COURSE SYLLABUS

Certified Federal HR Practitioner (cFHRP) Level I Certificate Program

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 (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/certified-federal-hr-practitioner-level-i-cfhrp-2025-february-requirements



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Course Outline

This package includes these courses

- Federal Human Resources Management Course (24 Hours)
- Federal Staffing and Placement Course (40 Hours)
- Federal Classification Principles Course (32 Hours)
- EEO in the Federal Government Course (16 Hours)
- Federal Employee Relations Course (Basic) (16 Hours)
- Using and Presenting HR Data for Organizational Decisions Course (16 Hours)

Federal Human Resources Management Course

This course introduces participants to the principles and processes of federal human resources management (HRM) within the unique merit system environment. Through expert instruction, participants will explore key HRM functions and their interrelationships to effectively manage federal employees.

- Principles of federal HRM and their impact on decision-making.
- Compensation processes, including classification, pay, and benefits.
- Federal hiring processes and equal pay for equal work.
- Strategies to improve employee engagement and workforce satisfaction.
- Performance management, including employee development and appraisals.
- Equal Employment Opportunity (EEO), employee relations, and labor relations programs.

Federal Staffing and Placement Course

This course equips HR practitioners with the expertise to manage federal staffing and placement processes effectively. Participants will gain a deep understanding of recruitment strategies, hiring procedures, and federal regulations to support their

agency's workforce needs.

- The role of HR practitioners in federal staffing and placement.
- Recruitment methods, hiring procedures, and appointment authorities.
- Evaluating candidates' qualifications, knowledge, skills, and competencies.
- Applying merit promotion and in-service placement procedures.
- Understanding time-in-grade and time-after-competitive-appointment restrictions.
- Downsizing approaches, including reduction in force (RIF) principles and outplacement assistance.
- Informing applicants and employees about the civil service employment system.

Federal Classification Principles Course

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

- 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)

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 Course

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.