

# Wright State PHR Scholarship

**Application Deadline: [August 12](#)**

Certification as a Professional in Human Resources (PHR) is a respected and valuable credential. Today, PHR certification distinguishes professionals in the field of human resources. PHR certification will likely be as necessary for tomorrow's HR practitioners as CPA certification is for today's accountants. The Department of Management offers its students a chance to compete for a scholarship for the certification exam and exam preparation workshop fees.

**Exam:** The Human Resources Certification Institute (HRCI) offers the exam. The exam will be administered between [December 2009](#) and [January 2010](#). The early registration fee for the exam is \$120. Contact HRCI with your questions about the exam ([www.hrci.org](http://www.hrci.org), or 866-898-HRCI).

**Workshop:** We recommend that you take the certification exam preparation workshop offered by the Raj Sooin College of Business before taking the exam. The next workshop is scheduled to run from [September 19](#) to [November 7](#). Sessions are held at Wright State on Saturday mornings. **Register for the workshop before applying for the scholarship.** If you do not receive the scholarship and wish to cancel your registration, you can do so and receive a refund up until the registration deadline. *Ask for the Wright State students' rate when registering*, which is \$825. Register or obtain additional information about the certification workshop on the Raj Sooin College of Business' Division of Community Programs web page ([www.docp.wright.edu/phr/](http://www.docp.wright.edu/phr/)), or call 775-4958.

**Scholarship:** Through the generosity of alumni, faculty and friends, the Department of Management is able to offer a scholarship to a top student for the certification workshop fee and exam fee. To apply for the scholarship, follow the directions on the application form on the back of this page and send your scholarship application packet to Dr. Scott Williams, by 5:00 p.m. on [Wednesday, August 12](#). Unfortunately, we might not have time to consider your application if it arrives after the deadline. The scholarship recipient's name will be posted at [www.wright.edu/~scott.williams/phr-scholarship.html](http://www.wright.edu/~scott.williams/phr-scholarship.html) by [Friday, August 21](#), and the scholarship recipient will also be notified by mail.

**Mail or bring your scholarship application to:**

Dr. Scott Williams  
Department of Management (270 Rike)  
Raj Sooin College of Business  
Wright State University  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001

Questions about the scholarship process can be e-mailed to [scott.williams@wright.edu](mailto:scott.williams@wright.edu).

The PHR scholarship will be awarded on the basis of the following criteria: (a) eligibility for the exam and the scholarship, (b) academic performance, (c) the quality of the essay, (d) work experience and community activities, (e) recommendation letters (if applicable), and (f) adherence to the application procedure.

**Important: Register for the workshop before applying for the scholarship!**

**DEPARTMENT OF MANAGEMENT  
PHR/SPHR SCHOLARSHIP APPLICATION**

(Please print neatly or type.)

**PART I: CONTACT INFORMATION.** Indicate how we should contact you regarding your application.

Name \_\_\_\_\_ Certification you are pursuing. **PHR** or **SPHR**  
(circle one)

University ID (UID) number \_\_\_\_\_ Current Major \_\_\_\_\_

Mailing \_\_\_\_\_  
address \_\_\_\_\_

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

Phone \_\_\_\_\_

**PART II: EXPERIENCE AND ACTIVITIES.** Attach an additional page if needed.

Work Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community-Related Activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART III: TEACHERS OF THE MANAGEMENT CLASSES YOU HAVE COMPLETED**

\_\_\_\_\_  
\_\_\_\_\_

**PART IV: ESSAY**

Write an essay (500 words or less) on why PHR certification is important to you.

**PART V: RECOMMENDATION LETTER**

You are welcome to include one or more letters of recommendation from faculty members or practitioners. Have each person writing the letter seal it in an envelope and sign their name over the seal. Include the envelope with your application packet. **Part V is optional.**

**PART VI: SCHOLARSHIP ELIGIBILITY**

1. HR major, Management major or MBA student enrolled at WSU during **Fall 2009**.
2. Eligible for the certification exam. See <http://www.docp.wright.edu/phr/>

**PART VII: APPLICATION PROCEDURE**

1. Complete this scholarship application and your essay.

2. Make two extra copies of your scholarship application form and essay, and staple each of the three sets. (Each of the three committee members will be given a copy of your application materials.)
3. Obtain a letter of recommendation in a sealed, signed envelope (optional).
4. Register for the certification exam preparation workshop (see <http://www.docp.wright.edu/phr/>). Workshop registration is a **required** step.
5. Make one copy of your registration form for the chair of the scholarship committee. If you register by phone, please include a note indicating such.
6. Submit all these items in one envelope to: Dr. Scott Williams, Dept. of Management Scholarship Chair, 270 Rike Hall, Wright State University, Dayton, OH 45435-0001 by the **deadline of August 12, 2009**.

**NOTICE:** The committee will obtain and review a copy of each applicant's transcripts.

