

## AT A GLANCE

- ❖ **13-Week, Evening Class**
- ❖ **45 Classroom Hours**
- ❖ **4.5 CEU's**
- ❖ **Graded: A-B-C-D-F**
- ❖ **Attendance Requirement – 11 of 13 weeks**
- ❖ **Minimum Score to Pass- 70%**
- ❖ **7 Exams**
- ❖ **11 Quizzes**
- ❖ **Web-Based “Practice” Exams and Flash Cards Included**
- ❖ **Certificate (frame worthy) upon successful completion**
- ❖ **Guarantee**
- ❖ **Freeway convenient central class location**
- ❖ **\$1,700, all books and materials included**
- ❖ **Over 1,200 graduates**

## INSTRUCTOR BIO

Mr. Milligan is a Founding Partner of the HR consulting firm Leathers Milligan & Associates with HQ offices in Phoenix Arizona. He holds both the SPHR and the GPHR from HRCI and the SHRM-SCP professional certifications. He has over 30 years of HR experience including 20 years with ITT which brought him to Arizona in 1980 as VP of HR for ITT Courier in Tempe where he spent nine years. He left ITT to become the corporate VP of HR for Trans-Technology Corporation, a NYSE listed conglomerate now headquartered in New Jersey.

Jack also holds two certificates in Employee Relations Law, a BS degree in Labor Economics from California State University Northridge and a Master of Arts degree in Human Resources and Organizational Behavior from the University of Phoenix. He served on the AZ SHRM State Council as State Director for two years and as the Certification Director for six years. He is a past President of the Valley of the Sun Human Resources Association now SHRMGP. Jack received the Professional Excellence Award from AZ SHRM in 2002 and the Lifetime Achievement Award in 2015. These awards are given to only one HR professional in AZ each year. He recently retired from the Board of Directors of Merchants Information Solutions in Phoenix. Jack just “termed-out” after six years as the Chairman of the Board of Directors of Goodwill of Central Arizona. He has taught The HRCI Prep Class since 1996.

## PHR / SPHR



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## The HRCI Prep Class

**For  
Professional Certification**

**Through the  
HUMAN RESOURCE  
CERTIFICATION INSTITUTE  
(HRCI)**

**Instructor:  
Jack Milligan SPHR, GPHR  
SHRM-SCP**

[www.theHRCIprepclass.com](http://www.theHRCIprepclass.com)  
602-909-0232 or  
[jmilligan@leathersmilligan.com](mailto:jmilligan@leathersmilligan.com)

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## THE CLASS

The HRCI Prep Class given by Jack Milligan SPHR, GPHR, SHRM-SCP is a thirteen-week class with each weekly session lasting three and one-half hours and consisting of 45 total classroom contact hours. It provides 4.5 Continuing Educational Units (CEU's), a letter grade (A to F) depending upon academic performance. A certificate, suitable for framing, is provided upon successful completion. All textual material used in the class is included in the tuition cost. A minimal attendance standard of 11 of the 13 classes is required. Any student missing three classes, for any reason is dropped from the class.

## GUARANTEE

This course is rigorous and intense and includes seven examinations and eleven quizzes in thirteen-weeks. Jack limits the class size to optimize the student/teacher ratio. He provides a guarantee that anyone who takes and successfully passes his course with a "B" or better WILL PASS the national exam. Any such student failing the national exam may take the course again at no charge and, Mr. Milligan will also pay the re-examination fee for anyone failing the national exam if they receive an "A" in his class, provided they repeat the next course and take the next exam.

## INSTRUCTOR

Mr. Milligan has been certified at the Senior Professional in Human Resources (SPHR) level since 1985 and has successfully taken

the SPHR examination seven times. He also recently re-certified at the GPHR level for the third time. He has taught this course for the last 20 years and has over 1,200 Arizona graduates.

## ELIGIBILITY

New HRCI eligibility requirements were introduced in 2011. PHR candidates need 4 years of exempt level experience and SPHR candidates need 7 years of exempt level experience, there are educational offsets for experience. Please consult [www.HRCI.org](http://www.HRCI.org) for more detail.



## HRCI & SHRM SPLIT

The Human Resource Certification Institute (HRCI) is THE standard setting and credentialing body for the PHR, SPHR, GPHR and CA certifications. HRCI began certifying individuals in 1976 and has been the "gold standard" for HR professionals ever since. Beginning in 2004 HRCI initiated web-based exams at Prometric Testing Centers worldwide.

Prometric exams, effective in 2017, are given year round. There are five Prometric testing centers in AZ.

The examination tests your mastery of the body of knowledge in the Human Resource profession as well as your ability to apply that knowledge in the real world according to HRCI.

SHRM separated from HRCI in 2014 and has initiated their own competing but non-credentialed certifications. This class is designed specifically to assist qualifying HR professionals pass the HRCI examination.



## LEARNING MATERIALS

The HRCI Prep Class uses the textbooks produced by Human Resources Certification Preparation (HRCP) of Provo, Utah. The cost of the textual material and all on-line fees are included in the tuition.