

## 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 earning added income as a **CERTIFIED HUMAN RESOURCE PROFESSIONAL**



## ENROLL NOW!

### Rates & Fees:

Certificate Program (45 units)	= Php 65,000
HR Mentorship & Tools	= 10,000
Registration & Screening	= 1,500
Miscellaneous Fees	= 1,500
<b>Total Fees</b>	<b>Php 78,000</b>

*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 Employee Relations 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, pls 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

# 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 Program:

The Certified HR Professional Program provides 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 schedule 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. Written 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: Certification is subject for evaluation and re-testing every 5 years. 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.*

## 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
Employee Discipline & Conduct	6
Ellective Course: Choice of:	6
> HRD Planning & Budgeting	
> Organizational Development	
> Mandaotry Payroll & Benefits Administration	
Practicum Project	6
Certificate Testing	3
<b>TOTAL UNITS</b>	<b>48</b>

## Certified Training & Development Specialist (CHRP-TDS)

This Certificate Program will prepare you to manage the organization development of your company or client. You will gain skills in organizing, designing, facilitating, implementing and evaluating training initiatives and programs.

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
Organizational Development	6
Trainers Training	6
Ellective Course: Choice of:	6
> Employee Discipline & Conduct	
> HRD Planning & Budgeting	
> Instruction Design	
Practicum Project	6
Certificate Testing	3
<b>TOTAL UNITS</b>	<b>48</b>

## 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
Ellective Course: Choice of:	6
> Designing Incentive, Merit & Reward Programs	
> HRD Planning & Budgeting	
> Pay for Performance	
Practicum Project	6
Certificate Testing	3
<b>TOTAL UNITS</b>	<b>48</b>

## Certified Employee Relations Specialist (CHRP-ERS)

This Certificate Program will prepare you to prevent and manage labor complaints or disputes. You will learn how to implement and apply DOLE compliant policies and practices for your company that will improve employee relations and productivity in your company.

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
Labor Disputes & Solutions	6
Company Policy Making & Implementation	6
Ellective Course: Choice of:	6
> Employee Discipline & Conduct	
> Mandatory Payroll & Benefits Administration	
> CBA Management	
Practicum Project	6
Certificate Testing	3
<b>TOTAL UNITS</b>	<b>48</b>