

# 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 who 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, you might be, 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 BASK™.

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

**No.** There are no prerequisites for enrolling in *Human Resources Management*; the course content only 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](#) (CEUs) 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;
- students must complete online pre-assessment must be complete before the first day of class;
- students must complete each online quiz with an 80% or higher;
- students must take the online Post-Test within two weeks of the final course session and score an 80% or higher.

### 7. WHAT MATERIALS ARE INCLUDED WITH THE REGISTRATION FEE?

The registration fee provides online access to the full SHRM® Learning System, which includes the learning modules, practice questions, and interactive study tools. You will also receive additional support materials provided by the instructor such as powerpoints and/or study guides. There is a \$35 shipping fee to purchase the additional printed books at time of registration. To purchase materials at a later date, a \$150 fee + the \$35 shipping charge will be required.

### 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. If materials were shipped, you must return the printed materials unopened or be charged a 50% cancellation fee.

## [ADDITIONAL SHRM® CERTIFICATION FAQs](#)



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