COURSE SYLLABUS

Certified Federal HR Practitioner (cFHRP) Level I Certificate Program (Self-Paced)

Start your federal HR career by building core technical skills in staffing, classification, labor relations, EEO, and HR data practices aligned with OPM competencies.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/certified-federal-hr-practitioner-cfhrp-level-i-certificate-program-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

This package includes these courses

- Federal Human Resources Management Course (Self-Paced) (18 Hours)
- Federal Classification Principles Course (Self-Paced) (24 Hours)
- EEO in the Federal Government Course (Self-Paced) (12 Hours)
- Federal Employee Relations Course (Basic) (Self-Paced) (12 Hours)
- Using and Presenting HR Data for Organizational Decisions (Self-Paced) (16 Hours)
- Introduction to Federal Staffing and Placement (Self-Paced) (18 Hours)

Attend the AI for Federal HR course for free as part of this certificate. Choose your date after you register for the program.

AI for Federal HR Course (Self-Paced)

Federal Human Resources Management Course (Self-Paced)

- Identify the principles upon which the federal human resources management (HRM) system is based and outline how they affect federal HRM decisions.
- Explore the compensation process, including classification, pay, and benefits.
- Describe how equal pay for equal work is accomplished.
- Explain the hiring process and how it is implemented in the federal government.
- Explain how agencies can improve employee engagement to ensure a satisfied, productive workforce.
- Discuss performance management in the federal government, including employee development and performance appraisal processes.
- Describe Equal Employment Opportunity (EEO), employee relations, and labor relations programs, including EEO complaint processing, agency administrative grievance systems, and union/management relations.

Federal Classification Principles Course (Self-Paced)

Develop a strong foundation in federal classification by studying the principles and procedures used to evaluate GS positions.

This course provides hands-on practice with classification projects and tools to enhance your analytical skills for position design and evaluation.

- Understanding the relationship between classification, equal pay, and merit system principles.
- Legal basis, structure, and primary reference tools of the General Schedule system.
- Applying the Factor Evaluation System to classify federal positions.
- Using narrative system standards for position classification.
- Classifying GS leader, supervisory, and managerial positions.
- Practicing classification procedures with real-world position descriptions.

EEO in the Federal Government Course (Self-Paced)

- Describe the federal-sector EEO program.
- Identify the EEO laws and regulations applicable to the federal sector.
- Explain the federal-sector EEO discrimination complaint process.
- Describe the tools commonly used in the federal government's discrimination complaint process.
- Recognize sexual harassment and other forms of harassment in the workplace.
- Define reasonable accommodation for disability and religion.
- Describe how the court system works with regard to EEO complaints, what legal burdens of proof apply, and the types of judicial relief that can be ordered.
- Explain the role of federal appellate bodies in the EEO process.

Federal Employee Relations Course (Basic) (Self-Paced)

Gain a foundational understanding of federal employee relations, focusing on the rights and responsibilities of agency employees. This course covers key topics such as performance management, disciplinary actions, and handling workplace issues effectively.

- Laws and principles governing federal employee relations.
- Rights and responsibilities in employee relations matters.
- Differentiating between performance and conduct issues.
- Managing probationary periods for employees and supervisors.
- Conducting investigations and taking disciplinary actions.
- Performance appraisals and performance-based actions.
- Addressing leave issues, including excessive leave use.
- Requesting medical documentation for accommodations and disability determinations.

Using and Presenting HR Data for Organizational Decisions (Self-Paced)

Develop the skills to collect and analyze HR data to gain actionable insights that align with organizational goals. This course emphasizes presenting data-driven recommendations to improve hiring, workforce planning, and mission accountability.

- Identifying and collecting HR data to clarify decision points.
- Analyzing and assessing data to support business and mission strategies.
- Leveraging data to enhance hiring practices, workforce composition, and succession planning.
- Presenting data-driven recommendations to decision-makers effectively.
- Using HR analytics to improve organizational accountability and outcomes.

Introduction to Federal Staffing and Placement (Self-Paced)

This course provides federal HR professionals with a practical foundation in federal staffing laws, regulations, and procedures. Participants gain an understanding of the merit system, recruitment, job analysis, qualifications, competitive and excepted service hiring, veterans' preference, temporary and term employment, and merit promotion. This course supports consistent, compliant staffing decisions across the federal employment lifecycle.

- Explain the foundations of the federal merit system and prohibited personnel practices.
- Research and apply federal staffing laws, regulations, and OPM guidance.
- Apply recruitment principles and federal hiring strategies.
- Conduct job analysis and identify required competencies and qualifications.
- Evaluate applicant qualifications using General Schedule standards.
- Apply competitive and excepted service hiring authorities.
- Understand veterans' preference and category rating requirements.
- Identify appropriate use of temporary and term employment authorities.
- Apply merit promotion and in-service placement rules.