

AT A GLANCE

- ❖ **13-Week, Tuesday Eve Classes, 6-9:30 PM**
- ❖ **Where: Lovitt & Touche' Learning Academy, Tempe**
- ❖ **45 Classroom Hours**
- ❖ **4.5 CEU's**
- ❖ **Graded: A-B-C-D-F**
- ❖ **Attendance Requirement – 11 of 13 classes**
- ❖ **Least passing score - 70%**
- ❖ **11 Quizzes, 6 Exams**
- ❖ **On-Line “Practice” Exams and Flash Cards Included**
- ❖ **Certificate (frame worthy) upon successful completion**
- ❖ **Guarantee...**
- ❖ **Freeway convenient central metro location**
- ❖ **\$1,700, all books and materials included**
- ❖ **1,400+ graduates**

INSTRUCTOR BIO

Mr. Milligan is a Founding Partner of the Phoenix based HR consulting firm Leathers Milligan & Associates. He holds both the SPHR and the GPHR from HRCI. He has a half-century 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 Director of Professional Certification for three years and he headed up the AZ SHRM State Council for two 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 7 years as the Chairman of the Board of Directors of Goodwill of Central Arizona. Last year he published his book on career management: *MAKE MORE MONEY-The Fine Art of Asking, Most Don't*. Available on Amazon.

PHR / SPHR



The HRCI Prep Class

Where: Lovitt & Touche' Learning Academy, Suite 201, 1050 W. Washington St., Tempe, AZ 85281

**For
Professional Certification**

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

**Instructor:
Jack Milligan SPHR, GPHR**

www.theHRCIprepclass.com
602-909-0232 or
JackWMilligan@gmail.com

THE CLASS

The **HRCI Prep Class** given by Jack Milligan SPHR, GPHR, is a Tuesday evening, 6-9:30 PM, thirteen-week class consisting of 45 total classroom contact hours. It provides 4.5 Continuing Educational Units (CEU's), a letter grade (A-F) depending upon academic performance. A certificate, suitable for framing, is provided upon successful completion. All textual and support materials are 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 eleven quizzes and six exams 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 fourth time. He has taught this course for the last 23 years and has just 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.



THE EXAMS

The Human Resource Certification Institute (HRCI) is THE standard setting and credentialing body for the PHR, SPHR, GPHR and CA certifications and is accredited by the NCCA. 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 now given at

Pearson VUE Testing Centers globally. These exams, as of the fall 2016, are given year round by appointment only. There are three local Pearson VUE testing centers.

The examination tests your mastery of the body of knowledge in the Human Resource profession and your competency in applying that knowledge in the real world.

HRCI & SHRM SPLIT

SHRM separated from HRCI in 2014 and initiated their own competing but non-accredited certifications. HRCI is the only NCCA Accredited provider of generalist HR certifications. This class is specifically designed for the HRCI examination.



LEARNING MATERIALS

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