

## Preparation Course for Professional Certifications for the Public Sector HR Practitioner IPMA-Certified Professional (IPMA-CP) · IPMA-Certified Specialist (IPMA-CS)

### Why Certification? Why Now?

The public sector at all governing levels – federal, state, county and city – is undergoing fundamental change in the manner in which it performs its work and manages its employees. Anyone familiar with the public sector knows that it is becoming increasingly complex, competitive, and demanding. Often, with monetary resources flat or shrinking, effective management of human resources is the only way for public sector agencies to fulfill their expanded duties.

For professionals working in public HR community, one of the most important tools necessary for advancement is certification. The only professional certification programs that specialize in public sector human resources management are administered by the International Public Management Association for Human Resources (IPMA-HR) — IPMA-Certified Professional (IPMA-CP) and IPMA-Certified Specialist (IPMA-CS).

The IPMA-HR Central California Chapter is offering you the opportunity to begin the process of earning your professional certification. After successful completion of the training course, we will be able to apply for certification through IPMA-HR.

### Benefits to You

- Certification gives individuals the tools to meet an increasingly complex, demanding, and competitive environment; it gives them the opportunity to demonstrate competency in the HR profession
- Certification identifies practitioners, ensures recognition of their expertise, and assists in professional development and self-improvement by establishing a critical body of knowledge and high standards
- Encourages excellence in public sector human resources, promotes continuous learning, and develops the next generation of leaders
- Identifies a qualified candidate, one who possesses both the technical proficiency and behavioral competency to meet any challenge
- Certification is a portable, reputable, and rigorous distinction that helps build careers and public agencies
- Completion of the training course entitles you to a discounted application fee toward IPMA-HR certification

### Eligibility Requirements

Both certification programs are open to all HR professionals with at least one (1) years of public sector HR experience. **Please review the minimum qualifications on the IPMA-HR website:** <http://www.ipma-hr.org/professional-development/certification/requirements>

Minimum education and experience qualifications to apply for either certification are:

- M.A. + 2 years of HR experience, at least 1 year of public sector HR experience, or
- B.A. + 4 years of HR experience, at least 1 year of which must be in the public sector, or
- A.A. + 6 years of HR experience, at least 1 year of which must be in the public sector, or
- No degree + 8 years of HR experience, at least 1 year of which must be in the public sector.

### Behavioral Competency Exam

Both the IPMA-CP and the IPMA-CS certification programs require that an applicant successfully complete the Behavioral Competency Exam. The exam is a brief (85 questions) multiple-choice exam that measures an applicant's understanding of the 20 competencies contained in the IPMA-HR Human Resources Competency Model. The emphasis of the IPMA-CP and the IPMA-CS certifications is on human behavior; there is no technical HR (laws, rules, regs, etc.) component.

### The Training Course

The IPMA-HR Human Resources Competency Model program – *Developing Competencies for HR Success* – was designed exclusively for public service personnel management. This comprehensive training program teaches the benefits of understanding HR competencies, how to apply them, and how to integrate them into business plans.

As a stand-alone training program, this comprehensive training course is the best way to become a strategic player within your organization. This course will help you and your staff shift from managing "people issues" to "people-related business issues."

It consists of a four-day training course and is conducted by IPMA-HR trained instructors.

- Dates:** March 22nd and 23rd; April 5th and 6th
- Times:** 8:30 a.m. to 4:30 p.m.
- Location:** Merced County Child Support Training Room (see map)  
750 Loughborough Drive, Merced, Ca 95348
- Cost:** **\$25** for existing IPMA-CCC members (members as of 1/1/11), \$300 for members of other IPMA chapters, all non IPMA members pay \$400 (cost of the participant manual and supplies)
- Includes:**
- Four-day training session on the IPMA-HR Human Resources Competency Model program – "Developing Competencies for HR Success"
  - Program manual and all other related study materials
  - Training conducted by IPMA-HR trained instructors
  - This exam is part of the certification process. There is an additional fee (discounted to \$150 for members and \$200 for non members) payable by the applicant and due to IPMA-HR at the time you submit your application for certification. You will be scheduled to take the online test after your application has been accepted by IPMA-HR.
  - Coffee, soda, water and a light snack will be provided each day. Lunch will be on your own. There are several places close by for lunch. A map will be provided.

**Interested?**

If you are interested, then please submit the form with the registration fee before Wednesday, **February 16, 2011**. The number of participants in the course is limited. Participants will be accepted on a first come basis, with priority given to chapter members. **Contact Karen Rodriguez, if you have questions.**

Detach here

## IPMA-HR Certification Preparation Program

### REGISTRATION INFORMATION

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

IPMA-HR Member # (if applicable) \_\_\_\_\_ IPMA-HR Chapter Affiliation (if applicable) \_\_\_\_\_

### PAYMENT INFORMATION

Course fees are due at the time of registration. Please make check payable to the **IPMA-HR Central California Chapter** (sorry we cannot accept credit card payments) and mail to: **Karen Rodriguez c/o Merced County Department of Child Support Services • PO Box 3199 • Merced, CA 95344 • Phone: 209.381.1316 • Fax: 209.381.1310 • [krodriguez@co.merced.ca.us](mailto:krodriguez@co.merced.ca.us)**

Registration forms with full payment will be processed in order received until 20 registrations are accepted. Registration will be confirmed by email or telephone. No refunds will be paid for cancellations received less than three weeks before March 22, 2011, or for no shows.