

## FHRM Specialty Areas by Competency and Level

\* = Aligned to the competencies for select HR specialty areas from the U.S. Office of Personnel Management (OPM)

**Bold** indicates that course is part of the 3-level Federal Human Resources Management Certificate Program

Underline indicates that course is part of the Federal Human Resources Processing Certificate Program

(Classroom = C, Virtual = V, On-Demand = OD)

Competency Area	Foundation	Intermediate	Advanced	Specialty
<b>Recruitment and Placement*</b>	<b>STAF7009 Federal Staffing and Placement (C, V)</b> <b>STAF7102 Federal Staffing (OD)</b> <b>STAF7100 Basic Staffing and Placement (OD)</b> STAF7001 Staffing for Support Staff (C, V)	<b>STAF7023 Qualifications Analysis (C, V)</b> <b>STAF7024 Qualifications Analysis (OD)</b> <b>STAF8005 Job Analysis for Federal Hiring (C, V)</b> <u>STAF8007 Adjudicating and Applying Veterans' Preference (C, V)</u> <u>STAF8607 Adjudicating and Applying Veterans' Preference (OD)</u>	<b>STAF8012 Behavioral Job Interviewing (C, V)</b> STAF9010 Category Rating and Selection Workshop (C, V)	STAF7200 Examining for FWS Jobs (C, V) STAF7006 Introduction to Reduction in Force (C, V) STAF7015 Planning and Conducting a Reduction in Force (Contract Only) STAF7018 Planning and Conducting a DoD Reduction in Force (Contract Only)
<b>Classification*</b>	<b>CLAS7003 Position Classification (C)</b> <b>CLAS7005 Basic Position Classification (V)</b> <b>CLAS7915 Federal Classification Principles (C, V)</b> <b>CLAS7052 Federal Classification (OD)</b> CLAS7910 Writing Position Descriptions (C, V) CLAS7911 Writing Position Descriptions (OD) CLAS7004 Classification Refresher (C, V)	CLAS8300 Intermediate Classification (C, V) <b>CLAS7104 Making Exempt/NonExempt Determinations (C, V)</b> <b>CLAS7012 Federal Position Management (C, V)</b> CLAS8200 Federal Wage System Classification (V)	CLAS9200 Advanced Classification Workshop (C, V)	CLAS7101 Fair Labor Standards Act (C, V) CLAS7102 Fair Labor Standards Act (OD)

<b>Compensation*</b>		<b>PADM7002 Pay Setting for GS Positions (OD)</b> <b>STAF9002 Pay Setting: General Schedule (C, V)</b> PADM7001 Pay Setting for FWS Positions (OD) STAF9004 Pay Setting: Federal Wage Schedule (C, V)		
<b>Employee Benefits*</b>	<u>BENE7104 Federal Employee Benefits (C, V)</u>	BENE8201 CSRS and FERS Retirement and Benefits (C, V) BENE8104 Workers Compensation and Disability Retirement (C, V)		
<b>Employee Relations*</b>	<b>LABR7110 Employee Relations (Basic) (C, V)</b> LABR7013 Federal Performance Management (C, V)	<b>LABR8110 Employee Relations (Intermediate) (C, V)</b> LABR7100 Adverse Conduct and Performance-Based Actions (C, V) LABR7120 Writing Conduct and Performance Letters (Contract only) PMGT7510 Family and Medical Leave Act for Supervisors and HR Practitioners (C, V)		
<b>Labor Relations*</b>	<b>LABR7020 Labor Relations (Basic) (C, V)</b> <b>LABR7051 Basic Labor Relations (OD)</b>	LABR7021 Labor Relations (Intermediate) (C, V)	LABR9001 Negotiating Labor Agreements (C, V)	
<b>Processing*</b>	<u>STAF7010 Processing Federal Personnel Actions (C, V)</u> <u>STAF7011 Processing Federal Personnel Actions (Blended Instruction)</u> <u>PROC7004 Using the Guide to Processing Personnel Actions (OD)</u>	<u>STAF8007 Adjudicating and Applying Veterans' Preference (C, V)</u> <u>STAF8607 Adjudicating and Applying Veterans' Preference (OD)</u> <u>BENE7104 Federal Employee Benefits (C, V)</u> <u>STAF7602 Calculating Service Computation Dates (C, V)</u>		

