

**Human Resources Administration Academy**

**2023 APPLICATION FORM**

Name

Position

District/College

Department/Division

Address

City/State/Zip

Work Phone Fax E-mail

**APPLICATION INFORMATION**

**Email application form & letter of interest to Ruth Cortez at** **klavier88@verizon.net**

**No later than February 28, 2023**

**Limit: 20 Students Tuition: $1000**

**Upon acceptance to the Academy please secure your enrollment by submitting**

**payment no later than March 31, 2023**

**ABSOLUTELY no refunds**

**Registration Fee Per Applicant: $1000.00**

**\*Payment Method:**

**\*Total Enclosed: $ (Please include copy of registration form with payment.)**

**Make CHECK or PURCHASE ORDER payable to ACHRO/EEO**

**No Credit Cards Accepted.**

 **Mail payment to:** Ruth Cortez, ACHRO Assistant

10627 Avonbury Avenue

Whittier, CA 90603

Check# Purchase Order#

HUMAN RESOURCES ADMIN ACADEMY

***-- INFORMATION --***

Academy Objectives: To prepare the student for entry level or transition into HR management and leadership in the California Community College System. The student will obtain an overview of HR administration to include HR resources available, applicable laws and regulations, staffing and employment, dealing with conflict, dealing with common challenges a HR leader is faced with, introduction to negotiations and negotiation strategies, EEO & Diversity, Title IX, employee and labor relations including handling grievances and other challenges HR professionals experience in the California Community College System. The Academy will also provide the student with a unique opportunity to network with other classmates, CCC HR professionals, CHROs, and legal counselors to gain knowledge and insight in dealing with current day challenges and issues.

Academy Logistics and Schedule: All sessions will be conducted in person at a host District site. All in attendance must follow the host college’s COVID-19 prevention protocols and requirements. The student will make travel and lodging arrangements and be reimbursed by their District. ACHRO will cover any incurred expenses by the host District and for meals during each session. The tuition will also cover the registration fee of the fall 2023 ACHRO conference. Each session will go from 10:00am on Wednesday to 12:00 noon on Friday. Materials and handouts will be provided for each session. The tentative schedule is as follows\*:

Session One: April 19th – April 21st (College of the Canyons)

Session Two: July 12th – July 14th (Cabrillo College)

Session Three: August 16th – August 18th (Allan Hancock College)

Session Four: Tuesday, October 17th - ACHRO Pre-conference 1:00pm – 5:00pm

Graduation Dinner: Tuesday, October 17th - Graduation Dinner 6:00pm

\*Note: Some or all sessions may be moved to online, condensed, or rescheduled for safety reasons.

Academy fee includes registration to the **ACHRO/EEO 2023 Conference!** Presentation and Activity information will be provided prior to the Fall Conference.

***PROGRAM TOPICS WILL BE EMAILED and***

***POSTED on*** [***http://achroeeo.com***](http://achroeeo.com/) ***ONCE FINALIZED***

**For more information on ACHRO/EEO, visit our website at**[***http://achroeeo.com***](http://achroeeo.com/)**Questions/Inquiries:** Ruth Cortez, ACHRO Assistant

10627 Avonbury Avenue

Whittier, CA 90603

(562) 943-0070

klavier@verizon.net