

PHR/SPHR EXAM REVIEW COURSE

Gain the Recognition You Deserve Through Professional Certification!

For over 17 years, the Management Development Institute has successfully prepared HR Professionals for their PHR/SPHR Certification.

REVIEW COURSE TOPIC SCHEDULE – SATURDAY FORMAT

PHR Session	Course Dates	Functional Area Reviewed
1	September 19, 2009	Strategic Management Practices
2	October 3, 2009	Human Resources Development
3	October 17, 2009	Employee and Labor Relations
4	November 7, 2009	Risk Management
5	November 21, 2009	Total Rewards/Compensation & Benefits
6	December 5, 2009	Workforce Planning & Employment
SPHR	Oct. 3, Nov. 7 & 21	Meets 1 hour after class on 3 dates.

Times: 9:00 am–4:00 pm

Location: MDI Training Facility, MSU campus Springfield, MO

Cost: \$595 PHR
\$695 SPHR
Includes all materials

PHR Exam Review:
attend sessions 1-6

SPHR Exam Review:
attend sessions 1-6 plus 3 additional hours

Exam Prep For Success!

MDI has exclusively developed exam preparation materials which include content review, test tips and over 750 sample exam questions. Course content is structured using lecture, case studies and individual and group exercises. Although no one course of study can guarantee a passing score, MDI's Review Course has been successful in preparing PHR/SPHR exam participants for 15 years.

The PHR and SPHR exams are both based on U.S. laws, regulations and practices and are generalist in nature (i.e., they assess all the functional areas of the HR field). They differ in terms of focus and the cognitive level of questions. PHR questions tend to be at an operational/technical level. SPHR questions tend to be more at the strategic and/or policy level.

PHR/SPHR Exam Requirements

Questions regarding certification eligibility are answered in the *Certification Information Handbook*, available online from HRCI.

HRCI Contact Information

Phone: 703.548.3440

Web: www.hrci.org

This booklet contains all certification information, plus the registration form to apply for the PHR or SPHR exam. A fee is required for taking the exam. The fall exam window is December 1, 2009 - January 31, 2009. The PHR/SPHR exam is administered by computer at Prometric testing centers.



Management Development Institute
MDI Institute
College of Business Administration
Missouri State University

Gain the Recognition You Deserve Enroll Now in MDI's PHR/SPHR Exam Review Course!

Gain the Recognition You Deserve!

Certification demonstrates that you have mastered the human resources body of knowledge and have accepted the personal challenge to stay abreast in the field. To **successfully pass the exam**, HR professionals must know how to deal effectively with strategic management and planning issues, international competition, management staffing and family and social issues that affect the workplace.

The credentialing exam is given by the Human Resource Certification Institute (HRCI). Additional information is available at www.hrci.org.

The Management Development Institute offers a review course to assist in preparation for the credentialing exam. The course incorporates information that forms the base of the exam and **content is consistently updated** to include the newest regulations and current trends. Sessions focus on the HR body of knowledge and are designed to:

- 1) **assess your competency level,**
- 2) **review content areas assessed on the exam and**
- 3) **enrich your test-taking skills.**

The PHR/SPHR Review Course was initiated by the Management Development Institute in 1990 and is endorsed by the **Springfield Area Human Resources Association**. MDI has helped over 250 human resource professionals successfully prepare for the exam!



Introducing Your Instructor:

Glenn Pace, SPHR has established an outstanding reputation for delivering quality, professional training. His extensive Human Resources, Legal and

Management background allows him to provide the latest legal updates and HR tools and techniques that can be applied immediately. With over 25 years in Human Resources including 13 years as HR Director with Zenith Electronics both in the US and Mexico, Glenn's HR experience spans the manufacturing industry and the public/government sectors. Glenn has a private HR consultant practice and is an instructional partner with the Management Development Institute.

Fast, Easy Registration

Phone: 1-800-733-3203
417-836-5667

Web: www.mdi.missouristate.edu

Fax: 417-836-7666

Mail: MDI/Missouri State University
901 S. National Ave.
Springfield, MO 65897

Course Registration Form

PHR Review – \$595

SPHR Review – \$695

Review Course fees include extensive reference and study materials and practice exams.

Name _____
Title _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____

Send my confirmation letter by: Fax Mail E-Mail

Fee included (checks payable to Missouri State)

Bill company, P.O. Number _____

Charge \$ _____ to my:

MC VISA AmExp Discover
Card # _____

Expires _____ V-code _____
Signature _____

Missouri State is an EO/AA Institution