<b>Human Resource Development*</b>	<b>CDEV7007 Federal Employee Development (C, V)</b>	ADMB9006 Instructional Design Essentials COMM7002 Briefing Techniques	CDEV9001 Instructor Training	
<b>Human Capital/HRBP</b>	<b>STAF8016 Using and Presenting HR Data for Organizational Decision-Making (C, V)</b>	<b>PMGT7015 Strategic Human Capital Management (C, V)</b> <b>CDEV8005 Internal Consulting for Federal HR Professionals (C, V)</b> <b>PMGT7013 Federal Workforce Analysis and Planning (C, V)</b>		
<b>Suitability and Security</b>	STAF8220 Personnel Security and Suitability Adjudication (C, V) STAF8226 Understanding the Personnel Security Program (C, V)	STAF8101 Suitability Adjudication (C, V) STAF8215 Personnel Security Adjudication (C, V) SRTY7224 Security Specialist (C, V) STAF8203 Fundamentals of Conducting a Personnel Security Interview (C, V)	STAF9101 Advanced Suitability Adjudication (C, V) STAF9201 Advanced Personnel Security Adjudication (C, V)	
<b>EEO</b>	<b>EEOP7013 EEO in the Federal Government (C, V)</b> EEOP 7030 Sexual Harassment for Employees (Contract only) EEOP7031 Sexual Harassment for Supervisors (Contract only)	EEOP7101 Federal EEO Counseling (Contract only) EEOP7002 EEO Counseling (OD)		
<b>All Federal Employees</b>	<b><u>PMGT7011 Federal Human Resource Management (C, V)</u></b> <b><u>PERS1731 Federal Human Resource Management (OD)</u></b> PMGT8007 Federal HRM for Administrative Staff (Contract only) BENE8120 Mid-Career Retirement Planning (FERS) (C, V) BENE7102 Pre-Retirement Planning (C, V) BENE7120 Pre-Retirement Planning (CSRS) (C, V)	STAF8013 Using Federal HR Flexibilities (Contract Only)		PMGT7000 Freedom of Information and Privacy Acts (C, V)

	<p>BENE7110 Pre-Retirement Planning (FERS) (C, V)</p> <p>BENE7201 Pre-Retirement Planning for LEO/FF (C, V)</p>			
<b>Supervisors and Managers</b>	<p>PMGT7102 Federal HRM for Supervisors and Managers (C, V)</p> <p>EEOP7031 Sexual Harassment Prevention for Supervisors (OD)</p> <p>LABR7015 Employee Performance Discussions (Contract only)</p> <p>CLAS7910 Writing Position Descriptions (C, V)</p> <p>CLAS7911 Writing Position Descriptions (OD)</p> <p>LABR7020 Labor Relations (Basic) (C, V)</p>	<p>CLAS8102 Classification for Supervisors and Administrative Staff (C, V)</p> <p>LABR7011 Managing Employee Conduct and Performance (C, V)</p> <p>PMGT7510 Family and Medical Leave for Supervisors and HR Practitioners (C, V)</p>	<p>MGMT9200 Strategic Planning for Government Organizations (V)</p> <p>LEAD9020 Leadership, Motivation, and Accountability for High Performance Organizations (C, V)</p>	
<b>Information Systems*</b>	<p>CYSE7000 CyberSAFE Certification Training (OD)</p>	<p>PGMT8322 Eliciting and Communicating Business Requirements (C, V)</p> <p>PGMT8323 Requirements Analysis, Solution Assessment and Validation (C, V)</p> <p>CYSE8000 CyberSec First Responder® (CFR) Certification Training (OD)</p>		
<b>Performance Management*</b>	<p><b>LABR7110 Employee Relations (Basic) (C, V)</b></p> <p>LABR7013 Federal Performance Management (C, V)</p>	<p>COMM700 Constructive Conflict Resolution (OD, V)</p> <p>LABR7100 Adverse Conduct and Performance-Based Actions (C, V)</p> <p>LABR7120 Writing Conduct and Performance Letters (Contract only)</p>		