

Credentials Overview — Human Resources Associate



Credential Options

Cost Details

Associate Professional in Human Resources/HR Certification Institute *recommended

The aPHR is the first HR certification designed for professionals who are just beginning their career in Human Resources. This certification validates knowledge of foundational Human Resources. A high school diploma is required, however no HR experience is required as this is a knowledge-based credential.

Completion Time: **Testing available year-round, preparation time will vary.**

Difficulty Level (Low, Moderate, High, Very High): **High.**

Exam:

- \$400.00

Preparation:

- \$695.00 (preparation course+practice exam)

Certificate Program for HR Generalists/HR Training Center

This is a three-day seminar that culminates in earning of a HR certificate. This seminar covers the primary functions of a HR Generalist. This is offered in Denver several times a year. The seminar qualifies as required training for the SHRM and PHR training and credentials.

Completion Time: **3 days (in-person seminar).**

Difficulty Level (Low, Moderate, High, Very High): **High.**

Exam+Preparation:

- \$1,995.00
(Seminar+Certification)

Pathways Education Certificate/Toastmasters International

Apprentices may earn a certificate and a digital badge after completing one of Toastmasters' new Education Pathways. New members will be able to access one Pathway upon registration, and each pathway is comprised of five levels which increase in complexity as the learner progresses. The recommended pathways are **Dynamic Leadership, Leadership Development, Presentation Mastery, and Innovative Planning.**

Completion Time: **Will vary by apprentice.**

Difficulty Level (Low, Moderate, High, Very High): **Moderate**

Cost Details:

- \$20.00 for first month,
\$45.00 per month
afterwards.



Credentials & Coursework — Human Resources Associate

Higher Ed Coursework (Year 3)

Course	Description	Approx. Cost*
BUS 115 Intro. to Business	Introduces the application of fundamental business principles to local, national, and international forums.	\$800
BUS 216 Legal Environment of Business	Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Special attention is given to economic regulation, social regulation, labor-management, environmental issues, and contract fundamentals.	\$800
MAN 128 Human Relations in Organizations	Introduces interpersonal relations most directly linked to attainment of organizational and individual goals in the business world. Other factors include motivation, career development, and conflict resolution.	\$800
COM 115 Public Speaking	Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.	\$800
MAN 200 HR Management I	Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management.	\$800

*Training and Higher Ed Coursework may vary based on the needs of the employer and the trajectory of the apprentice. The above information suggests a sample of what the apprenticeship would entail.