

Benefits of Becoming a Certified HR Professional:

Upon the successful completion of the certificate program, you will be able to provide your company or clients with HR solutions that are practical and effective. You will also have sufficient skills and knowledge to implement your programs and projects successfully in the workplace.

You will also enjoy the ff. exclusive benefits:

- ✓ Accreditation by Businessmaker Academy & HR Club Philippines
- ✓ Online Profile as a Certified HR Professional
- ✓ HR Club Philippines Elite Membership (1 year)
- ✓ HR Mentorship Program
- ✓ Referrals & Job Matching
- ✓ Work Opportunities as a Trainer
- ✓ Project Opportunities as a Consultant

Not only will you learn the legal & best practices in Human Resources, you will also boost your chances of getting promoted or earn added income as a **CERTIFIED HUMAN RESOURCE PROFESSIONAL.**



ENROLL NOW!

Rates & Fees:

Certificate Program (48 units)	=	Php 66,000
HR Mentorship & Tools	=	15,000
Registration & Screening	=	1,500
Miscellaneous Fees	=	1,500
Total Fees	=	Php 84,000 +VAT
Special Rate for Full Payment	=	Php 78,000 +VAT

Includes seminar kits, meals and drinks, certificates, testing and other materials.

REGISTRATION FORM

Name: _____
Position: _____
Company: _____
Tel: _____
Cel: _____
Email: _____

Certified Program Track

- Certified HR Generalist
- Certified Training & Development Specialist
- Certified Compensation & Benefits Specialist
- Certified Recruitment Specialist

Mode of Payment:

- Cash or Company Checks
Pls. make checks payable to Business Maker Academy, Inc.
- Bank Deposit
Bank Account Name: Business Maker Academy, Inc.
BPI Savings Account # 4013-0306-64
BDO Savings Account # 280-622-422
- Paypal
Pls. remit payment to paypal@businessmaker-academy.com

Registration is required.
Please contact us for assistance.

For more information, please contact:
Businessmaker Academy & HR Club Philippines
1503A West Tower, Philippine Stock Exchange Building,
Exchange Road, Ortigas Center, Pasig City, Philippines
Tel. Nos. (632) 6874445, 6874645, 6873416
Cel. No. (0917) 5699639

Be a Certified HUMAN RESOURCE PROFESSIONAL

Businessmaker Academy & HR Club Philippines now offer certificate programs for individuals who wish to pursue a successful career in Human Resources



About the Certified Human Resource Professional Programs:

The Certified HR Professional Programs provide you with an in-depth learning that will prepare you for a successful career in Human Resources. Each program has been specifically developed by industry experts to respond to the current market needs.

The courses are based on the Philippine setting and government mandates, giving you everything you need to begin your new career in your chosen industry.

The courses are offered as short seminars that are scheduled throughout the year which will give you the flexibility and comfort of being able to complete your studies at a time and pace that suits your lifestyle, while still having the benefit of student support offered by our dedicated faculty mentors and the HR Club community.

Requirements & Procedure:

1. Pre-qualifying Screening
 - a. Interview
 - b. Pre-test
2. Documentation Requirements
 - a. Diploma & Transcript of Records of any 4-year College Degree
 - b. Employer Certificate showing at least 1-year experience in the field of HR
3. Certificate Program Completion
 - a. Must complete and pass the Certificate Program and all units
 - b. Must complete and pass the Practicum Project
 - c. Must complete and pass the Certification Testing

Note: Certified HR Professionals must be in good standing and abide by the HR Club Philippines code of ethics. We reserve the right to revoke the certification for non-compliance and gross misconduct of each member.

NEED ASSISTANCE? Call (632) 6874445, 6874645, 6873416

Certified HR Generalist (CHRP-G)

This Certificate Program will prepare you to manage the day-to-day operations of HRD. You will gain skills in carrying out responsibilities in functional areas such as recruitment, employment, training, compensation, employee discipline & relations.

Program Curriculum:	Units:
HR1-Fundamentals of HR Mgmt	3
HR2-Recruitment Management	3
HR3-Training & Development Mgmt	3
HR4-Performance Management System	3
HR5-Compensation & Benefits Mgmt	3
Labor Law & Relations	6
Company Policy Making & Implementation	6
HR Operations Management	6
Elective Course: Choice of:	6
> Employee Discipline	
> Strategic HRD Planning	
> Organizational Development	
Practicum Project	6
Certificate Testing	3
TOTAL UNITS	48

Certified Training & Development Specialist (CHRP-TDS)

This Certificate Program will prepare you to manage the organizational development of your company or client. You will gain skills in organizing, designing, facilitating, implementing and evaluating training initiatives and programs that will enable people's growth and productivity.

Program Curriculum:	Units:
HR1-Fundamentals of HR Mgmt	3
HR2-Recruitment Management	3
HR3-Training & Development Mgmt	3
HR4-Performance Management System	3
HR5-Compensation & Benefits Mgmt	3
Instructional Design	6
Trainers Training	6
Organizational Development	6
Elective Course: Choice of:	6
> Talent Management	
> Employee Promotions & Career Planning	
> Employee Discipline	
Practicum Project	6
Certificate Testing	3
TOTAL UNITS	48

Certified Compensation & Benefits Specialist (CHRP-CBS)

This Certificate Program will prepare you to manage payroll, salary structures, benefits and reward programs of your company or client. You will gain skills in designing policies, administering and processing DOLE compliant compensation for employees.

Program Curriculum:	Units:
HR1-Fundamentals of HR Mgmt	3
HR2-Recruitment Management	3
HR3-Training & Development Mgmt	3
HR4-Performance Management System	3
HR5-Compensation & Benefits Mgmt	3
Labor Law & Relations	6
Mandatory Payroll & Benefits Administration	6
Job Evaluation & Pay Structure Design	6
Elective Course: Choice of:	6
> Designing Incentive, Merit & Reward Programs	
> Employee Promotions & Career Planning	
> Talent Management	
Practicum Project	6
Certificate Testing	3
TOTAL UNITS	48

Certified Recruitment Specialist (CHRP-RS)

This Certificate Program will prepare you in managing the human capital resource planning, sourcing, selection, testing, interview and other functions related to finding and keeping the right people for an organization as well as build your company's reputation as a good employer.

Program Curriculum:	Units:
HR1-Fundamentals of HR Mgmt	3
HR2-Recruitment Management	3
HR3-Training & Development Mgmt	3
HR4-Performance Management System	3
HR5-Compensation & Benefits Mgmt	3
Talent Management	6
Job Interviewing & Testing	6
Digital Recruitment & Reputation Management	6
Elective Course: Choice of:	6
> Strategic HRD	
> Employee Promotion & Career Planning	
> HR Operations Management	
Practicum Project	6
Certificate Testing	3
TOTAL UNITS	48