



## Program Policy for Equivalency or Credit Transfer/Substitution

Human Resources Academy's (HRA) curriculum has been designed to parallel the International Public Management Association (IPMA) and the Society for Human Resource Management's (SHRM) learning methodologies, i.e., human resources (HR) consists of a number of functional areas and a broad range of HR competencies (commonly referred to as knowledge, skills and abilities) required of all successful HR professionals. The focus of the curriculum is to provide Ohio government's HR professionals with a comprehensive understanding of the spectrum of HR operations.

The "Equivalency" form is designed to allow for credit transfer and/or substitution based on courses completed external to the HRA program. It is also designed to allow HR professionals who work within a functional area of HR to be "exempted" from attending a course or courses that are directly related to their daily duties i.e., a labor relations professional may not be required to attend "Arbitration School," "Handling Grievances," and/or "Preliminary Inquiry" if he/she can demonstrate full development of the competencies associated with these courses and verify utilization and practice on a regular basis.

The HRA program manager will review **non-academic** classes submitted by the participant or agency/organization sponsoring participants for exact class or course substitution or credit, i.e., equivalency. Also, the program manager will be responsible to determine if an individual shall be exempted from taking a class based on his/her work responsibilities. Generally, an individual will need to demonstrate a minimum of five years of current work experience in the area of requested exemption and/or supplemental training and education and supply a copy of his/her position description for review.

Under no circumstances shall more than one third (1/3) of the program credits be obtained via credit transfers and/or obtaining exempt status. The curriculum consists of 18 courses; no more than six of these courses may be substituted in and/or exempted.

An application form must be submitted for each individual class to be considered for possible credit, equivalency, and/or exempt status.

### Exact Class Substitution

**Classes or courses considered for exact substitution must meet each of the following criteria:**

- Class or course content corresponds with HRA course content for similar course and for equal training time
- Class or course was completed within **three years** of the date offered in HRA; and
- Documentation of proof of attendance and satisfactory completion is provided (i.e., certificate of completion, sign-in sheet and paid invoice).

# Application for Exact Substitution Credit for Non-HRA Class or Course



Due to the dynamic nature of the human resource profession and the constant revision and updating of laws and rules, we will accept substitution credit for courses completed within the past **three years** of its offering in HRA.

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Classification: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_ Unit: \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Course Information:

Title of HRA Course: \_\_\_\_\_ Title of Substitution Course \_\_\_\_\_

Date Course Attended: \_\_\_\_\_ Length of Course: (in days and hours) \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Brief Description of Course (i.e., course outline and objectives) or Experience:

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Please attach the following documentation demonstrating that you have attended the course within the past **three years**:

- Course description, detailing exact number of contact hours ( )
- Proof of participant attendance:
  - Course agenda ( )
  - Course description ( )
  - Course learning objects ( )
  - Certificate of completion ( )
  - Sign-in sheet ( )
  - Paid invoice ( )

Reviewer's Name: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Status of Request?

- Approved: YES ( ) NO ( ) Waiting for Additional Documentation ( )
- If not, why?