

# **Application for Admission to the Alabama Public Personnel Administrators Educational Certification and Certificate Programs**

AAPPA Certifications  
Government & Economic Development Institute  
213 Extension Hall  
Auburn, AL 36849-5225

The AAPPA Program is designed to enhance knowledge and skills of personnel administration. Those eligible to achieve certification are Alabama public personnel administrators, professionals, and administrative support staff who are responsible for various phases of personnel administration.

## **Designation Requirements:**

### **A. *Alabama Certified Human Resource Professional***

1. A minimum of two years of professional level administrative, managerial, or professional experience in various phases of personnel administration in an Alabama governmental agency is required before a person can become an *Alabama Certified Human Resource Professional*. Two years of experience in public personnel administration in another state may be included in lieu of two years of public personnel experience in Alabama. Experience in another state will be considered on a case-by-case basis.
2. Successful completion of *HR Professional Education Program*.
3. Successful completion of Certification Exam.

### **B. *Alabama Certified Human Resource Specialist***

1. A minimum of two years of experience providing administrative support services in various phases of public personnel administration in an Alabama governmental agency is required before a person can become an *Alabama Certified Human Resource Specialist*. Two years of experience in public personnel administration in another state may be included in lieu of two years of public personnel experience in Alabama. Experience in another state will be considered on a case-by-case basis.
2. Successful completion of *HR Specialist Education Program*.
3. Successful completion of Certification Exam or Case Study.

### **C. *Certificate in Human Resource Administration***

1. Individuals enrolled in the education program provided through AAPPA, elected officials interested in public personnel administration and personnel board members may apply to earn a certificate in public personnel administration.
2. Successful completion of 80 hours (untested) approved course work.
3. Demonstrated interest and commitment to the goals of the Alabama Association of Public Personnel Administrators Alabama Chapter IPMA-HR.

**Biographical Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Relevant Career Information (List the most recent first)**

Job Title 1: \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor and Title: \_\_\_\_\_

Primary Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Job Title 2: \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor and Title: \_\_\_\_\_

Primary Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Job Title 3: \_\_\_\_\_ from: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor and Title: \_\_\_\_\_

Primary Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**Directions:**

- Please include the following with your application: [1] your official job description, [2] the organizational chart for your department and for the city/county/municipality in which you are employed, and [3] a notation of staff, positions, and functions for which you are directly responsible.
- On a separate sheet(s) of paper, provide a description of your job duties, specifying your responsibilities in each of the following areas (as applicable): [1] Recruitment and Selection; [2] Performance Appraisal; [3] Job Classification/Staffing/Evaluation; [4] Payroll; [5] Training and Development; [6] Management and Supervision; [7] Employee/ Employer Relations; [8] Other Personnel Activities.
- Please sign and date this form and have your supervisor sign and date this form.
- Return this form and attachments to:  
AAPPA Certifications  
Government & Economic Development Institute  
213 Extension Hall  
Auburn, AL 36849-5225

I verify that the information on this page and on the attached documents are accurate statements of the applicant's job duties and responsibilities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

***For Education Committee Use Only***

Alabama Certified Human Resource Professional	<i>Approval Date</i> _____
Alabama Certified Human Resource Specialist	<i>Approval Date</i> _____
Certificate in Human Resource Administration	<i>Approval Date</i> _____

Signed:\_\_\_\_\_