

Human Resource Management Certificates & PHR/SPHR Exam Preparation

Stay up to date with emerging trends and regulations in human resources. HR roles are rapidly changing from basic recruitment and legal compliance to new accountability for strategic leadership, talent retention, and performance management.

Earn a Certificate in Human Resource Management

Whether you're a seasoned professional or are just entering the field, a certificate in Human Resource Management will expand your understanding of current issues and trends in HR. Course offerings provide a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, employment law, and staff management.

UNLV Continuing Education offers two Human Resource Management certificate options. To earn the Basic Certificate you must successfully complete the core course plus 2.4 CEUs of electives. The Advanced Certificate requires successful completion of the core course plus an additional 6 CEUs of electives. Elective courses give students the opportunity to specialize in an area of interest, including employment law, employee relations, or strategic leadership.

Core Course: Essentials of Human Resource Management

Learn the basics of compensation, employment law, and effective recruitment, selection, and training techniques. This course is for those just entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management.



Companies must stay up to date on employment laws and staffing trends. In a small business, one employee may be responsible for all aspects of human resources including

- Compensation & Benefits
- Training & Development
- Recruitment & Staffing
- HR Information System Analysis or Payroll
- Employee Support

In large companies, human resource professionals may serve as specialists in a single function. UNLV can train you for this critical business role.

Key qualities of a HR professional:

- Problem solver
- Clear communicator
- Ethical & trustworthy
- Well organized
- Strong conflict resolution skills
- Current on HR issues

PHR/SPHR Exam Preparation

Prepare for the nationally recognized PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) designation from the HR Certification Institute or obtain re-certification credit.

Earning PHR or SPHR designation upgrades your knowledge and skills and makes you more a more valuable employee. But it's not easy - according to the HR Certification Institute, only half of exam takers passed the PHR exam on their first attempt during the May-July 2015 test period.

A History of Success

Certification preparation provides methods for the best ways to study and prepare for the exam. The learning system covers the six knowledge areas addressed by the PHR/SPHR exams: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management.

Students who complete UNLV's review course consistently perform higher than the national pass rate. Attend a free information session to learn more about the preparation curriculum, materials, instructors, and student outcomes.

Certification Prerequisite

You must have a minimum of two years of exempt-level experience to sit for the PHR test if you have a bachelor's degree. SPHR exam



Earning your PHR or SPHR certification correlates with more rapid professional advancement and higher salaries. According to a 2013 study from PayScale¹, 63% of certified HR assistants were promoted over a five year period compared to 34% of uncertified assistants. The frequency of certification increased for each step of HR advancement. The same study reports median pay for all HR roles is \$45,600 without certification, but \$64,700 with certification. HR managers and directors see the biggest salary increase with SPHR certification—over \$20,000 annually.

¹ <http://www.payscale.com/hr/worth-it-infographic>

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requirements include five years of exempt experience if you have a bachelor's degree. For additional exam information, including exam fees, visit www.hrci.org.

Enroll in an Upcoming Session

View course schedules and enroll online for both Human Resource Management and PHR/SPHR preparation at continuingeducation.unlv.edu/certificate-programs.

Contact Us

We are happy to answer your questions about any of our programs. Reach UNLV Continuing Education by phone at **702-895-3394** or via email at continuing.education@unlv.edu.



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