

HR Academy Certificate Program FAQs

1) What is the Certificate Program?

The Certificate Program offers an opportunity for HR employees to obtain a certificate in one or more specialty areas relevant to day-to-day job responsibilities. Currently in its beginning stages, this program offers foundational level certificates in the following specialty areas:

- Recruitment and Placement
- Employee Relations
- Position Classification
- Employee Benefits

As the program evolves, HR Academy plans to offer additional proficiency levels of certificates.

2) What does the Certificate Program require?

Participants are required to complete the entire curriculum associated with the certificate. In addition, participants are required to attend virtual monthly meetings which will include an opportunity to ask questions and learn more about HR topics. For the time being, there will be one Participant Meeting per month for all individuals enrolled in the Certificate Program (not individual meetings for each certificate area).

3) How many courses do I need to complete to get a certificate? Are they all virtual courses?

The number of courses per curriculum varies by specialty area. Currently, courses are a mix of Virtual Instructor-Led Training (V-ILT) and Web-based Training (WBT), both offered through HR Academy. Some WBT courses are offered through Skillsoft (available in TMS) and are noted as such. Total **training** hours for each specialty area are as follows:

- Recruitment and Placement = 93 hours
- Employee Relations = 57 hours
- Position Classification = 38 hours
- Employee Benefits = 52 hours

For a full listing of each curriculum and its required courses, please visit the [HR Academy Certificate Program](#) page on the HR Academy website.

4) Is there a time limit in which I must complete the certificate?

The Certificate Program is *self-paced*.

- Certificates must be completed within two (2) years of the enrollment date
- Participants may complete the certificate by taking courses convenient to their schedule
- Course completion does not expire, and any courses that you have taken previously and are part of the HR Academy curriculum may be applied towards completion of a certificate

5) How do I enroll?

1. Please visit the [HR Academy Certificate Program](#) page on the HR Academy website
2. Choose the certificate you would like to pursue
3. Click on “Enroll Now” which will take you to the associated curriculum in TMS

Please note that you may enroll at any time – there is no deadline for initial enrollment.

6) Can I enroll in more than one certificate at the same time?

Yes, you may work on multiple certificates simultaneously.

7) Can I complete a certificate in a specialty area outside of my current specialty area?

Yes, completing a certificate in a different specialty area offers an opportunity for growth.

8) Does my supervisor need to approve my participation?

Yes, your supervisor needs to approve your initial enrollment in TMS as well as individual courses after you register for them. Make sure to discuss with your supervisor your interest in Certificate Program and, together, review the courses and time commitment associated with the certificate you would like to pursue.

9) Is the Certificate Program open to assistants and specialists?

Yes

10) What happens if I have a course scheduled for the same day/time as the monthly Participant Meeting?

While monthly Participant Meetings are an important part of the Certificate Program, priority should be given to course attendance.

11) How do I receive my certificate?

You will generate a certificate through TMS.

12) After receipt of a certificate, will this mean that I am qualified to work that specialty area?

No. It means that you are qualified to take on projects in that area and possibly pursue some hands-on experience. In order to become qualified to work in a specialty area, HR professionals must couple practical experience with training.

13) Is this a certificate program or a certification program such as PHR (Professional Human Resources) or SPHR (Senior Professional Human Resources)? Is it recognized outside of VA and transferrable to other agencies?

This program provides a certificate, not a certification. It is aligned with the VA HR competency model, making it unique to VA. However, there are similarities with OPM's and other agencies' models.