

ALABAMA ASSOCIATION OF PUBLIC PERSONNEL ADMINISTRATORS

Government & Economic Development Institute, Auburn University

Please Check One:

- Application for comprehensive examination [required for all HR Professional designees and for HR Specialist designees].

DEADLINE FOR EXAM APPLICATION: November 3,
2023

Name _____ EMAIL _____

Employed by _____ Title _____

Work Address _____
Street/P. O. Box City/State Zip

Phone (W) _____ Fax _____

STATEMENT OF AGREEMENT

I agree that I will not divulge or reveal to anyone information concerning the content of the comprehensive examination.

Applicant Signature _____ Date _____

I agree that the applicant is currently employed in the human resource field as specified above.

Supervisor Signature _____ Date _____

FOR GEDI USE ONLY

.....
Date Received _____ Course Hours Verified _____

Experience Verified _____ Accepted _____

APPLICATION PROCESSING FEE: \$ 125.00 (This fee is a non-refundable processing fee.)

Make checks payable to Auburn University and return to:

AAPPA Certification Programs
Government & Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225
DEADLINE DATE: November 3, 2023

STEPS FOR OBTAINING ADMINISTRATOR/SPECIALIST CERTIFICATION

1. Minimum of two years' experience in various phases of human resource administration in an Alabama municipality, county or state government.
2. Approval by the AAPPA Education Committee to the HR Professional or HR Specialist program.
3. HR Professional designation requires successful completion of 90 hours of approved coursework, including:
Required courses:
 - 1) Overview of Alabama Public Personnel Administration (16 Hrs.);
 - 2) Federal and State Laws in Human Resources (16 Hrs.); and
 - 3) FLSA and Other Federal Laws Administered by the DOL (16 Hrs.)Other course requirements:
 - 4) Minimum 12 coursework hours from the Group 2: Personnel Administration track;
 - 5) Minimum 12 coursework hours from the Group 3: Human Resource Management track;
 - 6) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings; and
 - 7) Minimum 12 elective coursework hours from Group 2, 3, or 4.
 - 8) HR Specialist designation requires successful completion of 86 hours of approved coursework, including:
Required courses:
 - 1) Overview of Alabama Public Personnel Administration (16 Hrs.);
 - 2) Federal and State Laws in Human Resources (16 Hrs.); andOther course Requirements:
 - 3) Minimum 18 coursework hours from the 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; and
 - 5) Minimum 30 elective coursework hours from Group 1, 2, 3, or 4.
5. Both HR Professional designees and HR Specialist designees must pass the comprehensive exam.
6. Signed Statement of Agreement included in this application and completed application form must be postmarked no later than November 3, 2023.
7. Acceptance of application by the Government & Economic Development Institute, Auburn University.
8. Comprehensive examination – December 8, 2023.
9. Notification of exam results in writing by the GEDI (Approximately January 1, 2024).
10. Award of the HR Professional and HR Specialist certifications will be made during the AAPPA Conference in 2024.

EXAMINATION

The exam will be multiple-choice and true/false reflecting the content of each applicant's individual coursework.