

# Human Resources: An Online Course for Governmental Officials



Center for Continuing Education  
Carl Vinson Institute of Government

## How to Contact Us:

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## Frequently Asked Questions

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### For whom is the course designed?

*Human Resources: An Online Course for Governmental Officials* is designed primarily for governmental employees who require basic human resources training to assist them in their jobs.

In addition, if you are a participant in the Georgia Clerks Education Institute's (GCEI) and County Clerks Certificate Program, this course counts as a six-hour elective. If you are in the Georgia Superior Court Clerks Certificate Program, this course of study is one of the required courses in the curriculum for grandfathered clerks (those enrolled in the program prior to November 2016). In addition, if you are a participant in the ACCG Commissioner's Training Program or the Harold F. Holtz Municipal Training Institute for GMA Elected Officials, this is a required course.

### Are there any prerequisites for enrolling in *Human Resources: An Online Course for Governmental Officials*?

No. There are no prerequisites for enrolling in this course.

### Why should I complete *Human Resources: An Online Course for Governmental Officials*?

This course will help you to expand your knowledge of governmental human resources issues and the employment law that they entail.

### What do I receive when I complete the course?

Successful graduates of *Human Resources: An Online Course for Governmental Officials* will receive 0.6 continuing education unit (CEU) from the University of Georgia.

## **How long does it take to complete *Human Resources: An Online Course for Governmental Officials*?**

One month is allowed from the time that you register for the course. A one-month extension can be granted for a nominal fee (\$50 US). You can make your one-month extension request and payment [here](#). Upon receipt of your extension request payment, 30 days will be added to your original course expiration date.

## **How much time will I need to devote to study?**

Former students have reported spending nearly 1 hour of study per lesson.

## **Can I move about the course and study the lessons in any order or must I follow the lessons in numerical order?**

You must begin with lesson 1 and progress through each lesson as presented. You must earn a score of 100% or higher before the next lesson's quiz will be revealed to you. You are granted two attempts to earn a 70% on the Final Examination. Once you earn a minimum score of 70% on the Final Examination, an automated message will be sent to the University of Georgia Center for Continuing Education alerting the administrative staff of your SUCCESSFUL COMPLETION of the Human Resources: An Online Course for Governmental Officials. You will receive a confirmation "graduate" email within 36 hours.

## **How long does it take to learn the results of each lesson quiz?**

The quiz and final examination are graded online and you will receive immediate results.

## **Can I transfer my course registration to another student?**

During the first 30 days of your course, if you have not completed any course work, you may opt for a one-time transfer of your enrollment to another student for a fee of \$50. The new student (i.e., substitute) would have up to one month from the transfer date to complete the course. Written requests should be sent to [student@georgiacenter.uga.edu](mailto:student@georgiacenter.uga.edu).

## **What is the cancellation/refund policy for individual enrollments?**

You may cancel your enrollment within the first seven days and receive a refund less a \$50 administrative fee, provided that you have not accessed the online course material at all. During the first 10 days of your course, if you have not completed any course work, you may opt for a one-time transfer of your enrollment to another student for a fee of \$50; the new student (i.e., substitute) would have up to thirty (30) days from the transfer date to complete the course. Written requests for course cancellation or transfer must be sent to [student@georgiacenter.uga.edu](mailto:student@georgiacenter.uga.edu) in order to be processed.

## **Enroll Anytime. Register Now!**

For more information about  
***Human Resources: An Online Course for Governmental Officials***,  
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