



# Workforce Investment Act Eligible Training Program

**Provider Name:** BRYANT UNIVERSITY-EXECUTIVE DEVELOPMENT CENTER

**Contract #:** 5050-09

**Address:**  
1150 DOUGLAS PIKE  
SMITHFIELD, RI 02917

**Address if program is held at a another site:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Program Name:** Human Resources Management Certificate

Office use only: ONET CODE 11-3121

### CONTACT INFORMATION

Program Contact Person: Amy Grant	Phone: 401.232.6203	Fax: 401.232.6704
	Email: <a href="mailto:agrant2@bryant.edu">agrant2@bryant.edu</a>	Website: <a href="http://edc.bryant.edu">http://edc.bryant.edu</a>

### Course Outline/Topics to be Covered

This program is designed for varying levels of experience. For current HR professionals to increase their value within an organization, new skills must be learned or perfected. For those individuals who may be career - transitioning into the HR field, education is the first step to a career in HR. This program provides an excellent foundation to achieve this level of knowledge. Six courses must be completed from the following offerings: Intro to Human Resource Management, HR Management & the Law, Recruiting, Selection & Retention, Intro to Benefits & Compensation, Performance Management, Policies and Procedures, Intro to Employee & Labor Relations, Organizational & Employee Development, Design & Deliver Effective Training, and Strategic Human Resources Management. Please refer to our web site at <http://edc.bryant.edu> for more information. Courses are available on-campus in the evenings or as self-paced online courses.

### Required academic grade levels to enter program

Reading Grade Level 12  
Math Grade Level 12  
English Proficiency \_\_\_\_\_

### Required to enter training program

Physical	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vaccinations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drug test	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BCI	<input type="checkbox"/> Yes	<input type="checkbox"/> No
License	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tools	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Experience	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other :		

### MAY be required for employment

Physical	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vaccinations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drug test	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BCI	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
License	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tools	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Experience	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other :		

### Participants will be qualified to seek employment in the following occupations:

- |                                       |   |
|---------------------------------------|---|
| 1) <u>HR Managers</u>                 | 2) <u>Training &amp; Development Spe</u>  |
| 3) <u>Human Resources Specialists</u> | 4) <u>Payroll &amp; Timekeeping Clerk</u> |

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

<b>TUITION INCLUDES:</b>	<b>These are expenses that <u>MAY</u> be reimbursed <u>after</u> successful completion of training.</b>	<b>Participant is responsible for :</b>																																
Tuition <u>\$4,194.00</u>	<i>Please indicate Yes, No or enter the amount</i>	Prerequisites _____																																
Fees _____	<table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Books</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td>\$300.00</td> </tr> <tr> <td>Licensing</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td></td> </tr> <tr> <td>Tools</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td></td> </tr> <tr> <td>Uniforms</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td></td> </tr> <tr> <td>Travel</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td><b>Total</b></td> <td><b>\$300.00</b></td> </tr> </tbody> </table>		YES	NO	AMOUNT	Books	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		\$300.00	Licensing	<input type="checkbox"/> Yes <input type="checkbox"/> No			Tools	<input type="checkbox"/> Yes <input type="checkbox"/> No			Uniforms	<input type="checkbox"/> Yes <input type="checkbox"/> No			Travel	<input type="checkbox"/> Yes <input type="checkbox"/> No			Miscellaneous	<input type="checkbox"/> Yes <input type="checkbox"/> No					<b>Total</b>	<b>\$300.00</b>	Memberships _____
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Books _____		_____																																
Licensing _____		_____																																
Certificate fees _____		_____																																
Other, provide explanation _____		_____																																
		<b>Cost above tuition cap</b> <u>\$0.00</u>																																
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### Maximum ITA Responsibility (Max. \$5500)

\$4,194.00

### PROGRAM LENGTH

Weeks and Hours and

### Additional Information

Student must complete 6 courses to earn the certificate.

Estimated time to complete is 36 weeks. Courses meet one evening per week for 8 weeks or are available as 12 week self paced online courses.

### What type of certificate will be awarded and by whom?

Bryant University Human Resources Management Certificate