



SHRM[®] Kansas

HR Registered Apprentices Program (HR RAP)

Advance Your Skills, Advance Your Life

Program Overview

The HR RAP is a U.S. Department of Labor-registered apprenticeship program designed to source and upskill untapped talent for entry-level HR positions. This “learn-while-you-earn” model combines on-the-job training with educational requirements, leading to higher productivity, increased retention, and a diversified talent pool.

Programming Duration: 18-24 months

Based on: SHRM Body of Applied Skills Knowledge (BASK) and O*NET description of HR Specialist (SOC Code 13-1071.00)

What Apprentices Receive

- Paid employment (full-time with merit-based wage increases)
- On-the-job learning (experiences)
- 144 hours of classroom instruction
- Mentorship (from experienced HR professionals)
- Education and Experience (needed to earn the SHRM-CP credential)
- U.S. Department of Labor Certificate of Apprenticeship Completion

Employer Benefits

- Improved productivity
- Increased employee retention
- More skilled workforce
- Diversified talent pool
- Cost-effective talent development solution
- Control over apprentice selection
- prepare operational reports

CORE COMPETENCIES & RESPONSIBILITIES

Apprentices will learn to:

- Understand and apply HR policies, procedures, laws, standards, and regulations
- Acquire knowledge of the hiring process and hiring-related paperwork
- Assist leadership in addressing employee relations issues
- Maintain and update HR documents
- Conduct background research and provide information on business strategies and policies
- Coordinate with outside staffing agencies for temporary employees
- Maintain HR data in information systems and prepare operational reports

Get Started

CONTACT INFORMATION: • **Email:** apprenticeship@ksshrm.com • **Website:** www.ksshrm.org

REQUIRED EDUCATION: 288 HOURS OF RELATED TECHNICAL INSTRUCTION

Core Courses (144 hours - Required for all apprentices)

Course	Hours
• Apprenticeship Employer Onboarding	16
• Introduction to Human Resource Management	24
• Staffing, Recruiting and Performance Management	24
• Employment Law	16
• Managing Compensation and Benefits	16
• Strategic HR Management Key Areas	16
• Professional Skills	16

Supplemental Courses (144 hours - Based on employer needs)

Course	Hours
• SHRM Certification Preparation	39
• Mentoring Meetings	48
• Community of Practice Calls	24
• Onboarding	5
• Additional Activities	28



Course Delivery: Virtual or in-person

Employer Cost Structure:

- Private Employers: \$1,000 per apprentice (20% discount for multiple apprentices)
- Core courses through KS SHRM via the Learning System are provided at no additional cost.
- Supplemental courses are available through KS SHRM and Local Chapters at no cost.

Credit: SHRM courses are non-credit. College/university courses follow institutional credit policies. Prior learning assessment (PLA) options may be available.

HR RAP

The HR RAP provides:

- Mentor/supervisor preparation resources
- Classroom content
- Identification of apprentice sources through workforce agencies and community organizations
- Streamlined paperwork
- Community for employers and apprentices to share best practices
- Program customization based on individual employer needs

Credential Upon Completion

Apprentices earn two credentials:

1. U.S. Department of Labor Certificate of Apprenticeship Completion
2. Certificate awarded for completing the SHRM CP/SCP Prep Course

Apprentices earn SHRM Certification (CP/SCP/GPC) by sitting for and successfully passing.