

# HR MANAGEMENT CERTIFICATE

## Where to Begin



UNIVERSITY OF  
**GEORGIA**  
Center for Continuing  
Education & Hotel

Follow these simple steps, and you'll be on your way to advancing your career by earning your SHRM-CP or SHRM-SCP credential.

### 1. DETERMINE YOUR ELIGIBILITY:

SHRM® certification requires HR professionals sitting for the SHRM-CP or SHRM-SCP exam to have a combination of work experience and education.

#### SHRM-CP AND SHRM-SCP ELIGIBILITY CHART

Credential	Less than a Bachelor's Degree*		Bachelor's Degree		Graduate Degree	
	HR-Related Program	Non-HR Program	HR-Related Degree	Non-HR Degree	HR-Related Degree	Non-HR Degree
SHRM-CP**	3 years in HR role	4 years in HR role	1 year in HR role	2 years in HR role	Currently in HR role	1 year in HR role
SHRM-SCP	6 years in HR role	7 years in HR role	4 years in HR role	5 years in HR role	3 years in HR role	4 years in HR role

\*Less than a bachelor's degree includes: working toward a bachelor's degree, associate's degree, some college, qualifying HR certificate program, high school diploma, or GED.

[Additional general eligibility criteria](#) may affect your application.

### 2. APPLY FOR THE SHRM-CP OR SHRM-SCP EXAM:

During the application window, you must apply for the SHRM certification exam via a personalized SHRM portal. To view what is required, check out the application process at [shrmcertification.org/apply](http://shrmcertification.org/apply).

#### SHRM EXAM WINDOW 1

May 1 - July 15

APPLICATIONS ACCEPTED	EARLY-BIRD APPLICATION DEADLINE	STANDARD APPLICATION DEADLINE
January 4	March 20	April 9

#### SHRM EXAM WINDOW 2

Dec. 1 - Feb. 15

APPLICATIONS ACCEPTED	EARLY-BIRD APPLICATION DEADLINE	STANDARD APPLICATION DEADLINE
May 12	October 15	Nov. 9

\* Dates are approximate each year; visit the [SHRM Exam Dates & Fees website](#) for more information

### 3. REGISTER FOR THE UGA HR MANAGEMENT CERTIFICATE COURSE

The UGA HR Management Certificate course is scheduled so that students will complete the course as the exam window opens. To learn more about our course offerings or to register, [click here](#).

You can register for our course and then register for the exam. Our instructors cover material that may help you decide which exam to sit for and what to expect.



706-542-3537

[questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu)