

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
Friday Afternoons
Feb 9 - April 27, 2018**

For more information or to enroll

pdi.org

940.565.3353

**For more information about
the certification process,**

contact the

HR Certification Institute

www.hrci.org,

866-898-4724

e-mail: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 training. In her 25-year plus career she has also worked in safety and OSHA compliance, quality systems administration, continuous improvement programs, and in project management. She is recently retired from Texas Woman's University where she last worked as Manager of Human Resource Regulatory Compliance. Jana was voted North Texas Human Resource Professional of the year six times in the last ten years. She is the only person to have won the award more than twice. She was awarded President Emeritus status by North Texas Society of Human Resource Management.

Registration Information

Course Schedule

Friday afternoons beginning February 9 and ending April 27, 2018.
2 p.m. to 5 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
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**

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.