

**Register Today!**  
**Class size is limited.**

**Course Schedule and Location**

**Tuesdays**

**January 26 - May 4, 2010**

**6 p.m. to 9:30 p.m.**

**GEICO Headquarters**

**4201 Spring Valley Rd., Dallas, TX 75244**

**Course Investment: \$1150\* (Includes classroom instruction and SHRM Learning System materials)**

**\*\$1095 for SHRM members, UNT alumni or students**

**How to Register**

**Online: Visit [www.pdi.org](http://www.pdi.org).**

**Phone: Call phone 940-565-3353. Please be prepared to provide credit card information.**

**Fax: Fax the completed registration form and credit card information to 940-565-3362.**

**Mail: Mail the completed registration form and check, P.O., or credit card information to:**

**1204 W. University, Ste. 150, Denton, TX 76201**

**Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**Home phone** \_\_\_\_\_

**Business phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**SHRM member number (optional)** \_\_\_\_\_

**Method of Payment**

**Check enclosed. (Make checks payable to PDI)**

**Credit Card:**  **Visa**  **Mastercard**  **Amex**

**Discover**

**Account #** \_\_\_\_\_

**Exp. Date** \_\_\_\_\_

**Card Verification Number** \_\_\_\_\_

**Cardholder Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**For more information, contact Tami Russell at 940-565-3353 or [trussell@pdi.org](mailto:trussell@pdi.org).**

**04R29-001**

**Superior Instruction**

**Dr. Donna E.**

**Ledgerwood, SPHR**

Dr. Ledgerwood is director of the SHRM certification program at the University of North Texas in Denton. She was recently named an UNT Honors Professor and has won more than a dozen teaching awards. She has recently won the "Fessor Graham Award" at UNT, the 2006-2008 Educator of the Year at UNT (College of Business/Management), and was named 2007 HR Educator of the Year by HR Southwest.



**Nita Starnes, SPHR**

Ms. Starnes has an MBA from Texas Woman's University and has extensive HR experience than expands over a decade. She currently works as a legal department administrator for a major corporation. Her duties include recruiting and management, training, budgeting and other complex administrative projects. She is a member of the Dallas Chapter Association of Legal Administrators and has been instructor at Dallas County Community Colleges in addition to her work with UNT/PDI.

**14-Week Course Dates:**

**Tuesdays / January 26 - May 4, 2010**

**Weekender Crash Course Begins**

**February 13**



**Earn the Designation That Sets You Apart!**

*Expand your human resource knowledge and prepare for HR certification*

**UNT/PDI SHRM/HRCI Certification Courses**

Enroll today in a 14-week program designed to expand your HR knowledge and skills and prepare you for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exams.

**14-Week Course Dates:**

**Tuesdays / January 26 - May 4, 2010**

**Weekender Crash Course Begins**

**February 13-16; March 26-28; April 23-25**

**Friday 6-10 p.m.; Saturday 9 a.m.-6 p.m.;**

**Sunday 1-6 p.m.**

**For more information or to enroll, visit [www.pdi.org](http://www.pdi.org) or call 940-565-3353**



## Prepare for the HR Certification with UNT/PDI

If you've been planning to enhance your HR skills and knowledge and prepare for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, now is the time to enroll in UNT/PDI SHRM/HRCI Certification Courses and get the necessary knowledge and skills with the SHRM Learning System® Course.

We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum covers the newly updated 2010 HRCI body of knowledge which develops competencies and decision-making skills demanded of the profession.

### As a certification preparation program, it consistently beats the national pass rate.

By attending our course, you will develop new knowledge and skills that will improve your workplace effectiveness immediately. You also get the added benefit of:

- A structured classroom environment that enhances learning and helps you stay on track.
- An experienced instructor to explain concepts and apply them to your industry.
- Opportunities to network and share real-world experiences with other HR professionals.
- Training that's close to home and that qualifies for most employer tuition assistance programs.

## Is This Course for You?

The course is designed for managers and staff in human resource or general management or positions:

- HR professionals planning to take the PHR® or SPHR® certification exam
- Certified HR professionals needing recertification credits
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion

## Features That Deliver



As part of your tuition, you will receive the internationally recognized *SHRM Learning System*® which includes workbooks, software, and online tools. In addition to classroom benefits, this program offers a variety of study features that reinforce concepts to help you prepare for the certification exam:

- Comprehensive bank of test questions – **more than 1,600 in all**
- Practice tests that use a format similar to the HR Certification Institute exam format
- An interactive case study featuring real-life scenarios to apply concepts learned throughout the course
- SPHR Preparation Book to help you take a more strategic approach, applying information across functional areas
- Access to the *SHRM Learning System Resource Center*, featuring HR updates, two new Webcasts, test-taking tips, related links, and eFlashcards that can be printed or downloaded to a PDA

### Get the necessary knowledge and skills with the SHRM Learning System® Course

## Comprehensive Training

The SHRM Learning System course is segmented into six learning modules that cover those HR topics that are most relevant to today's HR professional and are tested on the HR Certification Institute certification exams.

- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management

You will also receive an SPHR Preparation Book specifically devoted to SPHR certification preparation.

## Why Become Certified?

- **Recognition:** Earn national recognition for your HR experience, knowledge, and skills.
- **Career:** Through certification preparation, become more effective and valuable in your current HR position or prepare for your next career move.
- **Dedication:** Prove your dedication to HR and desire for career advancement to your employer.

Please note that to earn either the PHR or SPHR designation candidates are required to have at least two years of exempt-level experience in the HR field.

If you have any further questions regarding the PHR or SPHR exams, please visit [www.hrci.org](http://www.hrci.org), call 866-898-4724, or e-mail [info@hrci.org](mailto:info@hrci.org).

Be prepared with the UNT/PDI program. While there is no single course of study that guarantees success on the HRCertification Institute exams, the SHRM Learning System has effectively helped thousands of individuals prepare for certification.