

## Do your current job or career goals include human resources?

Along with its current, well-known certifications of PHR and SPHR, the Human Resources Certification Institute (HRCI) has recently introduced the first-ever HR certification designed for professionals who are just beginning their HR career...the aPHR or [Associate Professional in Human Resources](#).

Eligibility is dependent only on a high school diploma or equivalent, and no HR experience is needed. Receiving this certification can help new HR professionals launch their career in the right direction and solidify their HR skill set. It is also a great way for an individual with no HR experience to become a more valuable team member within their organization.

The aPHR exam content includes the following topics:

**HR Operations:** Understanding the tactical and operational tasks related to workforce management and the HR laws, regulations and policies that apply to your company.

**Employee Relations:** Understanding the methods companies use to monitor and address morale, performance and retention. Learning to balance the needs of the company with the well-being of the employee

**Recruitment and Selection:** Understanding the hiring process including regulatory requirements, sourcing, formal interview and selection processes and onboarding of a new hire.

**Compensation and Benefits:** Learn concepts related to total rewards and gain the ability to know if you are compliant with HR laws, regulations related to wages and hours worked.

**Human Resource Development and Retention:** Understand techniques and methods for delivering training programs and developing employees

**Health, Safety and Security:** Understand the laws, regulations and policies that promote a compliant, safe work environment. Identify and protect against workplace hazards.

For additional details on the course content: <https://www.hrci.org/our-programs/our-certifications/aphr>

Since this exam does not require any prior HR knowledge or a degree, preparation includes studying the exam materials. This material outlines the six areas of knowledge individuals should be familiar with and tasks a new HR professional may be expected to perform.

**Cathy Graham, our SVP of HR Services at Payentry** will be conducting our next 6-week online study program to prepare those who want to take the exam. This class begins on Tuesday, August 4, from 5:00 p.m. to 7:00 p.m. (EDT). Class will be held every Tuesday after that through September 8. The cost of the 6-week class is \$1,325 and includes all study materials and the price of the exam. The study materials from HRCP include a 400-page study guide, powerpoint presentation, flashcards, and practice tests. Fees also include unlimited access to the trainer for questions.

The deadline for registration is Wednesday, July 7<sup>th</sup>.