



DENISE NORTHRUP
DIRECTOR

DANA WEBB
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 18-05

Date: June 12, 2018

To: All Appointing Authorities

From: Dana Webb, OMES/HCM Administrator

Re: Enrollment for the Certified Personnel Professional Program

The Office of Management and Enterprise Services (OMES) is pleased to announce enrollment is open for the Certified Personnel Professional (CPP) Program.

In its previous design, the program was a four-day, instructor-led course aimed at familiarizing new human resources (HR) employees with policy and procedural knowledge on a broad range of HR topics.

OMES has partnered with SkillSoft to revamp the four-day course to be a more convenient, cost-effective way for HR professionals to earn certifications. Additionally, this new program will be aligned with the HR Certification Institute (HRCI): Professional in Human Resources/Senior Professional in Human Resources (PHR/SPHR).

CPP is a required certification for all human resource professionals in state government (MR part 13; 260:25-17-132). If you are part of the HR community and have not achieved the CPP certification, this new self-paced, online program will be the standard moving forward. If you have a current PHR, SPHR or HRCI you are not be required to complete the Certified Personnel Professional certification.

- Enrollment will be quarterly and limited to 150 participants. **Our first enrollment window is June 9-July 11, 2018.**
- The cost for certification is \$175.00 and must be paid by PO to OMES HCM to complete enrollment.
- Enrollees will receive a license and learning plan on July 16, 2018
- The license gives a specific learning path to complete the certification. All

courses and exams must be completed within **6 months** from the time license is issued in order to achieve certification.

The license includes a vast library of business courses and books and is active for a full year (to allow continued preparation for the PHR/SPHR exams). Those who complete the CPP program should be better prepared to sit for the national exams.

Please visit <https://app.smartsheet.com/b/form/1b8ef99fcaba43fa848e9d7d6d8c2ec6> to enroll in the CPP Program today.

Once enrollments are finalized, enrollees will receive additional information about the process. If you have questions please contact Candis Ross at candis.ross@omes.ok.gov or 405-521-6330.