

CFT INTRODUCTION TO HUMAN RESOURCES CERTIFICATE WORKSHEET

Date _____

Name _____ Employer _____

The CFT Introduction to Human Resources certificate provides participants with the integration of Human Resource concepts with skills development as a basis for a successful HR career.

CERTIFICATE REQUIREMENTS AND ELIGIBILITY

- Required courses, seminars and electives have been successfully completed.
- "C" average or better (minimum 2.00 GPA).
- Required courses must be completed with a passing grade (D or better).
- Up to half of the course credits needed for this certificate may be transferred from a college or university or by local credit review.
- In order to keep pace with the ever-changing financial services landscape, it is necessary for CFT to revise the course requirements of certain diplomas and certificates from time to time. If you have already begun the process of completing the requirements for a specific CFT diploma or certificate, you can continue to do so under the previous guidelines.

REQUIRED PROGRAMS

You must complete the following requirements:

#Credits	Grade	
_____	_____	Principles of Banking and Financial Systems
_____	_____	Communication Skills – Written or Verbal (2 Credit Minimum)
_____	_____	Human Resource Management (2 Credit Minimum)
_____	_____	Human Relations
_____	_____	Customer Service (2 Credit Minimum)

PLUS ONE OF THE FOLLOWING

_____	_____	Human Resource Development
_____	_____	Employment & Labor Law

ELECTIVES

#Credits	Grade	Course Title
_____	_____	_____
_____	_____	_____

_____ **TOTAL CREDITS (Total Credits needed 15 or more)**