



Human Capital Leader in Education Certification

pHCLE CERTIFICATION REGISTRATION FORM

June 4–6, 2019 • 8 a.m. to 4 p.m. each day • Battelle for Kids • 4525 Trueman Blvd., Hilliard, OH 43026

Register online or fill out and submit this form to complete your registration.

TRAINING PRICE

- pHCLE Training with Scholarship: \$515
- pHCLE Training without Scholarship: \$1,295

*Ohio districts and other education organizations are eligible to send up to 2 participants with scholarship.

Registration includes three days of in-person training, 12-month access to five online courses, access to the human capital management system assessment, sample test questions and study guide, and membership to the HCLE community on LinkedIn.

EXAM PRICE

- pHCLE Certification exam (AASPA Member), Exam: \$275
- pHCLE Certification exam (AASPA Non-Member), Exam: \$295

UPCOMING EXAM WINDOWS

- Jul 11–Aug 15, 2019
- Oct 15–Nov 15, 2019

Refunds will not be given to individuals who fail to complete the pHCLE exam during their selected window. Transferring to a different testing window will be permitted once, upon request. All transfers must be requested in writing, prior to the last day of your current testing window, to kelly@aspa.org

Name:

Title:

School or District:

Address:

City: State: Zip:

Phone: Email:

Payment Method:

Check Purchase Order #

Credit Card Number:

Exp. Date: Security Code:

Signature:

RETURN FORM TO:

American Association of School Personnel Administrators
 7201 W 129th Street, Suite 220
 Overland Park, KS 66213
 Phone: (913) 327-1222 Fax: (913) 327-1223
 Email: aaspa@aaspa.org

HOTEL INFORMATION

Homewood Suites Columbus-Hilliard
 3841 Park Mill Run Dr, Hilliard, OH 43026; (614) 529-4100

Hampton Inn & Suites Columbus Hilliard
 3950 Lyman Dr, Hilliard, OH 43026; (614) 334-1800

Hyatt Place Columbus/Dublin
 6161 Parkcenter Cir, Dublin, OH 43017; (614) 799-1913

All registration cancellations must be made in writing & received no later than two weeks before the start of the training. Cancellations received on or before this day will be refunded less a \$100.00 cancellation fee. Refunds are not granted for failure to attend, late arrival or early departure. AASPA is not responsible for medical or weather related cancellations or for airfare, hotel or other costs associated with the Blended Cohort if the registrant is unable to attend. Purchase orders are accepted as a courtesy and are considered a guarantee of payment. Any cancellation of a registration guaranteed with a purchase order will be subject to the same cancellation policy. No refunds will be issued for cancellation requests made after this date.

PROFESSIONAL HUMAN CAPITAL LEADERS IN EDUCATION (pHCLE) BLENDED LEARNING

Course Structure

This course includes 20 hours of in-person learning as a cohort and 44 hours of independent learning, for a total seat time of 64 hours.

IN-PERSON LEARNING

The in-person learning takes place over three days. During this time, we will explore topics aligned to the Human Capital Leaders in Education Standards, synthesize key information, and engage in processing activities.

Agenda for In-Person Learning

Daily from 8 a.m. to 4 p.m.

DAY 1	DAY 2	DAY 3
Welcome and Introductions Performance Excellence Introduction Strategic Alignment Sustainability & Risk Management Continuous Improvement Communications and HR Branding	Welcome Strategic Staffing Introduction Workforce Planning Sourcing & Recruiting Selection Talent Management & Development Introduction Onboarding Training & Development	Welcome Performance Management Culture & Total Rewards Introduction Employee Engagement Rewards & Recognition Compensation Organizational Culture Continuous Improvement/ Action Planning

INDEPENDENT COURSE WORK

The independent course work provides an opportunity to engage in deeper learning. The learning within each online module is divided into increments of 30 minutes or less to make it easier to take breaks. Modules are comprised of a variety of learning items including articles, videos, activities, and other documents. A portion of online courses are assigned as pre-work for the in-person learning, and the remainder can be completed afterwards.

Online Courses

COURSE CODE	COURSE TITLE
pHCLE001b	Becoming a Certified Professional Human Capital Leader in Education
pHCLE002b	Performance Excellence for pHCLE
pHCLE003b	Strategic Staffing for pHCLE
pHCLE004b	Talent Management & Development for pHCLE
pHCLE005b	Culture & Total Rewards for pHCLE