



International Management Research
and Technology Consortium – LLC - USA

CAHRM CERTIFIED ASSOCIATE IN HUMAN RESOURCE MANAGEMENT



www.imrtc.org



consortium@imrtc.org

Bridging The Gap Between
Academia and The Industry
Worldwide!

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CERTIFIED ASSOCIATE IN HUMAN RESOURCE MANAGEMENT

INTRODUCTION:

IMRTC offers the opportunities to those involve in HR and like to earn an internationally recognized certification in Human Resource Management. Upon completion the candidates are designated as CAHRM and can use the credentials to showcase their administrative and management experience, skills and knowledge, and demonstrate their capabilities for professional HR Management. The certification also helps in career enhancement.

OVERVIEW OF PROGRAM:

There is a global demand for highly professional competency in Human Resource which cater the young or fresh graduates. IMRTC offer recognized Certification after recognizing the need of global requirements and senior executives and professionals have devise a concrete and comprehensive curriculum, which accredited the candidate globally.

IMRTC – International Management Research & Technology Consortium offers the opportunities to those who would like to involve in Human Resources work and would like to earn an internationally recognized certification in HR Management.

HR management is highly demanding field and required experience, skills, knowledge, and capabilities. This program will also gear up the career in professional market and make position stronger and strongest. After completion of the program, the candidates shall be designated as CAHRM Certified Professional and recognized their selves as Associate Human Resource Professional.

ABOUT CAHRM

CAHRM is designed to develop necessary expertise and skills required for HR administration and management with the goal of increasing cost effective productivity, that is efficiency and effectiveness.

CAHRM covers the areas from recruitment, selection, training, compensation, career planning, promotion system, performance system etc. and strategic approaches of Human Resource Management for businesses through information technology and ERP, CRM systems. The program follows a systematic learning format with hands on approach including lot of exercises, quizzes, audio-visual aids, case studies, practice sessions and case studies for development of project.

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THE AUDIENCE:

Anyone who would like to be involved in HR and want to become excellent professional. Assistant Managers, executive secretaries, & Administrators in any sector, which are working in the professional market can join this program and develop their career in the highly required field of HR.

THE CREDENTIALS

There is a global demand for highly professional competent Human Resource officers or managers, or senior managers. IMRTC offer recognized certification for individuals and executives and professionals who can initiate their career in the field of human resources to have devise a concrete and comprehensive curriculum, which accredited the candidate globally.

IMRTC - International Management Research & Technology Consortium offers the global recognized certification, which helps in their career as well as increase their competency, knowledge and skills and recognizing the need of global requirements.

PRE-REQUISITE:

Bachelor's degree (high school diploma, associate's degree or the global equivalent)

No Professional experience required for bachelor degree holder.

Grade 12 or Intermediate from any recognized board or university can join this program, but they have 2 years of market experience

32 PTH – Professional Training Hours training certificate is required to give the exams from any IMRTC Accredited Trainer or Partner.

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COURSE CONTENTS



Certified Associate in Human Resource Management program covers theory, process and practices of HR management skills: Basics, Strategies, Policies, Analysis, Recruitment & Selection, and Performance Management & Appraisals.

DOMAIN 1: FUNDAMENTALS OF HRM

DOMAIN 2: STRATEGIES OF HUMAN RESOURCE MANAGEMENT

DOMAIN 3: HRM POLICIES & PROCEDURES

DOMAIN 4: JOB ANALYSIS & PORTOLIOS

DOMAIN 5: RECRUITMENT & SELECTION PROCESS STRATEGY

DOMAIN 6: PERFORMANCE MANAGEMENT & APPRAISALS SYSTEM

DOMAIN 7: TRAINNG AND CAREER DEVELOPMENT

DOMAIN 8: MOTIVATION & REWARDS



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PROCESS OF CERTIFICATION



To give the certification, 32-Professional Training-hours as PTH is mandatory required from any concern professional trainer or Partner and participants should have to submit their credentials with the Examination Application Form with the attachments of bachelor degree and other experience certificates. The Paper is based on 150 Question with MCQs and 70% passing marks is required to pass the exam. Further, if the Project is also included in your exam, then marks will be distributed according to course & certification.

TERMS & CONDITIONS RELATED TO EXAMINATION AND CERTIFICATION

1. The 32-Training-hours as CPE are valid up to three year.
2. If the candidate is failed in the examination then S/he has one more chance to attempt the paper within one year, and if you have not passed the exam then you have to pay the examination fee and re-appear in the examination.
3. If the candidate has not passed the examination within one year and after sometime S/he would like to appear in the examination then candidate must to submit 32-Training-hours as PTH again required to appear in the examination.
4. The examination system is online and candidate can book anytime the exam according to his or her availability.
5. Those countries, who would not have the facility of online examination facility then they can give the paper based examination, which can be sent to authorized partner / trainers / examiner. The assessment time will be a month and we will be sent the results to partner.
6. The candidate will get the certificate after one month and administration will courier to your defined partners or your address accordingly.
7. To maintain the worth and eligibility in the market the candidate must have to renew their membership on yearly basis.

A grayscale background image of a city skyline, featuring various skyscrapers and buildings.

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Exam Content Percentage

The table below prescribes the proportions of examination questions from each section or Knowledge Areas defined above. The exam will be based on multiple choice questions, fill in the blanks and letter writing.

CONTENT	DOMAIN WISE PERCENTAGE
DOMAIN I	10%
DOMAIN II	15%
DOMAIN III	15%
DOMAIN IV	15%
DOMAIN V	15%
DOMAIN VI	10%
DOMAIN VII	10%
DOMAIN VIII	10%

Examination System

The Examinations shall be online through our accredited testing partner centers worldwide in each country chapter; In case chapter or partner is not available in a particular country then candidates can directly approach IMRTC USA examination body through email: examination@imrtc.org and they will be advised accordingly. The passing criteria shall be 70% of Whole Exam.

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