

Campus Locations

Old Westbury
Northern Boulevard
Old Westbury, NY
11568-8000
Tel 516.686.7520
Fax 516.626.0419

Manhattan
1855 Broadway
New York, NY
10023-7692
Tel 212.261.1508
Fax 212.977.3460

nyit.edu



Certification Information

All certification testing is computer-based and conducted at the 250 U. S. Prometric Test Centers. The next testing period for the PHR and SPHR exams is May 1 - June 30, 2011. The next testing period for the GPHR exam is May 1 - May 31, 2011. To avoid a late fee, register for your exam early. For best results, schedule your certification exam after the end of your class section. For information on the exam and to register, visit www.hrci.org.

While no single course of study guarantees success on the Human Resource Certification Institute examinations, thousands of individuals have used the SHRM Learning System to effectively prepare for the exams.

To maintain your certification, you must recertify every three years by documenting your continuing professional education and relevant experience or re-examination. Professional development classes, seminars, conferences, and courses, such as those offered at NYIT, are appropriate for recertification credit.

NYIT does not discriminate in admissions or access to its programs and activities on the basis of race, color, national origin, religion, creed, disability, age, marital status, gender, sexual orientation, or veteran status.

NYIT provides reasonable accommodations to any person who has a temporary or permanent disabling condition. If you need to discuss an accommodation or a barrier to your full participation in NYIT programs and services, please contact: Disabilities Compliance Coordinator, Theobald Hall, Room 401, Northern Boulevard, P.O. Box 8000, Old Westbury, NY 11568-8000 516.686.7976



The SHRM Learning System™

Advance as a Human Resources Professional

Prepare for your PHR, SPHR, or GPHR certification

Classes available:

- Manhattan
- Long Island

Spring 2011



Human Resources Professional Certification Examination Preparation

XMGT-016 - SHRM Learning System Course

This SHRM Learning System course is designed to assist human resources professionals in preparing for the PHR or SPHR examinations and to provide up-to-date knowledge of key functional and strategic aspects of their professions.

The 36-hour course covers:

- Strategic business management
- Workforce planning and employment
- Human resource development
- Total rewards
- Employee and labor relations
- Risk management

The SHRM Learning System includes:

- Six study guides that cover the required body of knowledge
- Comprehensive bank of test questions—more than 1,600 in all
- Practice tests that use a format similar to the Human Resources Certification Institute (HRCI) exam format
- SPHR preparation book to help you take a more strategic approach, applying information across functional areas
- New Mobile Study Tools: Access custom-formatted tests, flashcards, and resources from your iPhone, Blackberry, Palm Pre, Windows Mobile, or Google Android.

Classes meet once a week of one of NYIT's convenient Manhattan or Long Island campuses. They are taught by experienced instructors who have successfully guided hundreds of individuals through their certification exams.

Those who successfully complete this course are awarded a Certificate of Human Resources Management from SHRM and 3.5 CEUs.

Tuition:

(includes the SHRM Learning System and access to web-based practice exam questions): \$1,095; \$1,045 (SHRM members and NYIT alumni)

Course Schedule: Available in two locations:

Old Westbury:

Section W01: Mondays
Jan. 31: Orientation
Feb. 7 - May 16
6 - 9 p.m.

Manhattan:

Section W02: Saturdays
Feb. 12: Orientation
Feb. 26 - May 14
9 a.m. - 1 p.m.

Section M01: Saturdays
Feb. 12: Orientation
Feb. 26 - May 14
9 a.m. - 1 p.m.

SHRM Learning System Special Intensive Preparation Class for SPHR Candidates

XMGT-016 - M02

NYIT offers a focused, efficient approach for busy professionals to prepare for the SPHR exam. The course includes:

- Three day-long classes on alternating Saturdays
- Rapid-pace reviews of high-priority materials for the exam

All six modules of the SHRM Learning System will be covered in this class. Participants receive their books and guidance before the first class and will be expected to review two modules and take at least two online assessments before each class.

The Special Intensive Preparation Class is for human resources professionals with five or more years of exempt-level experience.

To make the most of the intensive format, lunch will be provided each day.

Tuition:

(includes SHRM Learning System, web access, and lunch): \$1,295

Course Schedule:

Manhattan:

Section M02: Saturdays
April 9, 23, and May 7
9 a.m. - 4 p.m.

When it Comes to Certification, NYIT's Experience Counts

Each year, nearly 100 human resources professionals enroll in NYIT's SHRM courses. They study with experienced instructors and interact with peers as they intensively study the key areas of human resources management and hone their test-taking skills in preparation for the certification exam. It works - NYIT students pass rate on the PHR and SPHR exams consistently exceeds the national average.



XMGT-018 - SHRM Global Learning System® Course

HR has changed in the past decade, as responsibilities reach across borders, cultures, and economies. HR professionals earning an HR Certification Institute's Global Professional in Human Resources (GPHR®) certification will be prepared to assume responsibilities beyond U.S. regulations—and possess the capability to develop global and cross-border HR policies.

You'll learn from printed workbooks, software, online tools, and a dynamic classroom experience, including:

- Global content that corresponds to the updated GPHR Body of Knowledge including legislation from six countries/regions that were identified in the practice analysis.
- A proven training program that includes a blended format of print and Web-based study tools designed to enhance your exam preparation, more than 750 sample exam questions to test your knowledge, and interactive case studies for each module to apply learned principles.
- A post-test that mirrors the HR Certification Institute exam.

Each of the five modules includes a comprehensive book that details key terms, leading principles, and practical examples, and contains charts and checklists that can be quickly accessed and learned. The modules are:

- Strategic HR Management
- Global Talent Acquisition and Mobility
- Global Compensation and Benefits
- Organizational Effectiveness and Talent Development
- Workforce Relations and Risk Management

A student who successfully completes the course will receive a Certificate of Global Human Resources Management from SHRM and 2.8 CEUs.

