

## 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: Human Resource 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