Confirmation receipt for payment and a parking pass will be mailed to you when the registration has been processed.

Mail to:
Continuing Education Operations
Old Dominion University
Norfolk, VA 23529

General Questions?
For more information, call 757-683-4603 or e-mail drw@odu.edu.

Further details can be found on our Web site www.execed-odu.com.

Discouts, Withdrawals and Refund Policies
Companies registering two or more employees at one time and paying with a single check, credit card or purchase order and SHRM members are eligible for a $55 discount. Requests for discounts must be made at the time of registration. No discounts will apply after the registration deadline.

Registration for Spring online due by January 28, 2013
Registration for Spring classroom due by January 21, 2013

If registering more than one participant, please duplicate this form.

Refund Policies
Companies withdrawing from a course starting date will be charged a $75 processing fee. W ithdrawals less than seven business days before the course begins w ill be charged a $495 fee and a $75 processing fee. W ithdrawals will be held w ithout a fee if requested prior to the first class. The center reserves the right to substitute instructors, change the days and times that programs w ill meet, or cancel program due to insufficient enrollment or unforeseen events.

Parking
All participants must have a parking pass to park on the Norfolk campus. You should receive a parking pass in the mail with your receipt. If you do not, please contact the center at 757-683-4603.

Go to www.odu.edu, Find the A-Z index. Under P go to Parking and Transportation Services. Pull up the campus map for parking and/or directions to Old Dominion University.

For more information and FAQ, check out our Web site:
www.execed-odu.com

Old Dominion University is an equal opportunity affirmative action institution.

Spring 2013
Professional Human Resource Management Program

The only Society for Human Resource Management (SHRM) designed program in Hampton Roads. Register today to get access to the most up-to-date content with the SHRM® Learning System.

SHRM® Learning System Classroom Online classes will meet February 11 – May 8, 2013
Norfolk Campus classes will meet
Monday, 5:45 p.m. – 9:15 p.m., February 4 – April 15, 2013.

Check out our Web site:
www.execed-odu.com

for more information and FAQ.
Program Benefits

Only SHRM-designed program in Hampton Roads

Upgrade FTE to SPHR: Professors have the opportunity to test critical thinking skills and apply concepts, which will help them prepare for the certification exam.

Certification Information

Please note that to earn the SPHR or PHR designation, you must be a member of the SHRM. Please visit our website for more information.

Who Should Attend?

The course is specifically designed for managers and staff with experience in human resource management.

Tuition reimbursement: Many employers will be eligible to apply for employer tuition reimbursement.

Action-oriented curriculum: The course provides opportunities for HR professionals to network, share “real-world” experiences, and develop specific competencies.

About the SHRM “Learning System”

SHRM educational products are developed by SHRM to meet the standards set forth by the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by HRCI.

Material included with registration:

The SHRM Learning System course registration fee includes materials that are based upon the HRCI test specifications, a campus parking pass, the SHRM Learning System program and access code. Each module includes:

In-depth analysis to expand your knowledge and what you already know. Access to SHRM’s Curriculum that asks you to apply the information to real-world situations.

The SHRM Learning System Web-based Program

You will gain additional test-taking experience if a number of features first help to increase your understanding of exam questions. These features include pre- and post-test, module-based quizzes, national-level references, and links to module content, application questions, glossary, quizzes, study tips, and real-world case studies to effectively outfit you with the HR thinking skills needed to remain competitive in the HR field. Complex questions are incorporated into the course to have a minimum of two (2) years of HR experience.

Fees/Schedule

Cost-effective learning:

Tuition reimbursement: many employers will be eligible to apply for employer tuition reimbursement.

Procedure-focused and competency-based:

The course is designed by subject matter experts and includes application exercises that develop specific competencies and decision-making skills.

Recertification credits:

Certified HR professionals can earn credits toward the SHRM Learning System during the fall and spring term for at least two years of exempt level experience in the HR profession or 300 hours of continuing education within the last two year period. The course meets the development needs of HR professionals with constraints of your schedule and your budget.

The SHRM® Learning System

Web-based Program

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