Student Name		Banner ID		Program	Campus(s) Specific
				Human Resource Associate Professional	SAC

Program Description

This certificate consists of a series of modular courses designed for functions typically found in the contemporary HR department and capped off with an aPHR certification; the first-ever HR certification designed for professionals who are just beginning their HR career journey, as well as for non-HR managers who manage people. The goal is to provide students with the practical information needed to perform the daily tasks required by today's HR professional. This program prepares students for the Associate Professional in Human Resources (aPHR) certification.

Sequence	Notes:
Variable	

Completion Status	Course Title(s)	Rubric	Contact Hours	CRN	Prerequisite(s)	Grade Mode	Training Mode
	Emerging Issues in HR	HRPO 1008	12			P/NR	Online
	HR Training & Development	HRPO 1003	12			P/NR	Online
	Employee Labor Relations	HRPO 1004	12			P/NR	Online
	Employee Compliance for HR MGT	HRPO 1007	12			P/NR	Online
	Employment Practices & Processes	HRPO 1000	12			P/NR	Online
	Total Rewards	HRPO 1091	12			P/NR	Online
	HR Certification Test Prep	HRPO 2030	40			P/NR	Online

Program Requirements

Possess proficiency in English (reading, writing, and speaking skills
You are at least eighteen (18) years of age
Have a high school diploma or GED
Must have access to computer/tablet and internet
No HR experience is required since this is a knowledge-based credential.

This form is an outline of courses required to complete the elected Continuing Education program.

Reference the course syllabus; the syllabus provides an overview of the assignments and activities in a course. It is your guide to what to expect from the course and to your responsibilities as a student.

	Yes	No
CE to Credit pathway eligible:	X	
Prior Learning Credit eligible:		X

CE students have access to the ACES portal at https://aces.alamo.edu. ACES is your official access point to student resources and information.
All Alamo Colleges CE students are given a banner ID number and official Alamo Colleges e-mail; your Official Alamo College e-mail address will be the official form of communication between you and the college.

CE courses require a minimum of 80% attendance; some State Regulated courses require a specific number of hours to qualify for a certification from a credentialing body. Students are expected to attend class on the first day and throughout the program. Students may be dropped who do not attend the first class meeting or make contact with the instructor regarding the absence.

For fully online courses, an attendance verification activity is assigned and must be completed. For courses that are less than 3-days the student is expected to complete the attendance activity on or before the Census Date.

CE students may have the option to convert CEU's to academic credits for qualifying programs which may lead towards an academic certificate or associate's degree at any of the Alamo Colleges. A six-hour academic requirement must be met before the CEU's can be transferred into college credit.

The Alamo Colleges District's grading system is available in the Academic Standards section of the academic catalog on the left hand navigation bar. A grade of NR (Not Recorded) is posted on your transcript when your instructor has not assigned a final grade. To change a grade of NR, you should follow up with the instructor or, reach out to dst-alamoICD@alamo.edu for further guidance.