



	CHRA SPRING 2012 PHR/SPHR CERTIFICATION PREPARATION TUESDAY EVENING CLASS IN TOWSON 33 hours within 11 consecutive weeks	CHRA SPRING 2012 SPHR CERTIFICATION PREPARATION MONDAY EVENING SEMINAR IN LUTHERVILLE 15 hours within 5 consecutive weeks
Course Overview	PHR/SPHR Certification Preparation Class This educational option is an instructor-led 33-hour (11 weeks) classroom setting designed to maximize learning opportunities as participants prepare for the PHR or the SPHR certification exam using the SHRM Learning System. These weekly classes include group peer interactions and in-depth discussions as well as periodic progress checks and sample exam questions to reinforce the classroom environment. This preparation class is ideal for those looking for a broad overview of all HR functions to increase HR knowledge while preparing for the PHR or the SPHR certification exam.	SPHR CERTIFICATION PREPARATION SEMINAR This educational option is an instructor-led 15-hour (5 weeks) seminar designed for <u>PHR-certified professionals</u> who are eligible to take the SPHR exam based on the criteria below and have used the SHRM Learning System in preparation for the PHR exam. The seminar features real-life HR issues and current vital topics that include: strategic management, employment law, selection, compensation, training, labor relations and safety. This seminar is ideal for those looking for a brief overview of all HR functions and senior-level in-depth discussions of SPHR-related exam questions while preparing for the SPHR certification exam.
Day, Dates and Time	11 Weeks, Tuesday Evenings , February 14, 2012 through April 24, 2012 5:30 PM to 8:30 PM	5 Weeks, Monday Evenings : March 26, 2012 through April 23, 2012 5:30 PM to 8:30 PM
Location	Abilities Network Training Institute — 8503 LaSalle Road — Towson, MD 21286	Academy Financial Training Room — 1300 York Road — Lutherville, MD 21093
HRCI Exam Eligibility	HRCI PHR EXAM ELIGIBILITY REQUIREMENTS <ul style="list-style-type: none"> 1 year of demonstrated professional HR experience with a Master's degree or higher 2 years of demonstrated professional HR experience with a Bachelor's degree 4 years of demonstrated professional HR experience with less than a Bachelor's degree 	HRCI SPHR EXAM ELIGIBILITY REQUIREMENTS (also apply for 11 week course) <ul style="list-style-type: none"> 4 years of demonstrated professional HR experience with a Master's degree or higher 5 years of demonstrated professional HR experience with a Bachelor's degree 7 years of demonstrated professional HR experience with less than a Bachelor's degree
Registration	Name: _____ Position Title _____ Organization: _____ Work Address: _____ City/State/Zip: _____ Number of Employees: _____ Work Phone: _____ Cell Phone: _____ Fax Number: _____ E-mail Address: _____ Payment Options: <input type="checkbox"/> Check enclosed payable to CHRA <input type="checkbox"/> Charge to: VISA/MC/American Express Card #: _____ Card Holder Name: _____ Expiration Date: _____ Signature: _____	
	PLEASE CHECK: (Fee includes: SHRM Learning System modules, learning software, online resource center, sample exam questions, and special handouts) <input type="checkbox"/> SHRM MD State Chapter or <input type="checkbox"/> CHRA Member <input type="checkbox"/> Regular Registration Fee \$ 1095 <input type="checkbox"/> Early Registration Fee \$ 1045	PLEASE CHECK: (Fee includes: SPHR EXAM PREP / Phillips, interactive case studies, scenarios, sample exam questions, and special handouts) <input type="checkbox"/> SHRM MD State Chapter or <input type="checkbox"/> CHRA Member <input type="checkbox"/> Regular Registration Fee \$ 560 <input type="checkbox"/> Early Registration Fee \$ 510
	<input type="checkbox"/> Non-SHRM MD State Chapter or Non-CHRA Member <input type="checkbox"/> Regular Registration Fee \$ 1145 <input type="checkbox"/> Early Registration Fee \$ 1095	<input type="checkbox"/> Non-SHRM MD State Chapter or Non-CHRA Member <input type="checkbox"/> Regular Registration Fee \$ 595 <input type="checkbox"/> Early Registration Fee \$ 545
	<i>Early registration fee must be received by CHRA no later than January 31, 2012 and registration closes on February 9, 2012.</i>	<i>Early registration fee must be received by CHRA no later than March 12, 2012 and registration closes on March 21, 2012.</i>
Questions	Questions regarding registration can be directed to CHRA at 410-752-3318, and the completed registration form, along with payment, should be mailed to CHRA, 720 Light Street, Baltimore, MD 21230 or faxed to 410-752-8295. Early withdrawal may receive a refund, but would be subject to a 25% cancellation fee. Refunds will not be available within two weeks prior to the start of the sessions. Questions regarding session format should be sent to Helene Schaefer, SPHR at hschaefer@hresultsinc.com . For additional information about professional certification, contact Jeri Hawthorne SPHR/GPHR at jeri.hawthorne@constellation.com . For more information regarding the HRCI exam registration and cost, visit the HRCI web site at www.hrci.org or contact HRCI at 866-898-4724 for a no-cost certification handbook.	