

HR MANAGEMENT CERTIFICATE

Frequently Asked Questions



UNIVERSITY OF
GEORGIA
Center for Continuing
Education & Hotel

1. WHO SHOULD TAKE THE HUMAN RESOURCES MANAGEMENT CERTIFICATE COURSE?

Anyone working in human resources or has duties related to human resources seeking a broad understanding of the field. You might be new to human resources – with less than two years' experience. Or, you might be a seasoned professional desiring refreshment or an opportunity to update your knowledge on this topic. Either way, hopefully, you are looking to become SHRM certified. Led by a SHRM®-certified instructor, this course combines the SHRM Learning System with expert teaching to facilitate a comprehensive and detailed review of the current SHRM BoCK.

2. ARE THERE ANY PREREQUISITES FOR ENROLLING IN THE COURSE?

No. There are no prerequisites for enrolling in *Human Resources Management*; the course content assumes a basic familiarity with the general duties within human resources.

3. WHY SHOULD I COMPLETE THE COURSE?

As a graduate of the course, you will be well-positioned to grow and succeed in your HR career as well as take and pass one of the SHRM certification exams. This course also offers continuing education for practitioners. If you are already SHRM certified, this course qualifies for 38.5 hours of continuing education/PDUs.

4. WHAT DO I RECEIVE WHEN I COMPLETE THE COURSE?

Successful graduates of the course will receive 4.0 [Continuing Education Units](#) (CEU) from the University of Georgia and a printed certificate mailed to you. Additionally, you will earn the SHRM Certificate of Achievement, which can be printed.

5. HOW MUCH TIME WILL I NEED TO DEVOTE TO STUDY?

Former students have reported spending ~7-10 hours per week studying, reading, class, etc.

6. WHAT ARE THE GRADED COMPONENTS OF THE COURSE?

- students must attend 80% or more of the scheduled live-session hours;
- online pre-assessment must be complete before the first day of class;
- complete each online quiz with an 80% or higher;
- take the online Post-Test within two weeks of the final course session and score an 80% or higher.

7. DO I HAVE TO PURCHASE MATERIALS?

No. All course materials are provided in the Registration Fee and includes the SHRM Learning System printed books and 18-month access to the online portal.

8. CAN I STUDY THE ONLINE COURSE CONTENT WITH MY MOBILE DEVICE? WHAT ARE THE TECHNOLOGY REQUIREMENTS FOR DEVICES AND BROWSERS?

The online course content, tools and resources are best optimized for a desktop or laptop computer. While the online platform is designed to be mobile responsive, we strongly recommend the use of a desktop or laptop computer.

9. WHAT IS THE CANCELLATION/REFUND POLICY?

We will gladly issue a refund, minus a \$150 cancellation fee, for requests received no later than 10 days before the course start date. If you are unable to attend the scheduled course dates, you may request a transfer to the next available course offering. Only one course transfer is permitted and must be received in writing no later than 10 days before the course start date.

[ADDITIONAL SHRM CERTIFICATION FAQS](#)



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