

HR MANAGEMENT CERTIFICATE

Exam Voucher



UNIVERSITY OF
GEORGIA
Center for Continuing
Education & Hotel

The University of Georgia Center for Continuing Education is excited to present the opportunity to purchase a SHRM-CP or SHRM-SCP exam seat as an exclusive offer to registered participants in the HR Management Certificate course. Through our offer, you can now buy an exam seat at time of registration for the reduced rate of \$277.

This offer is only for the following SHRM testing window:

2023 second test window: December 1, 2023 - February 15, 2024

SHRM exam applications accepted	UGA voucher payment due	Standard application deadline
June 1, 2023	September 11, 2023	November 9, 2023

The testing windows are the dates during which the exams are administered. The application dates are when candidates can apply for the exam.

Please note: The exam application deadlines close at 11:59 p.m. ET.

It is the responsibility of the participant to ensure eligibility before voucher purchase. For more details, visit the SHRM application webpage: <https://www.shrm.org/certification/apply/eligibility-criteria/>

SHRM-CP and SHRM-SCP Exam

- o Computer-based
- o 134 questions, 4 hours in length
- o Covers the 8 behavioral competencies and 14 functional areas of the SHRM BASK
- o Passing score is 200. Results are communicated immediately

Please refer to the SHRM Certification Handbook for specific exam information:

<https://shrm.org/certification/decide/Pages/shrm-certification-handbook.aspx>

Applicants must complete the full application process (i.e., apply, pay, satisfy all verification requirements if applicable, and receive approval to test) to be considered a candidate for SHRM certification testing. Once this happens, the candidate will receive an Authorization to Test (ATT) letter via e-mail with instructions on how to schedule an exam appointment with Prometric, SHRM's test delivery vendor.

Digital Badge

SHRM-CP and SHRM-SCP digital badges allow SHRM certification holders to showcase their certification accomplishment publicly or privately on a variety of platforms. Information on how to access and display the SHRM certification digital badge is sent via e-mail to those who achieve the credential following the release of their official results.

It is your responsibility to ensure eligibility before voucher purchase; requirements are listed on SHRM application webpage. You will receive your voucher code and instructions via email after the start date of your selected course. Once you receive your code, you must apply for the exam by the standard application deadline set by SHRM, and take the exam during the next exam window. We will provide a refund, minus a \$25 cancellation fee before your voucher code has been emailed. A voucher transfer to the next exam window is also available before the standard application deadline set by SHRM. Voucher payments are non-refundable and non-transferable after that date. If your course registration is canceled, your voucher is automatically canceled in accordance with these refund policies.



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