning process, assessing the internal environment, scanning the external environment, evaluating HR's strategic contributions, ethical issues affecting organizations, and HR and the legislative and regulatory environment.
- **Workforce Planning and Employment**
Covers key legislation affecting employee rights, privacy and consumer protection, EEO/Affirmative Action, gender discrimination and harassment, organizational staffing requirements, job analysis

and documentation, recruitment, flexible staffing, selection and retention, organizational exit, and employee records management.

- **Human Resource Development**

Examines key legislation, HRD and the organization, organizational development initiatives, adult learning and motivation, training and development, talent management, developing leaders, and performance management.

- **Total Rewards**

Includes key compensation legislation, total rewards and the strategic focus of the organization, compensation structure, compensation systems, introduction to benefit programs and key benefits legislation, government-mandated benefits, deferred compensation plans, health-care benefits, other nonstatutory benefits, compensation and benefits for international employees, and evaluating the total rewards system and communicating it to employees.

- **Employee and Labor Relations**

Covers laws affecting employee and labor relations, employee relations and organizational culture, employee involvement strategies, measuring employee attitudes, policies, procedures, and work rules, discipline and complaint resolution, labor relations legislation and union organizing, unfair labor practices, collective bargaining, and strikes and secondary boycotts.

- **Risk Management**

Examines organizational risk, key legislation, safety, health, security, and privacy.

Besides being a powerful tool for PHR® or SPHR® certification preparation, this strategic course fosters professional advancement and builds confidence for managing HR challenges.

Features That Deliver

The SHRM Learning System® offers a variety of study features that reinforce concepts and help students prepare for the certification exam:

- Periodic online updates cover significant changes in legislation and HR policies
- Comprehensive bank of test questions – more than 1,600 in all
- Practice tests that are formatted to mimic the current HRCI exam experience
- An interactive case study featuring real-life scenarios to test students' ability to apply concepts learned throughout the course
- SPHR Preparation Book to help students take a more strategic approach, applying information across functional areas
- Access to the SHRM Learning System® Resource Center, featuring HR updates, Webcasts, test-taking tips, related links, and eFlashcards that can be printed or downloaded to a PDA

Designed to Advance Your Career

The course is designed for managers and staff in general management or human resource management positions:

- HR professionals planning to take the PHR® or SPHR® certification exam
- PHR® professionals seeking to “upgrade” their certification to SPHR®
- Certified HR professionals needing credits for PHR®/SPHR® recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion
- Individuals needing recertification credits

Don't miss our upcoming session. Take our course, earn your certification and be ready for career advancement.

The SHRM Advantage

Fee includes SHRM Learning System (A \$500 + value), additional materials including supplemental SPHR materials, a 2010 membership in the Southern Nevada Human Resource Association for non-member registrations, materials, CEUs and re-certification hours, and a certificate suitable for framing. (No refund after class has started).

Attend the Orientation Session: Course # 093CP6118

Tue., 5:45-7:15pm, September 1, 2009

Call 895-3394 to register at no charge, and receive location information.

Convenient classes for professionals with full schedules:

Section I: B093CP6116A

Gary Cottino, SPHR, Bill Turk, SPHR

Tues. 6-9 pm, Sept. 8-Dec. 1

UNLV Paradise Campus (PAR) Room 125

Section II: B093CP6116B

Sylvia Schaerer, SPHR

Sat. 9-4pm, Sept. 12 & 26, Oct. 10 & 24, Nov. 7 & 21

UNLV Main Campus, Beam Hall (BEH) Room 242

FEES: EARLY BIRD REGISTRATION: BEFORE Sept. 3, is \$1,340 (non members of local SHRM Chapter) or \$1,180 (local SHRM Chapter members)

After Sept. 3, \$1,360 and \$1,200

SHRM is the world's largest association devoted to human resource management, with more than 200,000 members. A leader in HR education, SHRM has created the most complete certification preparation system available. Featuring printed materials, software, online tools and a classroom curriculum, it helps learners consistently beat the national exam pass rates.

You may qualify for tuition reimbursement from your employer upon successful completion of the program.

