Application for Admission to the Alabama Public Personnel Administrators Educational Certification and Certificate Programs

Send Applications to:
AAPPA Certifications
Government & Economic Development Institute
213 Extension Hall
Auburn, AL 36849-5225
or e-mail, gedii@auburn.edu

The AAPPA Program is designed to enhance knowledge and skills of personnel administration. Those eligible to achieve certification are Alabama public personnel administrators, professionals, and administrative support staff who are responsible for various phases of personnel administration.

Designation Requirements:

A. **Alabama Certified Human Resource Professional**

1. A minimum of two years of professional level administrative, managerial, or professional experience in various phases of personnel administration in an Alabama governmental agency is required before a person can become an *Alabama Certified Human Resource Professional*. Two years of experience in public personnel administration in another state may be included in lieu of two years of public personnel experience in Alabama. Experience in another state will be considered on a case-by-case basis.

2. Successful completion of *HR Professional Education Program*.

3. Successful completion of Certification Exam.

B. **Alabama Certified Human Resource Specialist**

1. A minimum of two years of experience providing administrative support services in various phases of public personnel administration in an Alabama governmental agency is required before a person can become an *Alabama Certified Human Resource Specialist*. Two years of experience in public personnel administration in another state may be included in lieu of two years of public personnel experience in Alabama. Experience in another state will be considered on a case-by-case basis.

2. Successful completion of *HR Specialist Education Program*.

3. Successful completion of Certification Exam

C. **Certificate in Human Resource Administration**

1. Individuals enrolled in the education program provided through AAPPA, elected officials interested in public personnel administration and personnel board members may apply to earn a certificate in public personnel administration.

2. Successful completion of 80 hours (untested) approved course work.
3. Demonstrated interest and commitment to the goals of the Public Sector HR Association (PSHRA)
Alabama Public Personnel Administrators Educational Certification and Certificate Program Application

Biographical Information:

Last Name: ___________________________ First Name: ___________________ M.I. ______

Work Address: ____________________________________________________________

City: ___________________________ State: _______________ Zip: ____________

Telephone (Work): ___________________________ (Home): __________________

Fax: ___________________________ E-Mail: _____________________________

Relevant Career Information (List the most recent first)

Job Title 1: ___________________________________________ from: ____________ to ____________

Please choose designation:

☐ Alabama Certified Human Resource Professional
☐ Alabama Certified Human Resource Specialist Certificate
☐ in Human Resource Administration

Organization: ____________________________________________________________

Supervisor and Title: _____________________________________________________

Primary Job Responsibilities: ______________________________________________

___________________________________________________________

Job Title 2: ___________________________________________ from: ____________ to ____________

Organization: __________________________________________________________

Supervisor and Title: _____________________________________________________

Primary Job Responsibilities: ______________________________________________

___________________________________________________________

Job Title 3: ___________________________________________ from: ____________ to ____________

Organization: __________________________________________________________

Supervisor and Title: _____________________________________________________
Primary Job Responsibilities: ____________________________________________

_____________________________________________________________________

Directions:

• Please include the following with your application:
  1. Your official job description
  2. The organizational chart for your department and for the city/county/municipality in which you are employed
  3. A notation of staff, positions, and functions for which you are directly responsible.

• On a separate sheet(s) of paper, provide a description of your job duties, specifying your responsibilities in each of the following areas (as applicable):
  1. Recruitment and Selection
  2. Performance Appraisal
  3. Job Classification/Staffing/Evaluation
  4. Payroll;
  5. Training and Development
  6. Management and Supervision
  7. Employee/ Employer Relations
  8. Other Personnel Activities.

• Please sign and date this form and have your supervisor sign and date this form.

  
  Return this form and attachments to: AAPPA Certifications
  Government & Economic Development Institute
  213 Extension Hall
  Auburn, AL 36849-5225
  or e-mail, gedi@auburn.edu

I verify that the information on this page and on the attached documents are accurate statements of the applicant’s job duties and responsibilities.

_____________________________________________     __________
Signature of Applicant                          Date

_____________________________________________     __________
Signature of Supervisor                        Date

Board Use Only:
Board Approval Date: _________________________

☐ HR Specialist    ☐ HR Professional    ☐ HR Administrator