



# HUMAN RESOURCE PROFESSIONAL IN AGRICULTURE (HRPA) CERTIFICATE PROGRAM

2019 - Santa Maria, CA

Human Resource Professional in Agriculture (HRPA) Certificate Program has a unique focus on agriculture and incorporates a wide range of topics that will help HR professionals advance to the next level. It was developed and is now being presented by leading professionals and consultants in the agricultural field.

The program is designed for working adults, with classes scheduled strategically to minimize disruption to your work - eight core courses are required for the program certificate and designation, along with one elective course and may be completed in any sequence.

Classes can be taken individually or as part of a curriculum leading to a certificate and designation. Graduates of this program can use a prestigious designation of HRPA™, Human Resource Professional in Agriculture.

We invite all HR professionals to complete this program and stay current on important issues ranging from legal compliance to employee relations.

APMA is recognized by the Society for Human Resource Management (SHRM) to offer Professional Development Credits (PDCs) for the SHRM-CP™ or SHRM-SCP™. Each class is valid for 6 PDCs for the SHRM-CP™ or SHRM-SCP™.



## CO-SPONSORING ORGANIZATIONS



Location for all sessions:

**Rancho Guadalupe Conference Room**

1280 Bonita School Road, Santa Maria, CA 93458

Time for all sessions: **9 am – 3:30 pm** (with lunch provided onsite from 12 to 12:30 pm)

*Please see class listing and dates on page 2.*

## REGISTRATION FORM - Santa Maria - 2019

Cost per class:  \$150/members of co-sponsoring organizations  \$195/non-members

**Please contact APMA at (831) 422-8023 for individual class flier or visit our website [www.agpersonnel.org](http://www.agpersonnel.org)**

Program Cost (includes all 9 classes, one class free):  \$1200/members  \$1560/non-members

Company Discount (for 2 or more from the same co.):  \$1150/members  \$1510/non-members

Attendees: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*Please submit your registration and payment to: APMA, 512 Pajaro Street, Suite 7, Salinas, CA 93901 or via fax (831) 422-7318, email: [apma20@pacbell.net](mailto:apma20@pacbell.net) or register online at [www.agpersonnel.org](http://www.agpersonnel.org).*

<b>PROGRAM DATES:</b>
Please mark your calendars for the following dates:
<b>April 17</b>
<b>May 1</b>
<b>May 15</b>
<b>May 29</b>
<b>June 12</b>
<b>June 26</b>
<b>July 10</b>
<b>July 23</b>

<b>HRPA PROGRAM COURSES:</b>
<p><b>101: Elements of Human Resource Management</b> As an introduction to human resource management (HRM), this survey course provides an overview of basic elements, including understanding the functions of HRM in an organization, typical designs of HRM departments, the responsibilities of HRM personnel, various roles HRM specialists have, and career options for prospective HRM employees.</p>
<p><b>102: Introduction to Labor and Employment Law</b> This session will provide an overview of the California and Federal labor and employment laws affecting agriculture.</p>
<p><b>103: Recruitment, Selection &amp; Retention</b> Finding the right employees to fit an organization’s needs is a challenging task. This course examines concepts essential for effective staff recruitment, selection, and retention. Students also examine the diverse ways organizations view employees, and what organizational practices are effective to retain quality staff.</p>
<p><b>104: Managing Employee Compensation</b> Competitive compensation is one of the major issues every organization must face in balancing productivity with cost. This course explores current concepts, approaches, and techniques that shape the development of compensation strategy, plans, and policy. Students also learn approaches for communicating compensation programs to employees and for monitoring the effectiveness of compensation policy.</p>
<p><b>105: Managing Employee Benefit Programs</b> Management must decide which benefits are most suitable and beneficial for their employees and organizations. This course provides information essential for evaluating and designing cost effective employee benefit programs that meet corporate objectives. Students explore a range of benefit plans and discuss the implications of HRM decision making in choosing benefit plans that balance cost with employee health and financial security. Practical, every day examples of health plan administrative and compliance issues will be reviewed.</p>
<p><b>106: Human Resource Development</b> Employees are a resource that must be carefully managed if organizations hope to be productive and efficient. This course examines how human resource managers promote their goals through Human Resource Development (HRD). Students examine strategies for assessing, designing, and implementing training and development programs that positively impact an organization's overall performance.</p>
<p><b>107: Information and Cost Analysis in HR Management</b> Human Resource Management (HRM) professionals are frequently asked by CEOs and CFOs for data that analyzes and determines the resources and costs of various actual or planned HR activities. This course emphasizes methodology and a theoretical human resource information system (HRIS) data base to deal with the “how many” and “how much” questions HRM professionals may have to answer through quantitative analysis and report generation. Participants also spend time learning to interpret and apply basic accounting reports to the HR function.</p>
<p><b>108: Management and Leadership for HRM Professionals</b> Human resource professionals must be able to fit themselves and their department within the big picture of the overall organization. To do this, they must have some understanding of how organizations develop structures and carry out policies via management and leadership. This course addresses social, political, and economic factors that can exist within organizations, and provides students with basic leadership concepts that improve their ability to analyze an organization and make sound human resource management decisions.</p>
<p><b>Elective: Workers’ Compensation in California</b> This seminar will give a history and overview of Workers’ Compensation in California including recent developments and updates in case law. Topics will include disability rating systems, handling new claims and the medical treatment process, among others: Introduction to WC, History, Recent Developments, How to Handle a New Claim/ Investigating a Claim, TD/ PD, Disability Ratings and Restrictions, Apportionment, SB 863, Medical Treatment, Medical Provider Networks (MPNs), AME/QME AMA Guides, ACOEM, Vocational Rehabilitation and Supplemental Job Displacement Vouchers, and Common Pitfalls. Participants will be also introduced to interactive exercises on WC claims.</p>