

**CENTER FOR PROFESSIONAL DEVELOPMENT****SHRM CERTIFICATION PREPARATION**

80 Hours || 12 Weeks || Instructor-Facilitated  
Course Code: **CPD150**

**OVERVIEW**

This program will prepare you to sit for the **PHR/SPHR certification exam**. Designed to provide a personalized, instructor-led learning experience, this online program incorporates interactive discussion boards, case studies, and other supportive resources to build your knowledge base and confidence. Join a cohort of other students as you progress through 12 weeks of focused instruction, study, and assessment in preparation for your certification exam.

Note: This program is not a substitute for the certification examination. If you wish to take the PHR or SPHR exam, you must complete a separate application form online through the HR Certification Institute.

**OUR VALUE**

This program is not a self-paced, standard online course. We went the extra mile to maximize your learning experience in the following ways:

- **Cohort based format.** By starting and ending the course at specific dates you are guaranteed to have a lot of interaction with your classmates.
- **Interactive tools.** We incorporated weekly discussion boards, presentations, interactive Jeopardy style games, and student presentations to further enhance your learning and also make it interesting!
- **Instructor support.** Your instructor is available and engaged each week, just as if you were in a traditional face-to-face classroom, your questions get answered and feedback is prompt and personal.
- **Flexibility.** You can complete the course materials whenever and wherever it is convenient for you. Our online course gives busy professionals the convenience they need without sacrificing quality learning.

**MATERIALS INCLUDED**

Included in this program is access to the **SHRM Learning System**, a top-rated PHR/SPHR certification preparation tool that consistently helps professionals achieve higher than the national pass rate. The program materials are built based on the latest, 2014 HR Certification Institute Body of Knowledge.

**Please note:** This program runs two times per year: February to April in preparation for the Spring exam; September to December to prepare for the Winter exam. Participants must be able to commit to 12 weeks of focused study.

## **INSTRUCTOR BIO**

Sally A. Hart is a certified Senior Professional in Human Resources (SPHR) with 30 years of Human Resource experience in organizations throughout the Capital District of New York State. She provides consulting expertise and Human Resource technical advice to a wide variety of businesses and employers, locally and regionally.

Her focus includes all aspects of HR, from the development of employee practices and policies, to introducing employee relations initiatives and providing organizational development.

She has a proven track record of providing HR perspective and influence to management teams, and in strategizing and aligning a strong HR direction for a company's change and growth. Sally is a current member of several national and local HR professional associations. She holds a Bachelor of Science degree in education from the State University of New York, College at Brockport and a Master of Science degree from the Sage Colleges in Troy, New York.