

Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302
940.766.3369

Sheppard Learning Center
426 5th Avenue, Suite 8
Sheppard AFB, TX 76311
940.855.2203

Seymour Learning Center
200 Stadium Drive
Seymour, TX 76380
940.889.3133

Define Yourself as an HR Leader SHRM Learning System: Human Resource Certification Prep Course



Earn the SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) and prove your knowledge, competency, and value to colleagues and to employers looking for a competitive edge in today's global economy.

Commit to Your Career

SHRM's global HR credentials, SHRM-CP and SHRM-SCP, offer growth, advancement and recognition. These credentials are based on extensive global research involving employers, academics, and practicing HR professionals at all levels to ensure they maintain an industry-leading level of excellence and relevance in our ever-evolving profession.

By becoming a SHRM-CP or SHRM-SCP, you prove your knowledge, competency and value to colleagues and to employers looking for a competitive edge in today's global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader.

Where?	Vernon College Century City Center
When?	August 31, 2017 to November 16, 2017
Time:	6:00pm to 9:00pm
Course#:	HRPO 2030 W 101 171Q
Course Investment:	\$910
Instructor:	Penny Miller
Contact Us:	Tina Baker @ 940-689-3714 tbaker@vernoncollege.edu

**ENROLL
EARLY!**

Register now! *Must register no later than August 24, 2017*

Don't delay your SHRM-CP/SHRM-SCP preparations. Now is the time to distinguish yourself from your peers by enhancing your knowledge and earning your credentials.

SHRM Body of Competency and Knowledge™ (SHRM BoCK™)

As the leading advocate for HR professionals worldwide, SHRM conducted an intensive study that included employers, academics and practicing HR professionals at all levels. This research helped to define the competencies and knowledge relevant to today's HR professional. Through these efforts, a clear picture emerged of what is necessary for HR professionals to become future leaders.

The SHRM-CP and SHRM-SCP certifications are built upon the SHRM BoCK, which is more than an exam outline. It defines the standards for knowledge, strategies and competencies required for effective HR professionals around the world.

To maintain this industry-leading level of excellence and relevancy, SHRM brought together some of the best minds in the HR profession to review and validate the current SHRM BoCK, which shaped the 2017 updates.

4 Steps to SHRM Certification

1. Determine your eligibility.
2. Apply for the SHRM-CP or SHRM-SCP exam.
3. Prepare for the certification exam.
4. Take the exam and leverage your certification.

For complete certification details, visit shrmcertification.org.

Choose Expert Leadership and Guidance

Attending our course is the most effective way to prepare to pass the SHRM-CP and SHRM-SCP exams.

- **Learn from a certified instructor** who provides expertise, insights and one-on-one guidance.
- **Network**, share experiences, and discuss topics with a diverse group of HR professionals.
- **Stay on track** to earn your certification with a structured learning experience and support.
- **Take advantage** of funding options, such as corporate tuition reimbursement.

Preparation Tools Designed for Success

The 2017 SHRM Learning System delivers the most comprehensive, flexible and effective SHRM-CP and SHRM-SCP exam preparation. Designed using a proven approach for teaching adult learners, this system helps you understand, apply and engage with behavioral competencies and HR Knowledge. Online learning modules, based on the SHRM BoCK, and interactive study tools, testing your knowledge and decision making skills, are incorporated into the study process. There's no better way to successfully prepare for the SHRM certification exams.

As an official SHRM Education Partner, we are able to build our course on the SHRM Learning System, giving you access to the most effective and up-to-date exam preparation tools available.

- **Effective and proven.** Candidates who use the SHRM Learning System consistently beat the average exam pass rate.
- **One source for knowledge and application.** All the study tools you need to learn, reinforce, and test your knowledge.
- **Most current and relevant.** The SHRM Learning System has been updated to align with the 2017 SHRM BoCK.
- **Convenient 24/7 online access** to your study tools from any mobile device, tablet, or computer.



Eligibility Requirements

SHRM recognizes diversity in the HR profession. Regardless of your job title, geographic location, industry or organization size, if you perform HR duties, you have the opportunity to become certified. Additionally, the SHRM-CP and SHRM-SCP exams are affordable, making certification attainable for more professionals. To be eligible to sit for the SHRM-CP and SHRM-SCP exams, you must meet specific educational and work experience criteria at the time you submit your application.

For details on eligibility requirements, visit shrmcertification.org/eligibility.

Exam Window

The fall window of the SHRM-CP/SHRM-SCP exam is December 1, 2017 to February 15, 2018 applications accepted beginning May 15, 2017. Apply today at shrmcertification.org/apply.

