

MORRIS COUNTY-SHRM CERTIFICATION SCHOLARSHIP PROGRAM

The Morris County-SHRM chapter strongly supports our members in achieving professional certification in Human Resource management. As a demonstration of that support, we are pleased to offer our members scholarship opportunities for certification. The chapter awards two scholarships each calendar year for Fairleigh Dickinson sponsored courses (one each spring and fall semester). These scholarships provide the financial assistance and guidance for members seeking certification in GPHR (Global Professional in Human Resources); (SPHR) Senior Professional in Human Resources; (PHR) Professional in Human Resources; (SHRM-SCP) SHRM Senior Certified Professional; (SHRM-CP) SHRM Certified Professional; and California specialized certifications.

Each scholarship includes: the study course (offered either through Fairleigh Dickinson University (FDU) or a Committee approved provider) and one set of SHRM Learning System materials. The Human Resource Certification Institute (HRCI) or Society of Human Resources Management (SHRM) exam fee is reimbursed after receiving a written confirmation of successfully passing.

Studying and preparing for the exam can be a time-intensive process. For some applicants studying and taking exams come easily while others may experience overwhelm due to the additional demands on their time. We provide guidance in this area by offering a Certification Study Group or assigning a “study buddy”. These study sessions are facilitated by seasoned, credentialed HR professionals as well as previous scholarship recipients. In addition to their guidance on study and exam taking tips, they provide ongoing mentoring support for the HR professional throughout the exam preparation process.

If you are seeking certification and are in need of financial assistance to achieve your career goal, then we invite you to complete a Scholarship Application and submit it for review by the deadline (either for spring or fall).

Becoming credentialed is a great achievement in your career. Similar to credentials used in other professions such as CPA (Certified Public Accountant), CPP (Certified Payroll Professional), or CEBS (Certified Employee Benefits Specialist), the initials following your name denote you as a professional in your chosen career. For those in Human Resource Management, it conveys that you possess the high standards of education, experience and demonstrated knowledge as defined by the HRCI or SHRM body of HR knowledge. These credentials also signify that you made a commitment to achieving excellence in your profession.

Should you have any questions about the scholarship opportunities, certification or the exam process do not hesitate to contact me at janet.krusche@verizon.net. We would be happy to assist you in achieving the next major step in your career.

Best wishes,

Janet Krusche

Janet Krusche, SHRM-SCP
Certification Committee Chair, Morris County-SHRM

CERTIFICATION SCHOLARSHIP OVERVIEW

Purpose

The scholarship represents the fee to attend the SHRM Learning System course offered through Fairleigh Dickinson University (FDU) or another approved provider. The Chapter reimburses the Human Resource Certification Institute (HRCI) or Society of Human Resources (SHRM) exam fee for successful completion of the exam for either the GPHR (Global Professional in Human Resources); (PHR) Professional in Human Resources; (SPHR) Senior Professional in Human Resources; (SHRM-SCP) SHRM Senior Certified Professional; or the (SHRM-CP) SHRM Certified Professional certification. There is a maximum of two scholarships available each calendar year, divided between the spring and fall semesters.

Eligibility

Morris County-SHRM designated chapter members that meet the following criteria may apply for a scholarship:

1. Membership is in good standing;
2. Applicant meets all HRCI or SHRM exam eligibility requirements; and
3. Any lapsed credentials are for reasons related to severe financial hardship (i.e., job loss).

As HRCI or SHRM may change requirements at their discretion, please visit their respective websites at: www.HRCI.org or www.SHRM.org to review the most current exam eligibility requirements.

Selection Requirements

The Scholarship Committee grants awards on the basis of:

1. Relevant work and volunteer experience demonstrating a commitment to the profession as a career;
2. Expressed reasons motivating completion of the full SHRM Learning System approved course and sitting for the HRCI or SHRM Certification Exam; and
3. Financial need (i.e., employer does not reimburse for the Study Program; or, HRCI or SHRM Exam fee).

Scholarship Committee & Selection Process

The Certification Scholarship Committee consists of a minimum of three (3) Reviewers comprised of active, Certified Chapter Board and Certification Committee members. The Committee reviews all applications and interviews Finalists by phone or in person as needed to make a fair and impartial determination. All applicants receive notice of their status within one week of their submission. Please note that application materials are not returnable. All decisions by the Certification Scholarship Committee are final.

Scholarship Recipient Requirements

Upon notification of the scholarship award, the Recipient agrees to:

1. Enroll in the Certificate Course offered through FDU or another Certification Committee approved provider within five (5) business days following notification of the award (typically courses begin in September and January);
2. Complete the full SHRM Learning System coursework and all relevant exams;
3. Successfully complete the HRCI or SHRM exam within (1) year from receiving the scholarship in order to receive full reimbursement fees; and
4. Pay it forward by volunteering as an Advocate, Chair, or VP role of their choice and at the appropriate VP or Board approval for a term of (1) year, as this scholarship program is based on the premise of providing opportunities to learn and share our knowledge.

Applying for the Scholarship

Please complete the following steps:

1. Submit a current resume (maximum two pages);
2. Describe the reasons for seeking certification including the anticipated impact to your career (limit 500 words);
3. Indicate if the SHRM Learning System course and/or HRCI or SHRM Exam fee are employer reimbursable (though preference is given to applicants with a financial hardship, this does not necessarily disqualify an applicant from consideration); and
4. Submit the application to the Certification Chair by the deadline.

Application Submission Deadlines

Please follow the instructions carefully ensuring e-mail submission to the Certification Chair include the application along with all supporting documentation. Incomplete submissions will not be reviewed by the Committee. Visit the Certification page of the chapter's website for the current Chair's e-mail address. Note all submissions are due by either: September 15 (for September program enrollment); or February 15th (for February program enrollment).

Application Receipt & Confirmation of Award Status

Confirmation of a received complete application submission will be sent by e-mail within two business days of receipt.

Applicants receive a status notification by either phone or e-mail within one week of receiving the complete application package.

SCHOLARSHIP APPLICANT PROFILE

Applicant Name:

Company/Business:

FLSA Status:

SHRM National Member #

Chapter Leadership Role (if any):

of Years in HR Profession:

Title:

Years Exempt Status:

Morris County SHRM member since:

Full Time Student: Yes No

Mailing Address (street, city, state and zip code):

Primary Phone #:

Business #:

e-mail:

Scholarship Applicant Certification & Acknowledgment

In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. If requested, I agree to provide proof of information submitted as part of this application. I understand that falsification of information may result in termination of any scholarship award that may include an obligation to repay all funds that have been disbursed on my behalf. In the event I receive the Scholarship award, I agree to fulfill all the terms outlined in the Scholarship.

This application becomes the property of the Morris County SHRM Chapter HRCI/SHRM Scholarship Selection Committee. Further, I understand the application and all supporting documentation will be reviewed by the Selection Committee members as needed for award selection purposes.

Applicant's signature:

Date:

Note: Electronic signatures are acceptable when received directly from the applicant's e-mail address.

REMINDER:

Attach all required documents along with your Applicant Profile to your e-mail submission. Scanned copies of documents are acceptable.