



Lincoln
Human
Resource
Management
Association

AFFILIATE OF



**2006 PHR/SPHR FALL
CERTIFICATION PREP COURSE**

PLACE: BryanLGH East
S. 48th – Room to be announced
DATE: August 28 – November 20, 2006
TIME: 5:30 – 8:30 PM (Monday Evenings)
CERTIFICATION EXAM: Dec. 1 – Jan. 30

THIS PROGRAM IS DESIGNED FOR:

Professionals desiring a review course in preparing for the HRCI exam. *To earn the PHR or SPHR designation, the candidate must have 2 years of exempt-level HR experience or meet student eligibility requirements.* Individuals applying for the PHR/SPHR Certification Exam must submit their application with payment by the dates specified to HRCI. Any questions re: the Certification Exam or eligibility should be directed to HRCI. HRCI's Certification Handbook can be accessed on line at **www.hrci.org**.

CERTIFICATION COURSE INSTRUCTIONAL FORMAT AND MATERIAL:

The Certification Course uses a lecture format that encompasses the six functional areas that make up the test specifications effective with the May 2002 HRCI Certification Exam.

- Strategic Management
- Workforce Planning & Development
- Compensation and Benefits
- Human Resource Development
- Employee & Labor Relations
- Occupational Health, Safety & Security

Classes are held one night per week, three (3) hour sessions, for 13 weeks. LHRMA instructors are certified practitioners in Human Resources and are able to provide both practical and technical expertise to participants. The Certification Guide written by HRCI will be provided to all participants.

The core text for the certification study course is "Human Resource Management" (11th edition) by Robert L. Mathis and John H. Jackson. You may purchase the text books **on your own**. The best rates available are at the SHRMstore (www.shrm.org). Prices are listed below. You must be a SHRM member to get the best rate. Other sources may be Amazon.com, textbooks.com or the University or Nebraska bookstores. If purchasing a used book, be sure to purchase the 11th edition.

- Human Resource Management (Mathis) \$126.95/\$115.95
- Text plus Study Guide \$175.95/\$155.95
- Study Guide only \$46.95/\$42.95

CERTIFICATION COURSE ENROLLMENT AND FEES/CANCELLATION POLICY:

Fees: \$40 for LHRMA members \$50 for non-LHRMA members
(NOTE: Fees do not include the cost of the HRCI Certification Exam.)

Registration Deadline: **August 28, 2006**

Cancellation Policy: Registration fees will be refunded in full for cancellations received by Monday, 8/28/2006. Refunds will not be given for any study materials received.

TO ENROLL COMPLETE THE REGISTRATION FORM BELOW AND MAIL WITH PAYMENT

You will only be contacted prior to the start of class if there is a problem with your registration. Your cancelled check is your receipt. Contact Ruth Jones, Certification Director, at (402) 479-9332, via fax (402) 479-9315 or jones@danacole.com if you have any questions.

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

Do you plan on taking the Fall exam? YES NO If yes, which exam will you take? PHR SPHR

MAIL FORM WITH A CHECK PAYABLE TO LHRMA: LHRMA, P.O. Box 81066, LINCOLN, NE 68501