



School of Human Resources
and Labor Relations
MICHIGAN STATE UNIVERSITY



ARE YOU READY TO TAKE THE NEXT STEP AS A HUMAN RESOURCES LEADER?

Knowing the many challenges that face school districts today, Michigan State University's School of Human Resources & Labor Relations and Novi Community School District (NCSD) are teaming up to offer a special educational opportunity to all school districts.

Building on prior success, NCSD and MSU are excited to offer MSU's **Certified HR Specialist program with an emphasis on K-12 topics.**

Intended for superintendents, HR administrators, HR staff, and building administrators, this program will expand your HR knowledge base so you can confidently serve as an HR resource for your School and District.

Some of the important topics that will be examined include:

- » **Strategies for recruiting, onboarding, and retaining** teachers, substitutes, and paraprofessionals
- » **Complying with state and federal employment and labor laws**, including, but not limited to:
 - » Title IX » FERPA
 - » FOIA » FMLA

Participants will **receive the leading graduate-level HR textbook, *Human Resource Management***, by Noe et al, a **set of 5 course manuals**, and **access to an online HR Learning Management System**, containing a myriad of additional resources.

- **CERTIFIED HR**
- **SPECIALIST FOR**
- **K-12 ADMINISTRATORS**

- **REGISTRATION FEE:**
- **\$2,795**

- Meeting Friday Mornings
- » Sept 17 - Nov 19, 2021
- » 9:00am - 12:00pm ET

- Presented as a live interactive
- program via Zoom



TO REGISTER

For your convenience, please use our easy and secure portal to complete your registration.

<https://hrlr.msu.edu/chrs-k12>



REGISTRATION INFORMATION

PAYMENT OPTIONS

- » **Credit Card** - Register and pay online using our secure website:
<https://hrlr.msu.edu/chrs-k12>
- » **Check Enclosed** - Make checks payable to Michigan State University

PAYMENT POLICY

- » PAYMENT MUST ACCOMPANY REGISTRATION
- » MSU's Federal ID Number is 38-6005984
- » Registrants will receive a confirmation letter via email.

REGISTRATION FORM

Please complete registration form and return with payment to:

School of Human Resources and Labor Relations - Professional Development
 Michigan State University
 Attn: Kristi White, Program Coordinator
 South Kedzie Hall
 368 Farm Lane, Room S422
 East Lansing, MI 48824



Tina is an energetic, caring teacher full of so much knowledge she can't share it all in one class. She **kept me engaged and eager to learn** throughout the whole class...

The knowledge shared in this class is so vast I can't believe we did it all in 5 days! Wonderful experience!!!

- Linda V.

CERTIFIED HUMAN RESOURCES SPECIALIST FOR K-12 ADMINISTRATORS

Participant's name: _____

Participant's title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____ Billing Zip: _____

QUESTIONS?

We would be happy to answer any questions you may have regarding this or any of our programs. Please contact Program Coordinator, Kristi White at whitekr@msu.edu.



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