

Human Resources Management Certificate Course

Organization and Executive Development

INSTRUCTIONS: Please complete this form and return it by **August 26, 2016** to: Department of Citywide Administrative Services, Organization and Executive Development, 1 Centre Street, The David Dinkins' Municipal Building, Room 2445, New York, New York 10007, attn: HRM Certificate Course. You can also scan and e-mail a completed/signed application to executivedevelopment@dcas.nyc.gov.

I. Candidate Information:

Applicant's Last Name: _____ Applicant's First Name: _____ Employee Reference Number: _____

Agency Name: _____

Agency Address: _____

Office Telephone: _____ Office E-mail: _____ Office Fax: _____

II. Candidate Experience: (select as many as needed)

Compensation and Benefits	Payroll/ Time-Keeping	Civil Service	Training and Development	Labor Relations
General Oversight	EEO/ COSH	PAR's	Discipline	*Other (specify below)
*If "Other" was selected above, please specify function(s): _____				

III. Please indicate your current Human Resource experience level:

Less than 2 Years	2 to 6 Years	More than 6 Years
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IV. Are you interested in taking the Society for Human Resource Management (SHRM) Certification examination?

Yes	No
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V. Optional Background Information (for statistical purposes only)

Ethnicity:

White (not of Hispanic origin)	Black (not of Hispanic origin)	Hispanic
Asian or Pacific Islander	American Indian or Alaskan Native	Other

VI. Agency Approval:

I understand that participation in the HRM Certificate course will require a time commitment of 3 hours per week (generally from 4:30 pm – 7:30 pm) during the fall. This candidate has my support and I grant his/her release to fully participate in the program if he or she is selected. (NOTE: Your agency will be charged \$1,099.00 for each manager selected to take part in the HRM Certificate course.)

APO Signature: _____ Today's Date: _____

APO Name (Print): _____ Phone: _____ Email Address: _____

Human Resources Management Certificate Course **Frequently Asked Questions (FAQs)**

- **What is the HRM Certificate Course?**

The Human Resource Management (HRM) course is offered in cooperation with the Society for Human Resource Management (SHRM) and Pace University. The program provides an overview of the key roles and functions of a senior Human Resource Management Generalist.

- **What are the course dates for this year?**

September 13th – November 29th, 2016

- **How is the HRM Certificate Course Structured?**

The HRM Certificate course is designed to help participants prepare to seek certification in the field of human resource management. The program addresses topics such as: workforce planning, compensation and benefits, labor relations and occupational health and safety, and human resource development. The course services as a solid foundation for managing the HR challenges faced in today's demanding work environment.

- **Who is the course designed for?**

The Human Resource Management Certificate course is designed for mid- and senior-level HR managers who have a broad knowledge of human resource management and are considering becoming certified by the Society for Human Resource Management. This course prepares participants to sit for SHRM certification exams. All participants receive a SHRM certificate in HR upon completing the class.

- **When is the course offered?**

The 11 week HRM certificate course is usually offered during the fall months. Classes are held weekly during the early evening for approximately 3 hours.

- **Where can I find more information about the HRM course?**

For more information on these and other Organization and Executive Development (OED) programs, please call 212-386-0004, or visit our website at www.nyc.gov/executivedevelopment.