

---

## PROGRAM OBJECTIVES

---

1. Increase knowledge of various phases of modern public personnel administration.
2. Develop skills necessary to carry out the various phases of modern personnel administration.
3. Develop and maintain high standards of public personnel administration.
4. Increase professionalism in public personnel administration.

---

## OUR SERVICES

---

CGS cooperates with various professional organizations to provide certification programs to enhance the knowledge and skills of public sector officials and employees. We provide on-site training to governments in a variety of topic areas aimed at improving personnel and financial management, strengthening leadership and team development, improving government services to citizens, increasing organizational efficiency, and educating about important legal and ethical issues. Programs are tailored to an individual government's needs and time considerations.

---

## ABOUT US

---

The Center for Governmental Services (CGS) represents Auburn University's commitment to excellence in state and local government and non-profit organizations. Since 1976, the Center has provided technical assistance, training, and survey and policy research to meet the changing needs of Alabama governments and public officials.



**Center for Governmental Services**  
Auburn University  
2236 Haley Center  
Auburn, Alabama 36849-5225



# AUBURN

CENTER FOR  
GOVERNMENTAL SERVICES

---

## AAPPA

### ALABAMA CHAPTER - IPMA

---

*FY 2011-2012*



[WWW.AUBURN.EDU/CGS](http://WWW.AUBURN.EDU/CGS)

FY 2011-2012

# AAPPA EDUCATION & CERTIFICATION PROGRAM

## COURSE OFFERINGS

### COMPENSATION AND JOB EVALUATION (12 HRS)

Elective in HR Administration for both HR Professionals and HR Specialists.

Date: October 6-7, 2011  
Fee: \$150  
Location: Opelika

### JOB ANALYSIS AND JOB DESCRIPTIONS (12 HRS)

Elective in HR Management for both HR Professionals and HR Specialists.

Date: February 23-24, 2012  
Fee: \$150  
Location: Montgomery

### FEDERAL AND STATE LAWS AFFECTING PUBLIC PERSONNEL ADMINISTRATION (16 HRS)

Required course for both HR Professionals and HR Specialists. Not recommended for those in continuing education.

Date: March 29-30, 2012  
Fee: \$180  
Location: Montgomery

### PERFORMANCE APPRAISALS (6 HRS)

Elective in HR Management for both HR Professionals and HR Specialists. This course is being offered in conjunction with the Alabama League of Municipalities Convention in Huntsville. Registration Forms will be mailed separately from the League.

Date: May 21, 2012  
Fee: Registrations through ALM include Convention events for Monday only  
Location: Birmingham

### PRE-CONFERENCE PROBLEM SHARING FORUM (6 HRS)

Date: ~~July 10~~ July 11, 2012  
Fee: \$105  
Location: Orange Beach

\*Registration for the AAPPA Conference will be sent separately.

### FLSA, FMLA, USERRA AND OTHER DOL LAWS (16 HRS)

Required course for HR Professionals, and Elective for HR Specialists. Not recommended for those in continuing education.

Date: September 13-14, 2012  
Fee: \$180  
Location: Opelika

## CONTINUING EDUCATION

These courses are accepted for continuing education by IPMA and recertification for PHR, SPHR, and GPHR is being submitted.

## REGISTRATION POLICY

Registration forms received and processed at CGS constitutes registration, if space is available. A confirmation letter will be mailed from CGS when the participant's enrollment process is complete. Written cancellations received 15 working days prior to the beginning of the program will be honored with a full refund of the registration fee. Late cancellations or non-attendance will not be refunded. Substitutions for registered participants may be made at any time. NOTE: If you have a disability and need accommodations to participate, please contact the Center for Governmental Services at (334) 844-4782.

## REGISTRATION

- Compensation & Job Evaluation \$150
- Job Analysis and Job Descriptions \$150
- Federal & State Laws \$180
- Pre-Conference Problem Sharing Forum \$105
- FLSA, FMLA, USERRA and Other DOL Laws \$180

## PARTICIPANT'S INFORMATION:

Mr. Ms. Mrs. (Circle One)

Name

Position / Title

Social Security #

Name Tag Preference

Certificate Program (Professional, Specialist, Continuing Education)

Agency

Mailing Address

City

State

Zip

Phone

Fax

Email

## PAYMENT METHOD:

Please find enclosed my check in the amount of \$ \_\_\_\_\_

**Make checks payable to Auburn University.**

Or, purchase order # \_\_\_\_\_

## PLEASE RETURN PAYMENT TO:

Center for Governmental Services  
Auburn University  
2236 Haley Center  
Auburn, Alabama 36849-5225  
PHONE: (334) 844-4782 / FAX: (334) 844-1919