



Pro Summit2025

Learning Plan for the ADP Workforce Now® Certified Human Resources Specialist Program



As a Pro Summit attendee, a perk of early registration for this certification program is getting additional time to complete your certification program! Once your learning path has been assigned to you, you will have access to complete the program for 18 weeks. We have designed the program based on a 9-week schedule, but we encourage you to start working on it once this plan is assigned to you. The additional time is part of the benefit you received for attending Pro Summit.

In addition to getting extra time on the front-end, you will have access to a free 30-day extension, to request additional time to finish your coursework and take the final exam post, Pro Summit. The extension request will be available in your Learning Path assigned in myLearning@ADP and is valid as long as you redeem it prior to 124 days from the date of assignment.

Overview

This 9 week 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). In week 5 of the plan is the instructor-led class that will be conducted on-site on May 14th, 2025, in the morning, 9:30-11:30 AM, prior to the start of Pro Summit. Since you have registered early for the certification program you will automatically be registered for this in-person session.

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	Course/Task	Estimated Time
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/ Virtually or In-Person at Pro Summit (5/14/25)	Preparing for Human Resources Certification for ADP Workforce Now (instructor-led) – 2:00 Pro Summit Registrants can take this course virtually or in-person or both!	2 hours
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: Once your learning path has been assigned to you, you can access the courses in this learning plan by clicking the graduation cap/learn icon in the tool bar 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.

Make sure that enterpriselearningsupport@adp.com is on your safe senders list so that you get all the certification reminders and additional information to help you succeed.