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

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DEADLINE FOR EXAM APPLICATION: April 26, 2024

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: April 26, 2024
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.

4. 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.); and
   - Other 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 April 26, 2024.

7. Acceptance of application by the Government & Economic Development Institute, Auburn University.


9. Notification of exam results in writing by the GEDI (Approximately July 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.