ABOUT THE SHRM 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 which HR professional 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.

Why earn the SHRM-CP/SHRM-SCP credential?

Prove you’re a capable strategic thinker—that you can deliver innovative and measurable business results.

Demonstrate your HR expertise with credentials that directly link to on-the-job scenarios relevant to current HR challenges.

SHRM-CP/SHRM-SCP credentials are requested in 5,000+ job postings each month. This includes Fortune 500 organizations from every sector and industry.

BOOST YOUR RESUME

5,000+

LIKELIHOOD TO RECOMMEND

Seventy-six percent say they would recommend SHRM Certification over other HR certifications.

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

SHRM Body of Competency & Knowledge™

Download the SHRM BoCK graphic at shrmcertification.org

SHRM-Certified Professionals

100,000+

SHRMcertification.org
SHRM Certification gives you the opportunity to demonstrate mastery of the core competencies needed to ensure your success in today's business environment.

**DETERMINE YOUR CREDENTIAL**
Eligibility for the SHRM-CP and SHRM-SCP is based on a combination of education and HR-related work experience at the time of application. An HR title and SHRM membership is not required.

**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>
</tr>
</thead>
<tbody>
<tr>
<td>SHRM-CP**</td>
<td>3 years in HR role</td>
<td>4 years in HR role</td>
<td>5 years in HR role</td>
</tr>
<tr>
<td>SHRM-SCP</td>
<td>5 years in HR role</td>
<td>7 years in HR role</td>
<td>8 years in HR role</td>
</tr>
</tbody>
</table>

*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.

Individuals who have dual roles—such as being a staff at your location—may also have qualifying experience.

- 1,000 hours devoted to HR-related activities in any calendar year. Part-time work does qualify.
- Supervising employees in and of itself is not considered qualifying HR-related experience.

For a complete eligibility criteria, including eligibility for graduating students, visit shrmcertification.org/eligibility

**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 options that fit your preference:

- Self-Study Program
- Instructor-Led Programs

Learn more and access the free Learning Systems options at shrmcertification.org/learning/options

**EXAM TESTING WINDOWS AND FEES**
The testing windows are the dates during which the exams are administered.

**WINTER SHRM-CP/SHRM-SCP EXAM WINDOW**
Dec. 1, 2017 – Feb. 15, 2018
- Application Deadline: October 22
- Late Application Deadline: Nov. 10

**SPRING SHRM-CP/SHRM-SCP EXAM WINDOW**
May 1 – July 15, 2018
- Applications Accepted: Jan. 2, 2018 / Application Deadline: Mar. 23, 2018
- Late Application Deadline: Apr. 13, 2018

Apply Online shrmcertification.org/apply
To find testing locations nearest you, visit prometric.com/SHRM

**EXAM FEE**
- $400 SHRM Members
- $500 NONMEMBERS
- $600 NONMEMBERS
- Nonmembers = $150 USD

**RECERTIFICATION APPLICATION FEE**
- $100 USD
- **For expanded details related to the transfer fee refer to the Certification Exam application processing, and late fees are nonrefundable.**

Maintain your SHRM-CP/SHRM-SCP credential.

SHRM recertification is unique in that it calls for professional development learning experiences that relate to the SHRM BoCK. Credential holders must demonstrate learning within the categories of:

- **Advance Your Education** with self-paced and instructor-led learning activities.
- **Advance Your Organization** with developmental experiences documented through supervisor-endorsed work projects.
- **Advance Your Profession** with service opportunities and thought leadership.

**SHRM FOUNDATION SCHOLARSHIPS**
Various professional development and certification scholarships are awarded by the SHRM Foundation. Learn more at shrmfoundation.org/scholarships

For a complete list of current SHRM Foundation scholarships, visit shrmfoundation.org/scholarships

**USE THE SHRM Certification App to load your PDC’s on the go.**

Learn more about recertification activities shrmcertification.org/recertify

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