Tuition:

(includes the SHRM GPHR Learning System and access to web-based practice tests):

\$1,295

\$1,195 (SHRM members and NYIT alumni)

Course Schedule:

Manhattan:

Section M01: Saturdays March 5 - May 16

9 a.m. - 1:15 p.m.

XMGT-027

SHRM Essentials of Human Resource Management Certificate Program

The perfect course for managers who need to know basic human resources concepts, policies, and laws. Essentials of Human Resource Management is also for those who want an overview of areas outside their current specialty or for newcomers who want an overview of the entire human resources field. This program is not for the seasoned human resources professional (unless requiring general update) but is a must for anyone managing people. Knowledge of the essentials can keep you and your company out of trouble, make you a better manager, improve workplace morale, help with performance management, and protect your company from needless litigation.

Build a strong foundation in HR management skills!

This course covers:

- **Human Resource Management:** Gain a clear understanding of the HR function.
- **Employment Law:** Enhance your ability to apply key HR legislation.
- **Recruitment and Selection:** Develop important skills for selecting employees.
- **Compensation and Benefits:** Learn the key elements of a total compensation system.
- **Employee Development:** Obtain an understanding of orientation, development, and training.
- **Performance Management:** Discover the purpose and process for performance evaluation.

Students receive two workbooks with course materials and exercises. You will also have access to interactive software that includes a pre-test, tests for each topic, a glossary of key terms, and a post-test, plus access to an online resource center and a feedback feature. Those who successfully complete the course receive a Certificate of Human Resources Management from SHRM and 1.5 CEUs.

Tuition:

(includes participant material and web access): \$595

Course Schedule:

Manhattan:

Section M01: Fridays

March 4, 11, and 18

9 a.m. - 4 p.m.

Old Westbury:

Section W01: Fridays

June 3, 10, and 17

9 a.m. - 4 p.m.

FOR MORE INFORMATION

Contact Patricia Brustman at 516.686.7722, e-mail shrm@nyit.edu, or visit at www.nyit.edu/management/certificates/hr_management_certificates.

THE SHRM LEARNING SYSTEM™

If you've been planning to earn your Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or Global Professional in Human Resources (GPHR) certification, it's time to enroll in one of our classes.

We offer these programs in partnership with the Society for Human Resource Management (SHRM). Designed by experts in the field of human resources, the curriculum is taught by knowledgeable instructors and includes application exercises that develop specific competencies. Students in our certification preparation program have consistently scored higher than the national average.

By attending our courses, you'll get the benefit of interacting with your peers in a structured classroom environment that enhances learning and helps keep you on track. You'll share experiences and identify ways to apply your new knowledge on the job, as well as prepare yourself thoroughly for the certification exam.

Be competitive – earn your PHR, SPHR or GPHR

With the new eligibility requirements, your credentials are more valuable than ever!

A Smart Investment

- **Professional growth:** You'll contribute more to your organization and be valued as a competent human resources professional.
- **Career advancement:** Certification gives you a competitive edge for your next career move.
- **Tuition reimbursement:** Many employers pay for tuition and exam fees to encourage your professional growth.
- **Recertification credits:** All of the courses in this brochure earn credit toward recertification.
- **Investment protection:** If you do not pass your certification exam, you may attend our class the following semester for only a \$225 re-registration fee, provided you still have the necessary materials.

For more than 50 years, NYIT has focused on preparing its students for professional career success.



Registration Form XMGT-016, 018, 027

For information, call 516.686.7722.

To register by fax, send your completed registration form with major credit card information to 516.686.7716.

To register by mail, complete the registration form (or photocopy) and send it back with a check, a copy of the purchase order, or credit card information. Confirmation will be mailed to you upon receipt. List only one person per form.

Name _____

Home address _____

City _____ State _____ ZIP _____

Employer _____

Business phone _____ D.O.B _____

Home phone _____

E-mail _____

Course _____ Section _____

Day/Time _____

Total Amount _____

SHRM membership number _____

Have you previously attended NYIT? Yes No

If yes, when? _____

Payment Method:

Check enclosed (**payable to New York Institute of Technology**) Mail to: New York Institute of Technology, Center for Human Resource Studies, Room 517, 500 Building, Northern Boulevard, P.O. Box 8000, Old Westbury, N.Y. 11568-8000.

If your account is not paid when due, it may be forwarded to an outside collection agency or attorney. At that time, the student will be responsible for paying NYIT all of the costs associated with the collection of the delinquent account, which includes the payment to NYIT of the principal sums due plus additional costs. Additional costs may include, but are not limited to, collection agency fees constituting 33 percent of the principal balance due if NYIT engages a collection agency to secure payment. If NYIT engages legal counsel to secure payment, additional costs may include legal fees constituting 50 percent of the principal balance due, plus all other costs associated with collection of the delinquent amounts. All collection matters shall be governed by New York state law. The courts of New York shall have exclusive jurisdiction in these matters.

MasterCard Visa American Express Discover

Cardholder's Name _____

Card Number _____

Expiration Date _____

Authorized Signature _____

There is a 5 percent discount for senior citizens.

NYIT reserves the right to cancel any class, change class schedule, divide a class, or change instructors, if necessary. Students will receive a full refund for any course for which they have enrolled that is canceled by NYIT.

WITHDRAWAL AND REFUND POLICY:

No refunds will be granted for withdrawal from any non-credit course on or after the first scheduled day of class. Withdrawal must be in writing.

Telephone cancellations cannot be honored.