

AT A GLANCE

- ❖ **13-Week, Evening Class**
- ❖ **45 Classroom Hours**
- ❖ **4.5 CEU's**
- ❖ **Graded: A-B-C-D-DNP**
- ❖ **Attendance Requirement – 11 of 13 weeks**
- ❖ **Minimum Score to Pass- 70%**
- ❖ **6 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 Co-Founder (2000) 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 40 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 is retired from the Board of Directors of Merchants Information Solutions in Phoenix. Jack just “termed-out” after seven 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



The HRCI Prep Class

**For
Professional Certification**

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

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

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THE CLASS

The HRCI Prep Class given by Jack Milligan SPHR, GPHR, SHRM-SCP is thirteen-weeks in length 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 DNP) 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 six 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 re-certified at the GPHR level for the fourth time. He has taught this course since 1996 and has over 1,400 Arizona graduates.

ELIGIBILITY

New HRCI eligibility requirements were introduced in 2011. PHR candidates need 4 years of professional level experience and SPHR candidates need 7 years of professional level experience, there are educational offsets for experience. Please consult 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, which are now held at PearsonVUE worldwide.

PearsonVUE exams are given year round. There are numerous PearsonVUE 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-accredited 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.