



UNIVERSITY OF MISSOURI

MISSOURI TRAINING INSTITUTE

MTI

We're in business to help you do business!

Trulaske College of Business

304 Cornell Hall

University of Missouri

Columbia, MO 65211-2600



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CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

September 1 to November 17, 2009

Tuesday evening course

5:30 to 8:30 pm

Trulaske College of Business

University of Missouri

304 Cornell Hall
Trulaske College
of Business
University of Missouri
Columbia, MO 65211
573/882-2860
<http://mti.missouri.edu>
e-mail: mti@missouri.edu

Human
Resource
Association
of Central
Missouri

In Partnership with



HR: Leading People, Leading Organizations

The Certificate in Human Resource Management

Who will benefit from this program?

- ◆ Managers and staff with experience in general or human resource management.
- ◆ HR practitioners seeking professional development for career advancement.
- ◆ Managers new to the human resource field.
- ◆ Mid-level managers pursuing career change or promotion.
- ◆ Professionals in the HR field (*with at least two years of exempt-level HR experience to be eligible to apply for the exam*) who plan to take the PHR or SPHR certification examinations.
- ◆ Certified HR professionals who want to earn credit toward PHR/SPHR recertification.

Course Overview

- ◆ Provides an overview of key areas in human resource management.
- ◆ Consists of six modules corresponding to the six functional areas defined by the Human Resource Certification Institute (HRCI).
- ◆ Serves as study materials for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) national certification examinations.
- ◆ Features open, interactive forums and 'real-world' case studies to reinforce the key concepts applicable to the workplace.
- ◆ Offers periodic progress evaluations and individual post-module testing to assess and reinforce knowledge gained.

Certification Details

For SHRM certification test dates, application deadlines and questions, visit www.hrci.org; call SHRM at 1-800-283-7476 Option #4 or HRCI at 1-866-989-4724, or e-mail to info@hrci.org. Course content reflects the general body-of-knowledge tested by the Human Resource Certification Institute.

This course of study will in no way guarantee or assure success on the HRCI exam. Students MUST use the most recent edition of the SHRM Learning System™ for this course and are strongly advised not to use outdated materials.

To be eligible to sit for the exam, PHR or SPHR participants must possess a minimum of two (2) years exempt-level HR experience.

The program will cover:

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

For more information about topics the program will cover, visit the MTI web site at <http://mti.missouri.edu>.

Important Information

Through this program, you will earn:

- ◆ 3.6 continuing education units from MU for successfully completing the course. (*Attendance at all sessions required to receive CEUs*)
- ◆ Certificate of Completion from SHRM. (*Must attend at least 75% of all classes, take all tests and exams, and average 70% or better on individual tests or 70% or better on the final.*)

Fees

\$1075 or \$985 for members of SHRM or Human Resource Association of Central Missouri. (*Please attach membership documentation for current year.*) \$785 for students. Fees include seven workbooks with CD ROM based on HRCI body of knowledge, **over \$430.00 value!**

Course Schedule

Classes will be held from 5:30 to 8:30 p.m. on Tuesday evenings, September 1 through November 17, 2009. All classes will be held in Cornell Hall on the University of Missouri-Columbia campus.

Cancellation Policy

All cancellations must be in writing. The effective date of cancellation will be the date the cancellation letter is received in the MTI office. If cancellation is necessary, a full refund will be given if MTI is notified prior to **August 25, 2009**.

Those who cancel after August 25, 2009, will not receive a full refund. MTI will keep \$100 administrative fee. No refund is available once an enrollee acquires the workbook materials or the program starts.

Contact Information

Missouri Training Institute

Ph:(573) 882-2860 Website: <http://mti.missouri.edu> E-mail: mti@missouri.edu

About the Trainer

J. GAY ALBRIGHT has extensive human resources management and organizational leadership experience. She has administered labor agreements and negotiated contracts with unions such as Teamsters; International Chemical Workers; Oil, Chemical and Atomic Workers; and United Mine Workers. She has extensive experience with HRD such as defining competencies, and developing performance management systems and delivering training programs. She holds a Master's degree in Business Administration and a Bachelor's degree in Business Education.



Registration Form

Name: _____ Last 4 digits of SSN #: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Company Name: _____

Title: _____

Your SHRM Member #: _____

Payment Method

To be eligible for the discounted fee of \$985, attach documentation of current membership in SHRM or Human Resource Association of Central Missouri.

- Payment Enclosed - Check made payable to University of Missouri
 Visa MasterCard Discover

Cardholder's Name: _____

Card Number: _____

Expiration Date: _____ Payment Amount: _____

Signature of Cardholder: _____

- To be invoiced

Name: _____

Address: _____

City, State, ZIP: _____

Telephone: _____

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Tuesday evenings
5:30 to 8:30 p.m.

Course Location: University of Missouri-Columbia
Cornell Hall

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Registration Process

Telephone registrations paid by credit card may be made by contacting the Missouri Training Institute at (573) 882-2860.

To register by mail, complete the registration form and send to MTI, 304 Cornell Hall, Columbia, MO 65211-2600, with a check made payable to the University of Missouri, a copy of purchase order, a letter of authorization for third-party billing or credit card information. Confirmation will be mailed to you upon receipt. Please list only one person per form.

To register by fax: Send completed registration form with your credit card information to (573) 884-5141.

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