



Overview

This Learning Plan will help you prepare for the Certified Human Resources Specialist in ADP Workforce Now Exam. It requires you to spend approximately 1-2 hours/week for 7 weeks to complete the courses in your assigned learning path in myLearning at ADP. The plan also includes an optional self-study week. In week 8, you will complete the practice exam, and then in week 9, the certification exam itself. The certification exam is assigned to you after you pass the practice exam with a score of 85% or higher.

The 9-Week Recommended Learning Plan

For planning purposes, refer to the following table to review and schedule the suggested courses for each week of the certification program. You may take the online courses in any order. Instructor-led courses and office hours have limited availability so be sure to register for those right away (regardless of the week they are recommended).

This recommended learning plan is intended to help you plan the time per week needed to complete the learning path by the deadline. It is only a recommendation. You may choose to complete the program at a faster pace than the plan recommends.

Note: Keep in mind that the program may contain courses or exam questions that refer to features that your company does not frequently or currently use.

Week	Course/Task	Estimated Time
Week 1	Maintaining Employee Information for ADP Workforce Now (online) - 1:20 Schedule instructor-led training (mandatory, limited availability) Schedule office hours/Q&A session (optional, limited availability)	2 hours
Week 2	Security Overview in ADP Workforce Now (online) - 0:45	1 hour
Week 3	Using Effective Dating in ADP Workforce Now (online) - 0:30 Customizing Your Portal in ADP Workforce Now (online) - 0:30 Office hours session (optional)	1.5 hours
Week 4	Approval Process Basics for ADP Workforce Now (online) - 0:45 Managing Company Policies for ADP Workforce Now (online) - 0:15	1 hour
Week 5	Preparing for Human Resources Certification for ADP Workforce Now (instructor-led) - 2:00	2 hours

Learning Plan for the Certified Human Resources Specialist Program

Week	Course/Task	Estimated Time
Week 6	ADP Workforce Now Onboarding Experience (online) – 1:30 Office hours session (optional)	2 hours
Week 7	Self-study (optional)	1 hour
Week 8	Self-study (optional) Practice Exam for Certified Human Resources Specialist in ADP Workforce Now (online) – 1:30	2 hours
Week 9	Certified Human Resources Specialist in ADP Workforce Now Exam (online) – 2:00	2 hours

Important: Approximately 24 hours after purchasing the certification program, you can access the courses in this learning plan by clicking the graduation cap/learn icon on the administrator home page in ADP Workforce Now (near your profile image in the top right). Then, at the bottom of the page, you will see the learning path that contains these courses.