

LANCASTER COUNTY ASSOCIATION FOR HUMAN RESOURCE MANAGEMENT

2012 Study Group for PHR/SPHR Certification Exam Registration Form

Thinking about getting certified as a Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR)? Certification shows that the holder has demonstrated mastery of the HR body of knowledge and, through recertification, has accepted the challenge to stay informed of new developments in the HR field. Exam candidates should choose the exam that most accurately reflects the type of experience that they have had. (Please see the "Exam Eligibility Requirements" on the 2nd page of this form.) The PHR/SPHR exams will be administered during an 8-week window beginning May 1, 2012. More details regarding registering for this window is available through the HRCI website www.hrci.org.

LCAHRM's Professional Development Committee is providing a 10-week Study Group program to assist those human resource professionals who are planning to sit for the PHR or SPHR exams in 2012. The LCAHRM Study Group will meet at **Penn State, The Lancaster Center (Farm & Home Center)**, 1383 Arcadia Road, Lancaster, on **Tuesday evenings from 6:00 to 9:00 PM, beginning on February 7th and concluding on April 10, 2012** (April 17, if a make-up session is needed). Room and reading assignments will follow.

We have made some exciting changes to Study Group for 2012!

- First, instead of having two new Facilitators for each study group session (total of 20 facilitators); we have developed a 6-member **Core Facilitator Group**.
 - Our first session on Tuesday, February 7th will be a networking event. Participants will get to know each other and the members of the Core Facilitator Group. The Facilitators will give you loads of tips on studying and test taking based on their personal experiences.
- We will be using a **study guide** titled "**PHR/SPHR Professional in Human Resources Certification Guide – 3rd Edition**", Sybex, 2009, by Anne Bogardus (can be purchased at Barnes & Noble or online through Amazon.com, for example) as opposed to using a college textbook as we had in the past.
- While the **format** of the program is similar to years past, participants will take a 200 question preliminary practice exam in week 2 and then again in week 10. You will be able to compare the two exams and determine what areas you need to continue to concentrate on during the time following the 10 week program and prior to taking the exam. The rest of the sessions will include chapter discussion, 75 question practice exams and case study reviews.
- As in the past, if you pass the PHR or SPHR exam and your company will not pay for your exam, LCAHRM will **reimburse** you up to 75% of the exam cost (*this benefit also applies to those LCAHRM members who do not participate in Study Group but take an exam and pass*). LCAHRM will also reimburse you for the purchase of the Study Guide should your company not cover that cost up to \$100.

So, while you have an idea as to what LCAHRM's Study Group is offering you should you choose to participate, what are the expectations of the Study Group Participants?

- ❖ While we realize it's a big commitment, you will be expected to attend at least 80% of the sessions although it is suggested that you attend all of them. We understand that extenuating circumstances can come up that could prevent you from attending 1 or 2 sessions. However, it is in YOUR utmost interest to attend the sessions so that you get the most out of the experience.
 - It is not unusual for some participants to realize after 1 or 2 sessions that they may not be ready to go through this process yet and that is perfectly fine. You are always welcome to participate again in a future year!
- ❖ Please keep in mind that this is a **study program** and not a class. If you prefer to sit in a PHR/SPHR exam-prep class such as the one Villanova and Penn State offers, LCAHRM's study group will not be for you.

For additional information on Study Group, please contact Michele Stauffer at mstauffer@shanks.com.

Exam Eligibility Requirements (www.hrci.org)

PHR Eligibility
1 year of demonstrated professional HR experience with a Master's degree or higher
2 years of demonstrated professional HR experience with a Bachelor's degree
4 years of demonstrated professional HR experience with less than a Bachelor's degree
SPHR Eligibility
4 years of demonstrated professional HR experience with a Master's degree or higher
5 years of demonstrated professional HR experience with a Bachelor's degree
7 years of demonstrated professional HR experience with less than a Bachelor's degree

Exam Eligibility Requirements FAQs

Q: How is “demonstrated HR experience” defined?

A: If your title is not on the approved position title list, you must demonstrate that: Your activities are at the professional (exempt level), and At least 51% of your daily activities are within the HR function, OR you have direct supervision of those who deliver HR services.

Q: What is the definition of “professional-level” work?

A: Professional-level work means experience that includes: Activities in which you work independently in planning and decision-making. In-depth work requirements, including data gathering, analysis and interpretation. Interactions with a broad spectrum of contacts, including decision makers. Ultimate responsibility and accountability for your work.

Q: Can students take the exam?

A: Students will not be eligible to take the exam unless they meet the exam's eligibility requirements.

Q: My bachelor's (or master's) degree is not in HR. Does that matter?

A: No, you do not have to have an HR degree to be eligible to take the exams. However, because the exams are both experience- and knowledge-based, your specific area of study can make a difference in your exam performance.

Q: If I want to recertify by retaking the exam, do I need to meet the exam eligibility requirements?

A: Yes. If you are currently certified and wish to recertify by taking the exam, you will have to meet the exam eligibility requirements.

Q: Where can I go for more information?

A: Contact the HR Certification Institute:

E-mail: HR Certification Institute

Call: 1-866-898-4724

**Please return completed form to Michele Stauffer via fax (717-735-3952)
or email (mstauffer@shanks.com) before Wednesday, February 1, 2012.**

In preparation for the 2012 Certification Study Group, we ask your cooperation in completing this **Participant Profile**. Information gathered will help facilitators understand participant goals and levels of professional accomplishment. We believe this will strengthen the likelihood of successful completion of certification exams, although this is not guaranteed.

Name: _____ Job Title: _____
Company Name: _____ Email Address: _____
Company Address: _____ Phone Number: _____
_____ Fax Number: _____

Reimbursement Info

My company **will** **will not** reimburse me for the exam.
My company **will** **will not** reimburse me for the Study Guide.

Participant Goals and Objectives

My reason(s) for participating in the 2010 Study Group is/are:
 PHR First effort Trying again!
 SPHR First effort Trying again!
 Recertification Current certification: PHR SPHR

Participant Demographics

Education (Indicate highest level attained)

High School Graduate Some graduate study PhD degree
 2 years college MS/MA degree
 BS/BA degree Post Grad study

Professional Experience

FLSA Status # years in HR in position(s) Area of Concentration (Check all that apply)
 Exempt Less than 2 years Compensation Labor Relations
 Non-Exempt 2-4 years Benefits Employee Relations
 4-7 years Staffing Generalist
 7-10 years Training & Development Other _____
 10+ years Health & Safety

Organization Data

Non-Profit/For Profit # of Employees in Organization Union
 Non-Profit less than 75 101-150 251-500 Present
 Profit 76-100 151-250 500-1000 Not Present
 1000+

Type of Enterprise

Manufacturing Professional Services (Non-health care)
 Health Care (incl. Retirement Home) Printing/Publishing
 Retail/Wholesale Education
 Financial Services
 Other (please indicate) _____

I wish to participate in Study Group 2012. After reading the registration form I understand LCAHRM's expectations of me as a Study Group Participant. I also understand that the Study Group program is a means of assisting me with my studies for the certification exam and by no means is participation in this program a guarantee that I will pass the exam.

Participant Signature

Date