



Human Resource Management Certificate Course

Course Dates: September 16th – December 16th 2015



Candidate Information

Name:

Title:

Employee Reference Number:

Agency:

Agency Address:

Payroll:

Title:

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

Please indicate Human Resource experience level:

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

Ethnicity:

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

Agency Approval

I understand that participation in the HRM Certificate Course will require a time commitment of 3 hours per week (generally from 4:30 pm---7: 45 pm) during the fall of 2015. 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 \$1,099.00 for each Manager selected to participate in the HRM Certificate Course

APO Signature: _____

Date: _____

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 10 week HRM Certificate program is usually offered during the fall months. 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 212-386-0004 or visit our website at ww.nyc.gov/executive-development

Completed applications should be mailed/emailed to:

DCAS, Organizational and Executive Development Programs

1 Centre Street, Room 2445, NY, NY 10007

Attn: HRM Certificate Course

Email: executivedevelopment@dcas.nyc.gov