

Scholarship Enrollment Guide

SHRM Exam Prep Training

Program Description:

This course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers. Earning this credential establishes you as a recognized expert in the HR field. These certifications recognize that HR professionals are at the core of leading organizational success: *Built on one singular Body of Competency and Knowledge (SHRM BoCK) designed to elevate the HR profession around the world. *Tests the HR professional's competency-the ability to put that knowledge to work through critical thinking and application. *Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results. **Total Course Hours: 36**

Program Delivery: Students may attend this program in-person or via Zoom. If students plan to attend via Zoom they will need a computer or laptop with reliable internet. Using a phone or tablet is not recommended.

Step 1: Basic Requirements

- Be employed in the Human Resources field
- It is the responsibility of the individual to determine if they are eligible to take the SHRM exam
- Complete a Workforce Development registration form

***Fees associated with meeting the basic requirements for a scholarship are the responsibility of the student and will not be reimbursed. Meeting basic requirements does not guarantee a scholarship.**

Step 2: Registration

- Speak with Cliff Thomas; 803-778-7862 or thomascl@cctech.edu prior to registering

Step 3: Scholarship Decision

- Scholarships are awarded on a first come, first served basis for students who meet all the scholarship requirements

Step 4: Materials and Fees

- Scholarship covers: tuition and books
- Students are responsible for the certification exam fee

Central Carolina Technical College - Workforce Development Division

Advanced Manufacturing Technology Training Center; 853 Broad St., Sumter, SC 29150
803-778-6656; <http://www.cctech.edu/training-continuing-ed>

Workforce Development Registration Form

Visit <http://www.cctech.edu/training-continuing-ed/registration/> or stop by the AMTTC at 853 Broad St., Sumter (Monday-Friday: 8:00 a.m. – 4:30 p.m.)

Tentative Course Dates:

Course dates are to be determined and may be adjusted depending on student availability & class enrollment.

Course Location: This course will be offered at CCTC's **AMTTC at 853 Broad St., Sumter**