Why earn the SHRM-CP/SHRM-SCP credential?
Prove you’re a capable strategic thinker.
Being certified indicates that you can deliver innovative and measurable business results.

ABOUT THE SHRM-CP AND SHRM-SCP CREDENTIALS
The SHRM Body of Competency and Knowledge (SHRM BoCK) is the basis for the SHRM credentials. The SHRM BoCK describes the behavioral competencies and HR knowledge HR professionals need for effective job performance.

SHRM’s dual approach to understanding HR success is supported by empirical research and accredited by the Buros Center for Testing.

Certified professionals report earning higher salaries—nearly $17,000 more for a SHRM-SCP and $5,500 more for a SHRM-CP.

Gain readiness for any path your HR career takes.
Certified professionals report a greater understanding of necessary skills.

Demonstrate your HR expertise.
Among examinees, the top reason for pursuing SHRM certification was to enhance their credibility as an HR professional.

GET PROMOTED
68% of certified professionals report that their credential was a key factor in receiving a promotion.

Professional development is easier with SHRM membership. Join today to earn professional development credits and save money!

Download the SHRM BoCK at shrmcertification.org/SHRMBoCK
SHRM certification gives you the opportunity to demonstrate mastery of the core competencies needed to ensure your success in today’s business environment.

PREPARE FOR THE CERTIFICATION EXAM

The SHRM Learning System™ is the leading resource to prepare for the SHRM-CP or SHRM-SCP exam. SHRM has designed several learning options to suit different learning styles, schedules, group sizes and locations. Each option includes the SHRM Learning System. Choose the learning option that fits your preference:

- Self-Study Program
- Instructor-Led Programs
- 7-WEEK OR 9-WEEK VIRTUAL SEMINAR
- 3-DAY IN-PERSON SEMINAR
- PERSONAL STUDY PLAN
- SEMINAR

Learn more and access the Learning System demo at shrmcertification.org/learning

EXAM TESTING WINDOWS

The testing windows are the dates during which the exams are administered:

- SPRING SHRM-CPSHRM-SCP EXAM WINDOW
  May 1 – July 15, 2019
  Applications Accepted: Jan. 2, 2019 / Application Deadline: March 22, 2019
  Late Application Deadline: April 12, 2019

- WINTER SHRM-CPSH RM-SCP EXAM WINDOW
  Dec. 1, 2019 – Feb. 15, 2020
  Applications Accepted: May 13, 2019 / Application Deadline: Oct. 15, 2019
  Late Application Deadline: Nov. 5, 2019

Apply online at shrmcertification.org/apply

Various professional development and certification scholarships are awarded by the SHRM Foundation.

Learn more at shrmfoundation.org/scholarships

SHRM FOUNDATION SCHOLARSHIPS

- Application Processing Fee: $50 (included in exam fee)
- Late Application Fee: $75
- Transfer Fee: $100*
- Retest Fee: Full exam fee

*For expanded details related to the transfer fee, refer to the SHRM Certification Handbook at shrmcertification.org/certificationhandbook

For complete eligibility criteria and other details about the program, download a copy of the SHRM Certification Handbook at shrmcertification.org/certificationhandbook.

MANAGE YOUR RECERTIFICATION

Recertification is a requirement to maintain your SHRM-CP or SHRM-SCP designation.

SHRM also offers convenient and flexible recertification options.

- Track activities near you, visit shrmcertification.org/recertify

Learn more about recertification activities and access resources at shrmcertification.org/recertify

MAINTAIN YOUR

Use the SHRM Certification App to load your professional development credits on the go.

Download the app today at shrmcertification.org/app

RECERTIFICATION ON THE GO!

ELIGIBILITY CRITERIA

The SHRM Certification Handbook at shrmcertification.org/certificationhandbook

SHRM-CP / SHRM-SCP Eligibility Criteria

<table>
<thead>
<tr>
<th>Credential</th>
<th>Less than a Bachelor’s Degree</th>
<th>Bachelor’s Degree</th>
<th>Graduate Degree</th>
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<tbody>
<tr>
<td>HR-Related Program</td>
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<tr>
<td>Non-HR Role</td>
<td>3 years in HR role</td>
<td>7 years in HR role</td>
<td>10 years in HR role</td>
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<td>HR-Related Degree</td>
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<td>5 years in HR role</td>
<td>6 years in HR role</td>
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<tr>
<td>Non-HR Role</td>
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<td>3 years in HR role</td>
<td>4 years in HR role</td>
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<tr>
<td>HR-Related Degree</td>
<td>Currently in HR role</td>
<td>1 year in HR role</td>
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<td>SHRM-CP</td>
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<td>SHRM-SCP</td>
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*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.

- Applicants must demonstrate 1,000 hours devoted to HR-related activities in any calendar year. Part-time work does qualify.
- Individuals who have mixed roles—for example, office managers who have both administrative and HR responsibilities—may also have qualifying experience.

For complete eligibility criteria and other details about the program, download a copy of the SHRM Certification Handbook at shrmcertification.org/certificationhandbook.

SHRM-CP or SHRM-SCP is based on a combination of education and HR-related work experience at the time of application. Neither an HR title nor SHRM membership is required.