

Curriculum Requirements

HR Professional Designation

Required courses include:

- (1) Overview of Alabama Public Personnel Administration (16 hours);
- (2) Federal and State Laws in Human Resources (16 hours); and
- (3) FLSA and Other Federal Laws Administered by the DOL (16 hours)

Other course requirements:

- (4) Minimum 12 coursework hours from Group 2: Personnel Administration Track.
- (5) Minimum 12 coursework hours from Group 3: Human Resource Management Track.
- (6) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings
- (7) Minimum 12 elective coursework hours from Group 2, 3, or 4.

Total Required Hours: 90

HR Specialist Designation

Required courses include:

- (1) Overview of Alabama Public Personnel Administration (16 hours);
- (2) Federal and State Laws in Human Resources (16 hours); and

Other course requirements:

- (3) Minimum 18 coursework hours from Group 2: Personnel Administration Track or Group 3: Human Resource Management Track specialization.
- (4) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings
- (5) Minimum 30 elective coursework hours from Group 1, 2, 3, or 4.

Total Required Hours: 86

GROUP 1: Required Core Courses

Overview of Alabama Public Personnel Administration	16
Overview of Federal and State Laws	16
Fair Labor Standards Act (required for Professionals only)	16

GROUP 2: Personnel Administration Track

Compensation and Job Evaluation	12
Certified Payroll Specialist Classes	6
Certified Risk Management Classes	6
Other	6

GROUP 3: Human Resource Management Track

Job Analysis and Job Descriptions	12
Recruitment, Selection and Retention	12
Performance Appraisals and Employee Evaluation	12

GROUP 4: Selected Issues in Public Human Resource Management

Training and Development	6
Motivation	6
Working with Difficult People	6
Developing and Maintaining Personnel Policies and Procedures	6
Establishing a System: Working with Elected Officials, Department Heads, etc.	6
Special Topics and Electives	6