By enrolling in this course you will benefit from...

• Low student to instructor ratio
• A highly-experienced instructor
• Opportunities to network with peers
• Extensive support materials

For further information contact Community Education:

Call (413) 572-8034  
E-mail dgceadmissions@westfield.ma.edu  
Web westfield.ma.edu/hrcert
Program Overview

Westfield State University’s Human Resource Certification Preparation Program is an intensive 36-hour course designed primarily for those seeking certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resource (SPHR). It is also an excellent program for those wanting to broaden their knowledge of human resources as part of their continuing professional development.

This course is offered in partnership with the Society for Human Resource Management (SHRM) the world’s largest association devoted to human resource management. The course relies on the SHRM Learning System which offers the most up-to-date HR content aligned with the Human Resource Certification Institute (HRCI) body of knowledge. Program content is updated annually to reflect legislative changes and new HR developments. As a result, SHRM Learning System participants consistently surpass the national pass rate on certification exams. The Learning System has helped more than 30,000 human resource professionals earn their PHR or SPHR certification.

Program Outline

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

Intended Audience

This 12-week program is designed for managers and staff in general management or human resource management positions. It will be of particular benefit to the following:

- 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

Prerequisites

There are no admission requirements for this course; however, certain criteria must be met for participants taking the PHR or SPHR exam. For more information on certification requirements, visit the Human Certification Institute online at hrci.org.

Dates

Choose an upcoming class that fits your schedule:

Session 1: September – December (12 weeks)
6:30–9:30PM (for December/January exam)

or,

Session 2: February – May (12 weeks)
6:30–9:30PM (for May/June exam)

For specific dates go to westfield.ma.edu/hrcert.

Cost

A course investment of $1200* includes thirty-six hours of classroom instruction, all participant materials, the SHRM Learning System modules, access to Online Resource Center, and instructor handouts. Check with your employer to see if you are eligible for tuition reimbursement.

*excludes cost of HRCI exam

When asked if certification was worth the cost and effort, HR professionals, on average, attributed a personal ROI of 253% to personal certification. Over one-third believed the benefits were worth more than five times the cost, suggesting an ROI of 476%!*

*The Value of HR Certification Around The World*, Independent research commissioned by HR Certification Institute, 2010

To Register

To allow time to order necessary course materials, we encourage registration three weeks prior to the first class. Registration and payment may be made by calling (413) 572-8034.

Withdrawal Policy

Students who choose to withdraw within 10 days of the start of the course, may incur up to a $500 materials and processing fee. Students must call (413) 572-8034 to withdraw from the course.

Your Instructor

Karen Smith, Esq., SPHR, the instructor, is currently a Senior HR Generalist with Balise Motor Sales. She received her BSBA with a specialization in Human Resources and Labor Relations from Ohio State University and was awarded a Juris Doctor degree from the Western New England University School of Law. She has been SPHR certified since 2002. Karen has taught SPHR study classes for ten years, and effectively leverages her extensive background in HR consulting and training to provide a relevant and engaging classroom experience.