

# SHRM CERTIFICATION SEMINAR

To Prepare for PHR/SPHR Certification Exam



SHRM Certification Seminar, offered at Lewis University, is co-sponsored by the South Chicago Suburban Chapter of SHRM and the Human Resource Management degree program in the Lewis Psychology Department.

**SEPTEMBER 3 - DECEMBER 3, 2009**  
**THURSDAY EVENINGS: 6:00–9:30 P.M.**

## OFFICIAL SHRM TRAINING

Lewis University uses the official SHRM Learning System, the only program authorized by the Society for Human Resource Management (SHRM). The 2009 SHRM Learning System content was updated and aligned to reflect the new 2009 HRCI body of knowledge tested for in the PHR and SPHR exams. The new 2009 Learning System features new product enhancements based on student feedback, changes in legislation, and recent HR developments. The goal is to continually provide the most comprehensive HR certification preparation and professional development tools available.

## ABOUT SHRM SEMINAR

- The facilitator, Ellie Moore, is GPHR & SPHR certified, with more than 20 years of HRM experience.
- The content of the seminar prepares students with direct instruction and with practice tests, including a formal simulation of the actual HRCI tests.
- About half of seminar participants take the certification exams, (requires separate registration with HRCI). Our pass-rate is about 70%, just above the national average. All recognize the value of intensive exposure to the current topics, legal interpretations and methods in the field. Since many have not had focused training in all areas of HRM, the seminar gives valuable career development.
- You can also register for 3 undergraduate credits. Credits can be transferred to accredited schools. Students who are enrolled in the Human Resource Management major in the Psychology Department at Lewis University, can use those credits as electives within their HRM degree program. The course number is: 26-369-1 [SHRM Pre-Certification Seminar].

## SEMINAR SESSIONS

- Strategic Management**  
Role of human resources in organizations, strategic planning process, measuring human resources effectiveness, ethical issues affecting human resources
- Workforce Planning and Employment**  
Equal Employment Opportunity/Affirmative Action, gender discrimination and harassment in the workplace, job analysis and documentation, selection, employment practices
- Human Resource Development**  
Human resource development and the organization, adult learning and motivation, career development, developing leaders, performance management
- Total Rewards**  
Key legislation, total compensation and the strategic focus of the organization, introduction to benefit programs, compensation and benefit programs for international employees
- Employee and Labor Relations**  
Key legislation affecting employee and labor relations, employee relations and organizational culture, employee involvement strategies, positive employee relations, unfair labor practices
- Risk Management**  
Key legislation, safety, health, security
- Summary Session**  
Final material, Practice exam and discussion of areas of particular concern to participants

## SCHEDULE

Thursdays, 6:00-9:30 p.m.  
September 3 - December 3, 2009  
12 in-class sessions (over 14 weeks)

## LOCATION

Classes will meet in Room S221 (Science Building) at the Lewis University main campus, One University Parkway, Romeoville, Illinois, 60446. The campus is north of Joliet and south of Bolingbrook, off of I-55 on Route 53.

A campus map and driving directions can be found at [www.lewisu.edu/campuses](http://www.lewisu.edu/campuses)

## FEES

The registration fee covers all course materials, including six modules (reference materials) on each topic area developed by SHRM. There will be no refunds after the course begins.

Current SHRM Members and Lewis Alumni	.....\$900
Other non-credit students	.....\$950
Participants Registered for Undergraduate Credit (3 semester hours) Traditional	.....\$2,160
Accelerated Program	.....\$1,770

## CERTIFICATION EXAM

**December 1, 2009–January 31, 2010**  
**(not offered at Lewis)**

Fees do not cover the certification exam itself, but students will receive application materials. Experience guidelines apply for non-students. To earn either the Professional in Human Resources (PHR) designation or Senior Professional in Human Resources (SPHR) designation, candidates must have two (2) years of Human Resources exempt-level experience. Prospective test-takers should check the following site for locations to register for the test: ([www.hrci.org/Certification/Examapp/Apply](http://www.hrci.org/Certification/Examapp/Apply)) Past students have about a 73% pass rate which is just above the national average.

## TO REGISTER OR FOR MORE INFORMATION

Please call Maggi Pfrommer at (815) 836-5650 or by e-mail [pfrommma@lewisu.edu](mailto:pfrommma@lewisu.edu)

# REGISTRATION FORM - FALL 2009

## SHRM LEARNING SYSTEM CERTIFICATION SEMINAR LEWIS UNIVERSITY

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Name (Last) (First) (Middle)

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Address City State Zip

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Home phone Work phone E-mail address

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Organization-Location

Please register me for the Fall 2009 **non-credit** seminar series. Course Number 26-369-1 will be delivered on Thursday evenings beginning September 3, 2009. The class is scheduled to meet from 6:00 - 9:30 PM in Room S221 (Science Building) on the main campus at One University Parkway, Romeoville, IL 60446.

### Registration Fee:

- SHRM members or Lewis Alumni \$900.00  
 Non-Members \$950.00

### Payment Options:

Total Amount Enclosed: \$ \_\_\_\_\_

Check Number: \_\_\_\_\_

*Personal check, Company check, and credit card payment are accepted. Make checks payable to Lewis University.*

### Cancellations:

Cancellations must be made on or before September 1, 2009.

**Cancellations received after this date will not be refunded.**

### Registration Submission:

Interested SHRM participants should submit this registration form along with the "Professional Certificate/Seminar-Student Data Form" which should be downloaded from the Lewis University Website at [www.lewisu.edu/hrm/certificate](http://www.lewisu.edu/hrm/certificate)

**FAX Registration form along with student data form to to (815) 838-8990, Attn. SHRM**

**Or mail both forms to:**

Lewis University  
Box 621-SHRM  
One University Parkway  
Romeoville, IL 60446-2200

Questions may be addressed to Maggi Pfrommer at  
(815) 836-5650 or by e-mail [pfrommma@lewisu.edu](mailto:pfrommma@lewisu.edu)

