

Human Resource Association of the Midlands PHR/SPHR Certification Course Scholarship Application

The purpose of the HRAM PHR/SPHR Certification Scholarship is to provide financial assistance to HRAM members who are interested in obtaining PHR or SPHR Certification and are not being reimbursed from their employer or other sources.

Scholarship Requirements

- Current HRAM member in good standing
- Current Attendee participating in the Certification Course
- Submission of completed Scholarship Application
- Education, degree or related experience
- Submission of current resume
- Reimbursement not received from employer or other sources

Scholarship Selection Process

The Scholarship Application must be submitted before the tenth session of the course. The Certification Committee Chair(s) and respective HRAM Vice-President will evaluate the scholarship applications. The recipients of the PHR/SPHR Certification Course Scholarship will be notified 15 days after class ends. The applicant must pay full registration fee for the class and complete the course attending at least 10 class sessions. Upon completion of the course and verification of sitting and passing the PHR/SPHR exam, HRAM will reimburse the recipient \$200.00.

PHR/SPHR Certification Course Instructional Format and Material

The PHR/SPHR Certification Course uses a lecture format and focuses on the six (6) functional areas of HRCI's Certification Examination:

- Strategic Management
- Human Resource Development
- Workforce Planning & Employment
- Employee & Labor Relations
- Compensation & Benefits
- Risk Management

Comprehensive pre and post tests are administered to participants in order to gauge their progress and learning and to assist them in taking the HRCI Certification Exam. Participants are encouraged to study both individually and in groups. Classes are held one night per week, three (3) hour sessions, for approximately 16 weeks.

The Certification Course material is presented by Certified HRAM instructors who are able to provide both practical and technical expertise to participants. A Human Resource management handout and timeline is included and textbooks are recommended in preparation for the Certification exam.

Upon request, participants who complete the Certification course are awarded a Certificate of Completion. Continuing Education hours will be available.

Completed Scholarship Applications should be mailed to the following:
HRAM
Rockbrook Village
11060 Oak Street, Suite 5
Omaha, NE 68144

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PHR/SPHR Certification Exam Eligibility Requirements

Individuals applying for the PHR/SPHR Certification Examination must submit their application with payment by the dates specified to HRCI.

Candidates must have employment experience in an exempt-level position (as defined by FLSA) in the human resource field as either an:

- **HR Practitioner**- An individual whose duties are those normally found in typical human resource activity.
- **HR Educator**- An individual whose principal area of instruction is in the human resource field in an accredited institution of higher learning.
- **HR Researcher**- An individual whose research activities are primarily restricted to the human resource field.
- **HR Consultant**- An individual whose consulting activities are predominately in the human resource field.

And pass a comprehensive examination.

To earn the PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) designation, the candidate must have:

2 years exempt-level experience

Student Eligibility:

Students are not currently eligible to take the PHR or SPHR exam. For students who passed the certification exam under former eligibility requirements (eligibility requirements updated in 2011-students no longer eligible to apply for exam), please go to www.hrci.org/hrcertification to find out how to convert your status.

Once you accumulate two years of professional level HR work experience, you can convert your status and start using the credentials after your name.

PHR/SPHR Certification is not granted until you have successfully completed the Certification exam and met all other requirements.



*The above eligibility requirements are those established by HRCI.
Any questions regarding eligibility should be directed to HRCI.*

HRAM PHR/SPHR Certification Course Scholarship Application

The HRAM Certification Scholarship provides support to HRAM members that attend the Certification Course and pass the certification exam. The scholarship offers the recipient a \$200 reimbursement once the course is completed and the exam is passed. The scholarship only applies to HRAM members that are required to personally pay for the Certification Course.

Last Name: _____ First Name: _____

Employer: _____ Title: _____

Business Address _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Are you a current HRAM member? · Yes · No

How long have you been a HRAM member? _____

Are you a current SHRM member? · Yes · No Membership #: _____

Education & Training

School Attended	Field of Study	Degree(s)

Employment (most recent 3 employers beginning with current employer)

Name of Employer(s)	Title	Dates

HRAM Involvement:

HRAM PHR/SPHR Certification Course Scholarship Application

Other Professional Organizations/Community Involvement:

Please complete the following questions:

1. Why are you interested in PHR/SPHR certification?

2. How will you further the Human Resources profession by obtaining your designation?

3. Tell us why you should be the recipient of the HRAM scholarship?

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Return form to:
HRAM
Rockbrook Village, 11060 Oak Street, Suite 5
Omaha, NE 68144
Phone: (402) 932-1007
Fax: (402) 932-1095

FOR OFFICE USE ONLY:

Received: _____ Entered: _____ Paid: _____ Add'l _____