

1. Question: Is the HR Rep Certificate Program limited to current HR Reps?

Answer: It is not limited. All current HR Reps, anyone aspiring to be a HR Rep and anyone interested in acquiring HR skills and knowledge are encouraged to pursue certification.

2. Question: Does one need the HR Rep Certification to apply for HR jobs?

Answer: No, certification is not required to apply for Emory HR jobs; but, it would be a big plus on a resume.

3. Question: Will completing the HR Rep Certification(s) guarantee a salary increase or promotion?

Answer: Certification will not guarantee a raise or a promotion; but, it will indicate to others a serious interest in your career. Participants will gain a broader and more coherent knowledge base about human resource administration.

4. Question: How do I determine at what level I am currently?

Answer: If you do not know your HR Rep designation, go to the Human Resources “Mgr & HR Rep” website to the “HR Rep” section on that page and click on “HR Representatives;” select alphabetically by name, department name or department ID number (<https://apps.hr.emory.edu/HRRep/search.jsp>).

5. Question: Do I have to complete certification for all three levels?

Answer: You do not have to complete certification for all three levels. However, before you can become certified at the Practitioner Level II, you must complete the Level I certification.

For a HR Rep who is currently designated at Level III, completion of Level I and II certifications are not required before enrolling in Level III certification. Level III Core courses provide an advanced institutional and long range planning perspective appropriate to Level III responsibilities.

6. Question: Is this the same program that is being offered at the Emory Center for Lifelong Learning?

Answer: No. This program is offered through HR Learning Services and is designed specifically for Emory employees only.

7. Question: How much does this cost? I heard it was over \$3500.

Answer: The cost of the program will vary among the participants. Given that

the curriculum includes many existing courses, it is possible that some HR Reps may have already completed many of the courses listed. Therefore, core and elective courses completed during the past 24 months will be credited toward certification.

Cost for Core Courses: Ranges from \$0 to \$240, depending on whether or not the person has taken any of the core courses within the last two years.

Cost of Electives: Ranges from \$0 to \$1150, depending on the courses or program the participant selects.

If you have additional questions or concerns about the HR Rep Certification Program, please contact:

La Sheree Mayfield, Program Coordinator
HR: Learning Services
1599 Bldg First Floor
Mailstop: 1599-001-1AP (HR Administration)
404-727-7607 (phone)
404-727-1849 (fax)
lmayfie@emory.edu