

**Alabama Association of Public Personnel Administrators  
Center for Governmental Services, Auburn University**

**Please Check One:**

- \_\_\_\_\_ Application for comprehensive examination [required for all *HR Professional* designees and optional for *HR Specialist* designees].
- \_\_\_\_\_ Application for case study [required for all *HR Specialist* designees who do not register for the comprehensive examination].

**DEADLINE FOR APPLICATION APRIL 15, 2011**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employed by \_\_\_\_\_ Title \_\_\_\_\_

Work Address \_\_\_\_\_

Street/P. O. Box \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (W) \_\_\_\_\_ Fax \_\_\_\_\_

**STATEMENT OF AGREEMENT**

I agree that I will not divulge or reveal to anyone information concerning the content of the comprehensive examination.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

I agree that the applicant is currently employed in the human resource field as specified above.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR CGS USE ONLY**

*Date Received* \_\_\_\_\_ *Course Hours Verified* \_\_\_\_\_

*Experience Verified* \_\_\_\_\_ *Accepted* \_\_\_\_\_

**APPLICATION PROCESSING FEE: \$50.00**

Make checks payable to ***Auburn University*** and return to:

AAPPA Certification Programs  
Center for Governmental Services  
2236 Haley Center  
Auburn University, AL 36849-5225  
**DEADLINE DATE: APRIL 15, 2011**

## STEPS FOR OBTAINING ADMINISTRATOR/SPECIALIST CERTIFICATION

1. Minimum of two years experience in various phases of human resource administration in an Alabama municipality, county or state government.
2. Approval by the AAPPA Education Committee to the *HR Professional* or *HR Specialist* program.
3. *HR Professional* designation requires successful completion of 90 hours of approved coursework, including:
  - Required courses:
    - (1) Overview of Alabama Public Personnel Administration (16 Hrs.);
    - (2) Federal and State Laws in Human Resources (16 Hrs.); and
    - (3) FLSA and Other Federal Laws Administered by the DOL (16 Hrs.)
  - Other course requirements:
    - (4) Minimum 12 coursework hours from the Group 2: Personnel Administration track;
    - (5) Minimum 12 coursework hours from the Group 3: Human Resource Management track;
    - (6) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings; and
    - (7) Minimum 12 elective coursework hours from Group 2, 3, or 4.
4. *HR Specialist* designation requires successful completion of 86 hours of approved coursework, including:
  - Required courses:
    - (1) Overview of Alabama Public Personnel Administration (16 Hrs.);
    - (2) Federal and State Laws in Human Resources (16 Hrs.); and
  - Other course Requirements:
    - (3) Minimum 18 coursework hours from the Group 2: Personnel Administration track or Group 3: Human Resource Management track specialization;
    - (4) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings; and
    - (5) Minimum 30 elective coursework hours from Group 1, 2, 3, or 4.
5. *HR Professional* designees must pass the comprehensive exam, and *HR Specialist* designees must pass the comprehensive exam or successfully complete the written case study.
6. Signed *Statement of Agreement* included in this application, and completed application form must be postmarked no later than April 15, 2011.
7. Acceptance of application by the Center for Governmental Services, Auburn University.
8. Comprehensive examination – June 10, 2011.
9. Notification of exam results in writing by the Center for Governmental Services (Approximately July 1, 2011).

10. Award of the *HR Professional* and *HR Specialist* certifications will be made during the AAPPA Conference on July 13-15 held in Sandestin, Florida.

## **EXAMINATION**

The exam will be multiple-choice and true/false reflecting the content of each applicant's individual coursework.

## **THE CASE STUDY OPTION IN THE AAPPA SPECIALIST CERTIFICATION PROGRAM**

### **Purpose:**

Recognizing that most public personnel administrators have specialist duties, the intent of the case study is to permit a candidate to work in-depth on a particular Human Resource issue or problem that has been faced on the job. The goal is for a candidate to demonstrate how the coursework and knowledge gained in the course of the AAPPA program has contributed to the candidate becoming a better practitioner in the field.

### **Technical Specifications:**

The case study must be typed, double-spaced and approximately 10-15 pages in length of original work. The total length does not include any appendices, attachments, correspondence, bibliography, etc.

The case study should include the following points:

1. Identification, description and analysis of the problem;
2. Relevance of the problem and issues to public personnel management practice and theory;
3. Analysis of various approaches, considerations and issues associated with the selected problem;
4. Discussion of the implementation of the solution to the problem; and
5. Evaluation of the result.

### **Committee:**

Committees will consist of a professional member of the CGS staff or senior program instructor and an outside senior professional member of the Association with expertise in the applicant's problem area.

The chair of the education committee of the Association will work with the Center for Governmental Services to identify an appropriate Association member to serve on the case study committee.

CGS will review the first draft of the case study when it is submitted and work with the candidate to ensure that the draft meets basic standards of legibility, style, grammar and professional content before it is submitted to the committee members.

The Association member of the committee will review the approved draft and comment on its suitability for acceptance within two weeks of receipt of the draft from CGS. If the members of the committee determine that the case study is unacceptable in its current form, CGS will communicate that information to the candidate and work out another schedule of submission.

**Schedule:**

- Candidates who intend to write a case study must apply to do so to CGS by May 20, 2011.
- CGS will inform the candidate of acceptance and suitability of topic suggested by early April.
- Assuming that the topic is deemed suitable, and the candidate meets other eligibility requirements to write the case study, a committee will be formed and named by the first of April.
- The candidate has until early June 2011 to write and submit the draft of the case study to CGS.
- Assuming that the submission meets the general specification of the case study, CGS will forward the case study to the committee members by mid May.
- If the case study is approved by the committee prior to July 1<sup>st</sup> and all other requirements are met, the candidate will be eligible to be awarded the *HR Specialist* certification at that year's annual conference.