

**ALASKA PACIFIC UNIVERSITY
SHRM LEARNING SYSTEM
COURSE APPLICATION**

Certificate in Human Resource Management
Offered in Conjunction with the Society for Human Resource Management

The SHRM Learning System Certification Prep course will be offered during the fall and spring semesters at Alaska Pacific University. Class will meet from 6:00 – 9:00 pm one night per week.

Campus

SHRM members: \$900.00 (includes Holmes Corporation materials)
Non-members \$975.00 (includes Holmes Corporation materials)

Essentials of HR: \$475.00

Payment of tuition and fees are due by the first night of class. Individuals unable to complete the course may be eligible for a refund based on the following: 100%* (*minus a \$25 processing fee*) refund one week prior to beginning of course. 100% ** refund after first meeting, 80% **refund after second week, 70% ** refund after second week, 50% ** refund after fourth week. No refund after the fourth week of class. *If Holmes materials have been opened, participate must pay for material.*

****Minus the cost of the Holmes Corporation materials and a \$25 processing fee.**

Name: _____ SHRM Member # _____

Address: _____ City _____ State _____ Zip _____

Employer _____ Position _____

Home Phone _____ Office Phone _____

Email _____

SSN _____ Birthdate _____

Reason for taking course: PHR _____ SPHR _____ Recertification _____ Interest Only _____
(Participants must apply to HCRI separately to sit for the HCRI Certification examinations)

Payment Information will be collected on the first night of class.

Please make checks payable to **Alaska Pacific University**

Credit Card Payment (Visa _____ or Mastercard _____) Amount to be charged to card \$ _____

**Mail to: SHRM Learning System Coordinator, Business Administration Dept.,
Alaska Pacific University, 4101 University Dr., Anchorage, AK 99508 or fax to (907) 563-
8255 or email tania@alaskapacific.edu or call (907) 564-8234.**