



The Butler / Warren County Buzz

- **March Meeting – TBD @ Miami University in Oxford**
- **Message from the President – Angela Sherrick**
- **2011 Board of Directors List**
- **HR Certification Information**
- **HRCI Exam Deadlines**
- **HR Collaborative – Save the date – Wed April 18th**
- **Miami University Job Fair – See Flyer Attached!**



Attention HR Professionals! Butler/Warren County Society for Human Resource Management Presents:

March Meeting – to be determined

President's Message – March 2012

The BWSHRM Chapter and the Miami University Student SHRM Chapter are once again partnering together during our monthly meeting in March. This is an evening meeting during mid-March and will be held on the Miami Campus in Oxford. The topic sounds very intriguing (additional info in the newsletter) and it is always a great way to connect with the HR professionals of the future.

I hope everyone has been enjoying our unusually warm winter and that you're ready for spring – if you know me, you know I'm more than ready! I hope to see you all at Miami University for our March meeting.

Angela Sherrick, SPHR

President

**BUTLER / WARREN COUNTY
SOCIETY FOR HUMAN RESOURCE MANAGEMENT
2011 BOARD OF DIRECTORS ELECT**

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HR Certification Information

Applying for Certification

When to Apply

We accept applications for our certification exams twice a year for the two [exam testing periods](#). Apply early to make sure that your registration is confirmed and that you get your choice of exam date, time and location.

How to Apply

Apply online by creating an Online Profile to obtain a User ID# and password. If you already have your 12-digit User ID# and password you may begin the online application process by entering them as your login information to access your [Online Profile](#).

What You Need to Fill Out the Application

You will need to give us the following information:

- Email address -- During the application process, we will send all communications by email, to the email address you list in the application
- Full name as it appears on your government-issued ID -- At the test center, you will be required to present an unexpired, government-issued ID. Make sure the name on your application matches the ID you will present at the test center.
- Mailing address --We will mail score reports and certificates to the “primary” address that you list on your application
- Demographic information --This will include information such as your age, sex and company name. We request this information so that we can learn more about certification candidates. We do not use this information to determine who is eligible to take an exam. We do not discriminate on the basis of race, religion, national origin, sex, sexual orientation or disability.
- 12-digit User ID number (If you are already certified or you have applied in the past, you already have this User ID number. This ID number is different from your SHRM member number-if you have one). You will need your User ID number and a password to review and modify your application online. To schedule exams and to communicate with us before and after you become certified. If you submitted a paper application, please allow 10 business days for the information to be available in your online file.)
- Info changes --After applying, you can review or modify your contact information online. Please note that only our staff can make name changes.
- Qualifying HR work experience -- You must fill out the Qualifying HR Work Experience section of the application unless you recertify by exam or you are CA certification candidate. The position or positions you list in this section must exactly match the [approved position codes](#). If you cannot find an exact match for your job title on the position code list, you must list that job title as “Other” on your application. Then fill out and submit a [Supporting Documentation Form](#). Attach an official job description to show that the position was at a professional level and that at least 51 percent of the daily activities were HR focused. If you do not provide this information, you will not be eligible to take the exam. Because of the volume of applications we receive, we cannot pre-approve applications for eligibility.
- SHRM Member Number (if you have one)

- Felony Conviction Statement -- In compliance with the accreditation that the HR Certification Institute received from the National Commission for Certifying Agencies (NCCA) in 2008, we ask that you answer a felony (serious crime) conviction statement.
- Affirmation -- You will be asked to affirm that the information submitted on the application is complete and true. The affirmation also attests that you have read the [HR Certification Handbook](#) and agree to be bound by all policies and procedures outlined in it.

Exam Deadlines and Fees

Our computer-based exams are administered twice a year at test centers throughout the world.

Testing centers fill up quickly (particularly at the end of each exam testing period) so apply and schedule your exam early. If you wait until the exam period starts, you might not even be able to schedule an exam appointment at all. This happens rarely, but if it happens to you, you may withdraw from the exam and apply for a 50 percent refund of your exam fee.

2012 Exam Application Submission Dates

	Testing Dates	Applications Accepted	Late Applications Accepted*
Spring			
PHR/SPHR	May 1-June 30, 2012	Jan. 9, 2012 - Mar. 9, 2012	Mar. 10 - April 13, 2012
GPHR/CA	May 1 - May 31, 2012	Jan. 9, 2012 - Mar. 9, 2012	Mar. 10 - April 13, 2012
Winter			
PHR/SPHR	Dec. 1, 2012-Jan. 31, 2013	July 9, 2012 - Oct. 5, 2012	Oct. 6 - Nov. 9, 2012
GPHR/CA	Dec. 1-31, 2012	July 9, 2012 - Oct. 5, 2012	Oct. 6 - Nov. 9, 2012

*A US\$75.00 nonrefundable late fee is applied to all applications submitted during this time.

Fees

	PHR	SPHR	GPHR	PHR-CA/ SPHR-CA
Price	US\$300	\$US425	US\$425	US\$325
SHRM Member Price	US\$250	US\$375	US\$375	US\$275

All prices include a US\$75 nonrefundable application fee.

A US\$75 nonrefundable late fee will be applied on applications received after the regular deadline.

Visit this link for more information - www.hrci.org/HRCertification/