

MyCAA Education & Training Plan (ETP)

The University of Texas at El Paso
Professional and Public Programs
101 W. Robinson Ave, Memorial Gym; Rm. 111 El Paso, TX 79968
915-747-7578
<http://www.ppp.utep.edu/>

Student Information:

Student Name:	<hr/>
School Issued Student ID:	<hr/> N/A
Program Name:	<hr/> Associate Professional in Human Resources with Externship C.14.108
Program Type:	<hr/> Certificate
Program Duration:	<hr/> 6 Months
Scheduled Start Date:	<hr/>
Estimated Completion Date:	<hr/>
Course Delivery Format	<hr/> Online

Program Overview:

This program introduces human resources (HR) functions and related elements and activities to learners interested in entering a career in this field or anyone who runs or may start a business of their own. This program will outline for participants the roles and responsibilities of members of a typical HR department, educating the staff that make up a particular firm in various corporate policies, rules and/or procedures as well as how their individual role will include HR-related activities, whether officially part of an HR department or not. Human Resources (HR) departments are fast-becoming a significant player in organizations across the country. Previously, these divisions handled mainly administrative functions like managing employee benefits, recruiting, interviewing and hiring new staff as directed by management. Today's HR professionals, on the other hand, are increasingly involved in company initiatives and strategic planning. With this evolving role, HR departments are now able to offers unprecedented opportunities for those entering the field. According to the Bureau of Labor Statistics, the number of HR professions in the U.S. will rise faster than the national average over the next 10 years, making this a great focus for students looking to enter the business world.

Certification/Licensure Eligibility upon Program Completion:

Students should have or be pursuing a high school diploma or GED.
There are no state approval and/or state requirements associated with this program.
There is a National Certification exam available to students who successfully complete this program:
- Human Resources Certification Institution® (HRCI)

Tuition Cost:

\$3,000

Course Breakdown:

Course/Program Code	Course/Program Title	Course Credits (if applicable)
UTEP-B-APROHR	Associate Professional in Human Resources with Externship	375 Contact Hours/ 37.5 CEU's

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official

Date

School Official Printed First and Last Name

School Official E-mail and Phone Number