Examination Information

The fee to sit for the PHR exam is \$250 for national SHRM members and \$300 for non-members. The SPHR is \$375 for national members and \$425 for non-members. Registration deadline for exam is October 9, 2009. You must have a minimum of two years' exempt-level experience to sit for the test.

All certification testing is computer-based and conducted at the 250 Prometric Test Centers around the country. For information regarding the next testing period and exam fees visit www.hrci.org.

We will discuss the test-application process at the Orientation, which gives you time to officially apply for the test.

Computer-based Testing

All certification testing is computer-based and conducted at a Prometric Test Center. The next testing period is December 1, 2009 – January 31, 2010. For best results, schedule your certification exam for the week after the end of your particular class section.

Course Investment

The course fee includes the SHRM Learning System® print modules, online learning software or CD ROM, access to the online Resource Center, instructor handouts, and 36 hours of classroom instruction. While no single course of study guarantees success on the HRCI examinations, thousands of individuals have used the SHRM Learning System® to effectively prepare for the exams.

Register now. Classes fill quickly and space is limited!

Isn't it time you prepare for the PHR® or SPHR® certification exam? These valuable credentials will set you apart from other HR professionals and open the door to new career opportunities.

Instructor Profile

GARY COTTINO holds the SPHR designation from the national Society for Human Resource Management. He is a Past President of the local Southern Nevada Human Resource Association and the Nevada State Association. He has been active in teaching the PHR/SPHR preparation course as well as courses within the Basic and Advanced Human Resource Certificate Program. His classes have been highly evaluated because of his wealth of experience and his ability to deliver classes with humor.

"Gary really knows his materials. He provides an excellent foundation of the guiding principals and practices that promotes the foundation necessary to build knowledge and skills needed in the HR field."

BILL TURK holds the SPHR designation from the national Society for Human Resource Management and is Training Manager at Southwest Gas. He has been involved in ASTD and the local Southern Nevada Human Resource Association for many years, and has developed and presented many training modules, classes and workshops for Southwest Gas.

"Bill's energetic approach makes his sessions interesting and informative."

SYLVIA R. SCHAEERER, SPHR, was the MGM Grand University training manger and is now a consultant. Her background includes experience as a human resources manager in various industries, including medical and small business. She is an international HR consultant and trainer. She has been recognized for her workforce training efforts and commitment to the field of human resources.

"Special thanks to Sylvia who provided the right type of classroom environment and consultation about how to approach the subject matter, as well as being very professional, personable and accessible to all of us. She exhibited the traits that a learning organization leader should have and we are the beneficiaries."

In the Fall, 2009, 28 UNLV students took the exam. 89% passed the PHR; 100% passed the SPHR. The National Pass Rate was 63% on the PHR; 57% on the SPHR.

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

Registration

Please register me for the following PHR/SPHR Preparation class:

___ **Orientation - B093CP6118**

___ **Tuesday Evenings - B093CP6116A**

___ **Weekend - B093CP6116B**

Enclosed is my check for \$_____ made payable to the Board of Regents.

NAME _____

Last

First

ORGANIZATION _____

DAY PHONE _____

ADDRESS _____

CITY/STATE/ZIP _____

E-MAIL ADDRESS _____

(Confirmations and parking permits e-mailed to this address)

VISA, Discover or MasterCard# _____

Exp.Date _____

Signature _____

MAIL TO:

University of Nevada, Las Vegas
Division of Educational Outreach
4505 S. Maryland Parkway, Box 451019
Las Vegas, NV 89154-1019

BY PHONE: You may register by phone with VISA, MasterCard or Discover cards by calling 895-3394. Please have class title, start date, credit card number, and expiration date ready.

BY FAX: Educational Outreach, University of Nevada, Las Vegas, 895-4195.

ONLINE: <http://edoutreach.unlv.edu>

UNLV is an AA/EEO Institution



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PHR/SPHR Certification Preparation

A graphic logo consisting of a gray oval. Inside the oval, the words "GO BACK TO GET AHEAD" are written in a bold, red, sans-serif font. The words are arranged in three lines: "GO BACK" on the top line, "TO" on the middle line, and "GET AHEAD" on the bottom line. The text is slanted slightly to the right.

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