Advance Your Career

If you're not interested in certification but want to improve your HR skills, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist viewpoint, refresh key ideas and concepts, strengthen their understanding of core behavior and technical competencies and increase productivity in the workplace.

SHRM Learning System-Product Details and Features

Learning Modules

Study with learning modules that provide an in-depth exploration of the knowledge domains and behavioral competencies tested on the SHRM exams. The module content is embedded online, available in downloadable e-reader format, and in print.

MODULE // HR COMPETENCIES

- Leadership & Navigation
- Ethical Practice
- Business Acumen
- Consultation
- Critical Evaluation
- Relationship Management
- Global & Cultural Effectiveness
- Communication

MODULE // PEOPLE

- HR Strategic Planning
- Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards

MODULE // ORGANIZATION

- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee & Labor Relations
- Technology Management

MODULE // WORKPLACE

- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- U.S. Employment Law & Regulations (U.S. Only)



Online Resources

Assess your current knowledge

- Complete an online assessment to determine current knowledge and identify areas for improvement.
- Create a personal SmartStudy plan to identify learning priorities, estimate study time and create a roadmap to success.

Study your way to success

- Read learning modules based upon the SHRM BoCK online or offline with two flexible options. When you're online, navigate quickly and easily from reading a module to completing questions and other activities. For offline access, download the e-reader files to your device.
- Review Quickstart videos to provide an overview of the foundational elements for each of the HR behavioral competencies.
- Study Flashcards in online or printed format to reinforce your memory of key terms and concepts.

Apply what you have learned

- Utilize over 1,500 practice questions to assess your competencies and test your knowledge and understanding.
- Engage in six "competencies in action" activities that put you in the role of an HR professional who is faced with unique challenges. Analyze the situation, consider the background information, complete the activities and make your decision!

Pass your exam with confidence

- Complete a post-test which mimics the SHRM-CP/SHRM-SCP exam format and weighting to build exam day confidence.
- Review test-taking tips and download the SHRM Certification Handbook.

Product Features

Assessment

- Online assessment to determine current knowledge and identify areas for improvement.

SmartStudy Planning Tool

- Create a personal SmartStudy plan to identify priorities, estimate study time and create a roadmap to success.

Quickstarts

- Eight online videos that provide an overview of the foundational elements for each of the behavioral competencies.
- Designed to be a starting point to understand the behavioral competencies from an overview level.

Flashcards

- Nearly 400 hundred flashcards covering all four modules.
- Available in online and printable formats.

Practice Tests

- Over 1,500 questions.
- Knowledge tests for each section within all four modules.
- Situational judgment tests for each of the four modules.

Competencies in Action:

- Six engaging activities that put you in the role of an HR professional faced with unique challenges.
- Analyze the situation, consider the background information, complete the activities and make your decision.
- Two competencies in action for each competency cluster.

Glossary

- Comprehensive glossary of terms for easy reference.
- Available online or while reading the materials.

Resource Center

- Additional resources including index for learning modules, summary of key formulas, summary of laws and a summary of legal cases.
- Flashcards, available in online or printed format.
- Related Links to key HR information such as certification and additional resources.
- Feedback forum for evaluation and suggestions.
- HR Updates with legislative changes and new HR developments.

Post Tests

- Tests are weighted and balanced based on SHRM-CP/SHRM-SCP exams.
- Multiple choice knowledge questions and situational judgment scenarios with 2-4 related questions.
- Includes strike through, mark and review and time limits, consistent with the SHRM-CP/SHRM-SCP exams.

Registration Details

Call or email to Register: 940-689-3714 or tbaker@vernoncollege.edu

Online: <https://vcsecure.vernoncollege.edu/CE/registrationform/regform.asp>

Registration deadline: Must register at least one week prior to start date – August 24, 2017

Cancellation policy: Request for refund or transfer must be received at least **one** Vernon College business day before the first class meeting. A \$5.00 charge will be applied. If a course is cancelled by the college, full refunds are mailed.

Program Requirements: There are no admission requirements to take this program, however certain criteria must be met for participants taking the SHRM-CP or SHRM-SCP exam.

Contact Us

If you have any questions or would like more information, contact us!

Tina Baker
Coordinator of Business & Industry Services
940-689-3714
tbaker@vernoncollege.edu

For additional information

Certification

- SHRM-CP/SHRM-SCP eligibility
- Testing windows
- Certification handbook

shrmcertification.org

Product or HR Information

- SHRM resources
- Membership
- SHRM Learning System

shrmcertification.org/learning