

Human Resource Management Certificate Course

What is the HRM Certificate Course?

The Human Resource Management (HRM) Certificate Course is offered in cooperation with the Society for Human Resource Management (SHRM) and Pace University. The program provides an overview of the key roles and functions of a senior Human Resource Generalist.

How is the HRM Certificate Course Structured?

The HRM Certificate Course is designed so that participants are prepared to seek certification in the field of human resource management. The program addresses topics that include: work-force planning, human resource development, compensation and benefits, labor relations and occupational health and safety. The course serves as a solid foundation for managing the HR challenges faced in today's demanding work environment.

Who is the course designed for?

The Human Resource Management Certificate Course is designed for mid and senior level HR managers who have a broad knowledge of human resource management and are considering becoming certified by the Society for Human Resource Management. This course prepares participants to sit for SHRM certification exams. All participants receive a SHRM certificate in HR upon class completion.

When is the course offered?

The 11 week HRM Certificate program is usually offered in the fall. Classes are held weekly during the early evening, for approximately 3 hours.

Where can I find more information about the HRM program?

For more information on these and other Organizational and Executive Development programs, call 212-669-3615 or visit our website at www.nyc.gov/executivedevelopment

Please mail, email or fax the application form to:
DCAS, Organizational and Executive Development Programs
1 Centre Street, Rm 2445, NY, NY 10007
Attn: HRM Certificate Course Fax: 212-669-3311
mkjones@dcas.nyc.gov

Human Resource Management Certificate Course
Application Package

Candidate Information

Name: _____

Title: _____

Agency: _____

Agency Address: _____

Payroll Title: _____

Employee Reference

Number: _____

Office Telephone #: _____

Email: _____

Fax: _____

Candidate Experience

Please check off the Human Resource functions that you perform

Compensation and Benefits Payroll/Time Keeping Civil Service Training and
Development Labor Relations General Oversight EEO/COSH PAR's
 Discipline Other

Optional Data

Ethnicity: White _____ (not of Hispanic Origin) Black _____ (not of Hispanic Origin) Hispanic _____
Asian or Pacific Islander _____ American Indian or Alaskan Native _____

Please indicate Human Resource experience level:

Less than 2 years Two to six years More than six years

Are you interested in taking the Society for Human Resource Management Certification Exam?

(Available to be taken by computer at the end of the program)

Yes No

Agency Approval

I understand that participation in the HRM Certificate Course will require a time commitment of 3 hours per week (generally from 6:00 pm-9:00 pm) during the fall of 2010. This candidate has my support and release to fully participate in the program if he or she is selected.

Please note: Your agency will be assessed \$999.00 for each Manager selected to participate in the HRM Certificate Course

APO Signature: _____

Date: _____

(over)