

# Prepare Yourself For An Important Career Milestone

Expand your human resource knowledge  
and prepare for HR certification

Professional Development Institute/  
University of North Texas

## PHR/SPHR Exam Preparation Spring 2018



Enroll today in a 12-week program designed to expand your HR knowledge and skills and prepare you for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exams.



*"I liked the instructor's ability to bring participants into sessions."*  
Paul L.



*"I did learn a great deal and couldn't have asked for a better circumstance for my first HR related class. It was a tremendous help with regards to my limited knowledge of HR and HR management."*  
Brian



*"I really think that everything you taught me has been very beneficial, and it seems that I am always using information from that class."*  
Elizabeth

**Classes Are  
Tuesday Evenings  
Feb 6 - April 24, 2018**

**For more information or to enroll  
[pdi.org](http://pdi.org)  
940.565.3353**

For more information about  
the certification process,  
contact the  
HR Certification Institute  
[www.hrci.org](http://www.hrci.org),  
866-898-4724  
e-mail:[info@hrci.org](mailto:info@hrci.org).

**PDI** Professional  
Development  
Institute  
UNIVERSITY OF NORTH TEXAS

# Prepare for Certification With This Time-Proven Program

If you plan to enhance your HR skills and knowledge and prepare for the **Professional in Human Resources (PHR®)** or **Senior Professional in Human Resources (SPHR®)** designation, now is the time to enroll in this Exam Preparation course and get the info you need.



The curriculum covers the **HRCI Body of Knowledge** and includes application exercises that develop specific competencies and decision-making skills.

By attending you will develop knowledge and skills that will improve workplace effectiveness. Benefits include:

- Training close to home
- Access to an expert instructor
- Peer networking
- Course fees that may qualify for tuition reimbursement
- Structured classes and course syllabus

There's never been a better time to pursue your **PHR®** or **SPHR®** designation. You'll learn from workbooks, software, online tools and classroom experience. In addition, you can earn 3.5 continuing education units (CEUs) for completing this course.

The program is segmented into six learning modules that cover those HR topics that are most relevant to today's HR professional and are tested on the HR Certification Institute certification exams.

- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management

## ***Instructor Jana Bates***

Ms. Bates, SPHR®, has extensive experience in all areas of Human Resource Management including Federal and Labor Law compliance, employee relations, benefits management, wage and salary administration and payroll. She is currently employed as Manager of Regulatory Compliance for Texas Woman's University. She is an active SHRM member and has served on the Board of Directors for North Texas SHRM for the last seven years. Jana was voted HR Professional of the Year in 2006, 2009, and 2011 – the only person to have won the award three times!

## Registration Information

### Course Schedule

**Tuesday Evenings** beginning February 6 and ending April 24, 2018.  
6:00 p.m. to 9:00 p.m.

### Location

UNT's New College at Frisco  
2811 Internet Blv., Frisco, TX

**Course Investment: \$1,395.00\***

**\*\$1,295.00** for SHRM members, UNT alumni or students

### How to Register

Enroll online at [www.pdi.org](http://www.pdi.org)  
Phone: 940.565.3353 • Fax: 940.565.3362 or  
Mail the completed registration form to  
2301 Hinkle Drive, Denton, TX 76201

Spring 2018 (04R16-001)

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home phone \_\_\_\_\_

Business phone \_\_\_\_\_

E-mail \_\_\_\_\_

SHRM member number (optional) \_\_\_\_\_

### Method of Payment

Check enclosed. (Make checks payable to PDI)

Credit Card

Visa  Mastercard  Amex  Discover

Account # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Card Verification Number \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

**For more information, contact  
Tami Russell at 940-565-3353 or [trussell@pdi.org](mailto:trussell@pdi.org)**

The following terms and conditions apply to all registrants, whether pre-paid or invoiced. A participant may receive a full refund by providing to PDI written cancellation 10 or more business days prior to the starting date of the program. No refunds will be granted within 10 business days of the starting date of the program or after the start of the program. Substitutions are accepted at any time up to and including the starting date. PDI may allow you to transfer your registration. If your registration is transferred and you later cancel your registration, only 50% of your registration fee will be refunded. If enrollment is not sufficient to warrant holding the program, PDI reserves the right to cancel. If this occurs, you will receive a full refund. PDI is not responsible for any expenses (such as airline tickets) incurred by registrant due to cancellation.