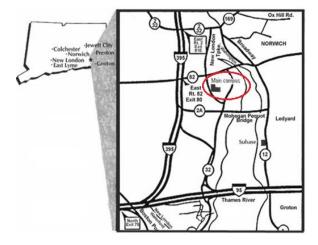DIRECTIONS TO:
THREE RIVERS COMMUNITY COLLEGE
574 New London Turnpike
Norwich, Connecticut 06360

From New London:
Follow Route 32 to I-395. Take Exit 80**

From Groton/Mystic:
Follow I-95 south to Route 32 - Norwich. Take I-395 north to Exit 80**

From Colchester and points West:
Follow Route 2 east until it merges with Route 32 south. Take Exit 28S onto I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 Salem Turnpike).**

From Jewett City and points North:
Take I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 Salem Turnpike).**

From Ledyard/Navy Sub Base area:
Follow 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80**

From New Haven and points south:
Take I-95 north to I-395 north (exit 76). Take I-395 north to Exit 80**

** From all points above:
Travel approximately ¾ miles to New London Turnpike. Turn right. The Campus is about .2 miles on left.

Seating is Limited—Don't Delay !

Workforce & Community Education
860-215-9028
Where Learning Works!

How to Register for Classes:

Three Ways to Register:
- By Mail—send completed form with payment to:
  TRCC
  Attn: Workforce & Community Education
  574 New London Turnpike
  Norwich, CT 06360
- By Fax— credit card payments ONLY
  Fax Number: 860-215-9905
- In Person - Workforce & Community Education - **Room C135**

Telephone registration <u>will not </u>be accepted.
Payment must accompany your registration.

Completion of any program does not guarantee employment. The college reserves the right to cancel any course for which there is insufficient enrollment. In that event, a full refund will be issued.

Noncredit Refund Policy: A full refund will be considered when a student drops a class up to one business day PRIOR to the first scheduled meeting. This request is to be put in writing and submitted to the Division of Workforce & Community Education.   **No refunds OR credit towards another program will be considered after the first class has begun.** Refunds are mailed directly to you approximately three weeks from the processing date.

SHRM-CP and SHRM-SCP Certification Exam Preparation Course

IN PARTNERSHIP WITH
SHRM®
SOCIETY FOR HUMAN RESOURCE MANAGEMENT
2015

Spring 2015

Three Rivers Community College
Workforce & Community Education
Phone: 860-215-9028 ≈ Fax: 860-215-9905
Email: WCEinfo@threerivers.edu
Website: www.threerivers.edu

Three Rivers
COMMUNITY COLLEGE
Norwich, Connecticut

_____
Legal Name

_____
Former Name (s) - if applicable

_____
Street Address

_____
City   **State**   **Zip Code**

_____-_____-_____   _____/_____/_____
Telephone   **Date of Birth**

_____
E-mail Address

_____/_____/_____
Social Security Number *(Required by College)*

How did you hear about our programs?
☐ **Newspaper** ☐ **Direct Mail** ☐ **Internet Search** ☐ **Email**
☐ **Other** _____

U.S. Citizen   ☐ **Yes** ☐ **No**   **Gender:**   ☐ **Male** ☐ **Female**

Race: ☐ **White** ☐ **Black, non-Hispanic** ☐ **Asian**
☐ **American Indian** ☐ **Hispanic** ☐ **Decline to State**

Ethnicity: ☐   **Hispanic/Latino** ☐   **Non-Hispanic/Non-Latino**
☐   **Decline to State (None)**

☐ **Check, made payable to TRCC**   ☐ **Visa** ☐ **MC**   ☐ **Discover**

_____/_____/
Credit Card #   **Exp. date**   **$ Amount $**

_____
Zip Code of Credit Card holder   **3 Digit Security Code**

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS
I understand that in order to maintain accurate student records, and for other legitimate business purposes, it may be necessary for Three Rivers Community College to share personally identifiable information pertaining to me with another Community College in the Community College System or with the Board of Regents Office. Accordingly, I hereby authorize Three Rivers Community College to release such information contained in my education record for legitimate business purposes relating to my application for admission, registration for courses and my continued enrollment at Three Rivers Community College.

I also pledge myself to comply, in good faith with all the rules and regulations of the College. I realize that any misleading information on this application may be cause for dismissal.

_____
Signature   **Date**

SHRM-CP and SHRM-SCP Certification Exam Preparation Course

Instructor: Sandra Spencer

Days/Dates: Tuesdays
3/3/15-5/26/15
No class 3/17/15

Room: All dates in room B127 with the exception of 3/24, 4/21, and 5/15 held in room B118

Tuition: $1,150 includes textbook

CEUs: 3.6

Our SHRM-CP and SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today.

Earning your SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success:
Built on one singular Body of Competency and Knowledge (BoCK) designed to elevate the HR profession around the world.
Tests the HR professional's competency—the ability to put that knowledge to work through critical thinking and application.
Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results.

This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation , Global & Cultural Effectiveness, and Communication. For more information on these new credentials visit www.SHRMCertification.org

This intensive thirteen week program combines expert instruction with the 2015 SHRM Learning System®, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam.

For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity.
As an added advantage, we use the SHRM Learning System for certification preparation. It features relevant HR content and advanced tools that streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam.
The course investment includes all course materials but does not cover registration for the SHRM-CP or SHRM-SCP examinations.

Who should enroll:
• HR professionals qualified under SHRM requirements for SHRM-CP and SHRM-SCP certification who are preparing for the exam.
• Individuals who want advanced education and training for a successful HR career.
• HR professionals wanting a broader education or to update their HR knowledge.
• HR professionals who want to enhance their marketability by gaining current HR knowledge.

Course is not eligible for waivers or vouchers. For class details please call 860.215.9296