

OVERVIEW

The HRCI Prep Class

for PHR or SPHR certification by the
Human Resource Certification Institute (HRCI)

HRCI: The Human Resource Certification Institute (HRCI) is the credentialing body for the PHR the SPHR the GPHR and California specific professional certifications. HRCI was originally created within the Society for Human Resource Management (SHRM) and began certifying HR professionals in 1976. HRCI is now a separate organization with its' own Board of Directors and administers the exams through PROMETRIC testing centers year-round. The examination is timed and formally supervised. The examination samples your mastery of the body of knowledge in the Human Resource field as defined by HRCI. See www.HRCI.org for eligibility requirements.

THE CLASS: The HRCI Prep Class given by Jack Milligan SPHR, GPHR is a thirteen-week course to prepare HR professionals who meet the qualifications to take and pass the HRCI professional certification examination at the PHR or the SPHR level. Individuals interested in re-certification credit may also take the class. Each weekly class is three and one-half hours long and the course has 45 total classroom hours. An additional 8-12 hours of study outside of class is required each week. The course provides 4.5 Continuing Educational Units (CEU's), a letter grade (A to DNP) depending upon academic performance. A certificate of completion, suitable for framing, is provided upon successful completion with a minimum grade of 70% AND minimum attendance of 11 of the 13 classes. Any student missing three classes, for any reason is dropped from the class. The HRCI five-text set is the primary reading material for the class and is included in the tuition cost. This course is rigorous and includes six examinations and eleven quizzes in thirteen weeks. Class size is limited and reservations are accepted in the order received. Tuition is \$1,700, including all books and fees, and is due 30 days before class begins. Tuition is refundable* up to the first class if your plans change. THIS TUITION DOES NOT INCLUDE THE COST OF THE HRCI EXAMINATION.

THE GUARANTEE: Mr. Milligan provides a **GUARANTEE** that anyone who works hard enough to pass this course with a "B" or better will pass the national exam, if not, they may take any or all of the course over again at no charge AND Mr. Milligan will pay the re-examination fee of any student who fails the examination who passed his class with an "A" grade.

THE INSTRUCTOR: Mr. Milligan has been certified at the Senior Professional in Human Resources (SPHR) level since 1985 and he has successfully taken the SPHR examination seven times. As an instructor of the material, he feels that taking (and passing) the examination is an integral part of his classroom credibility. He obtained the GPHR certification in 2004 and re-certified in 2007, 2010, 2013 and 2016. He has taught the prep course since 1996 and has over 1,400 Arizona graduates. He first taught this course for the University of Phoenix and then for Chapman University.

Mr. Milligan is a founding partner of the HR consulting firm of *Leathers Milligan & Associates*. He has 40 years of HR experience including almost 20 years with ITT and he was Corporate VP of HR for TransTechnology Corporation. For the last 20 years he has been in HR consulting. Jack holds two certificates in Employee Relations Law, earned a BS degree in Management/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 nine years on the Arizona SHRM State Council, two of them as State Director. He received the Professional Excellence Award and the Lifetime Achievement Award (given to one HR professional each year) from the Arizona SHRM State Council. He is a past President of the Valley of the Sun HR Association and is Past Chairman of The Board of Directors of Goodwill of Central Arizona.

*less a 3% admin fee