



VOLUNTEER INSTRUCTORS NEEDED! (Up to 6 Recertification credits available per unit!!)

The fall certification session will soon be upon us. Instructors for all units (see below) are needed. Most units are eligible for 6 recertification credits. This is a GREAT way to help local professionals develop their skills AND brush up on your own! Please let Candace know if you'd like to instruct. (hassingerc@chphealth.org) You may pick which unit, and which dates work best for you. (Don't be scared!! It's easy!)

Instructor materials available.

GVHRA Certification Fall 2013 Test Preparation Schedule-tentative

All sessions are Mondays, from 5:30-7:30 at the Bozeman Deaconess Hospital Cafeteria Conference Room.

Dates:

Unit A: 9/9 & 9/16

Unit B: 9/23 & 9/30

OFF: 10/7

Unit C: 10/14 & 10/21

Unit D: 10/28 & 11/4

Unit E: 11/11 & 11/18

OFF: 11/25 (Thanksgiving Week)

Unit F (Risk Management): 12/2

Total Review & Q&A, if desired by participants : 12/9 (Candace)

Unit Options:

- Business Management & Strategy
- Workforce Planning & Employment
- Human Resources Development
- Compensation & Benefits
- Employee & Labor Relations
- Risk Management (1 week)

Other Important Dates!

- Testing Window: December 1, 2013 – January 31, 2014.
- Application for Testing: July 15, 2013 - **October 4, 2013!**
- Late Application for Testing: October 5, 2013 - November 3, 2013 (Late fee of \$75.00)

Costs for Tests:

PHR SHRM Member: \$350

SPHR SHRM Member: \$475

PHR Non-SHRM Member: \$400

PHR Non-SHRM Member: \$525

Please contact Candace Hassinger hassingerc@chphealth.org or 406.220.5008 if you have any questions or concerns.