

HR Rep Certification Program: TRACKING SHEET – LEVEL I

| COMPLETED | COST | LEVEL I REQUIRED COURSES | COMPLETED | COST | LEVEL I ELECTIVE COURSES (3 required to graduate) |
|-----------|------|---|-----------|-------|--|
| | | Fantastic Service Behaviors | | | Timekeeping: |
| | \$75 | Communicating with Impact | | | Kronos Time and Attendance ** |
| | | HR Toolkit (online) | | | Onboarding & Offboarding: |
| | | HR Rep: Basics of Benefits Administration | | | HR Web Student Hire |
| | | HR Rep: Compensation 101 (Part 1) | | | HR Web Training (Boot Camp Offering) |
| | | Family Medical Leave Act (FMLA) Training | | | Data Services Fundamentals - eHraf Training |
| | | HR Rep: FSAP Advanced Course | | | Finance & Budgets: |
| | | HR Rep: Workplace Flexibility: Understanding the Role of the HR Rep in a Flexible Workplace | | | Compass 9.2 What's New in Emory Express eLearning |
| | | HR Rep: Worklife Resource Center Training | | | Compass 9.2 What's New in Inputting & Processing Budget Journals - Classroom Recording |
| | \$60 | Civil Treatment for Employees (Staff only) | | | Employee Relations: |
| | | HR Rep: Data Services I9 Training | | | Intimate Partner Violence |
| | | Bridges: Building a Supportive Community (Title IX Training) | | | Emergency Preparedness |
| | | | | | Diversity: Skills for Collaboration (OEI: online training) |
| | | | | | Bullying in the Workplace (OEI: online training) |
| | | | | | Additional Electives: |
| | | | | \$75 | Navigating Beyond Conflict |
| | | | | \$275 | Crucial Conversations |
| | | | | \$75 | Developing Yourself and Others |
| | | | | | Bringing the World to Emory |
| | | | | \$200 | Increasing Personal Effectiveness |
| | | | | \$600 | Administrative Professionals Program* |
| | | | | | Mentor Emory Program* (Mentor or Mentee) |
| | | | | \$700 | Aspiring Leaders at Emory Program* |

Last Name: _____ **First Name:** _____ **Start Date:** _____ **Completion Date:** _____

* By nomination/self-nomination only

** Participants must attend the entire three hour class and pass examination to receive completion certificate