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.
(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