

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

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

**BOOST
YOUR RESUME**

5,000⁺

job postings each month

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

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

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

76%

LIKELIHOOD TO RECOMMEND

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

JOIN

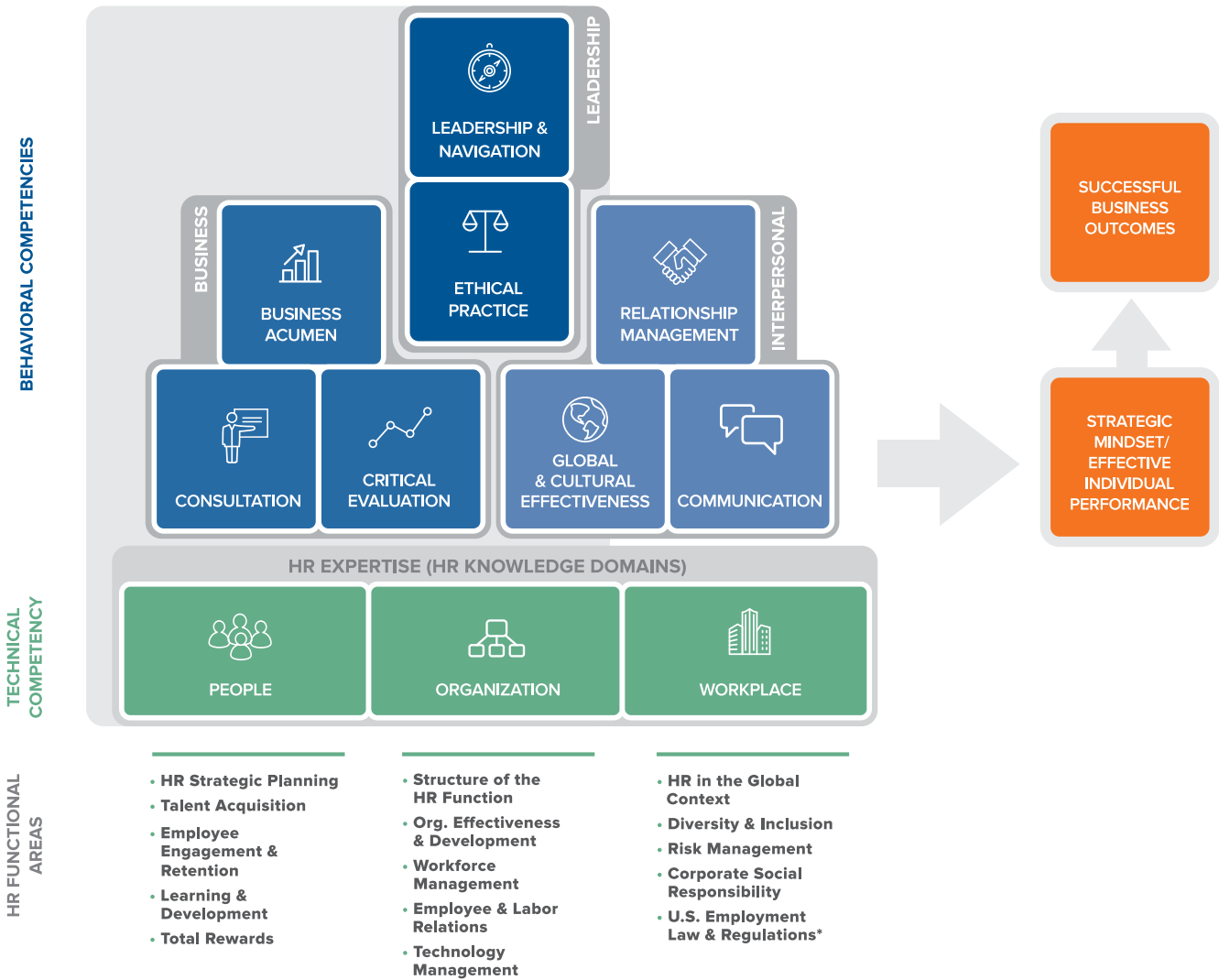
100,000⁺

SHRM-Certified Professionals

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.

SHRM Body of Competency & Knowledge™



* Applicable only to examinees testing within the U.S.

Download the SHRM BoCK graphic at shrmcertification.org

YOUR JOURNEY THROUGH SHRM CERTIFICATION

**SHRM-CP
SHRM-SCP**

Prepare / Apply / Recertify

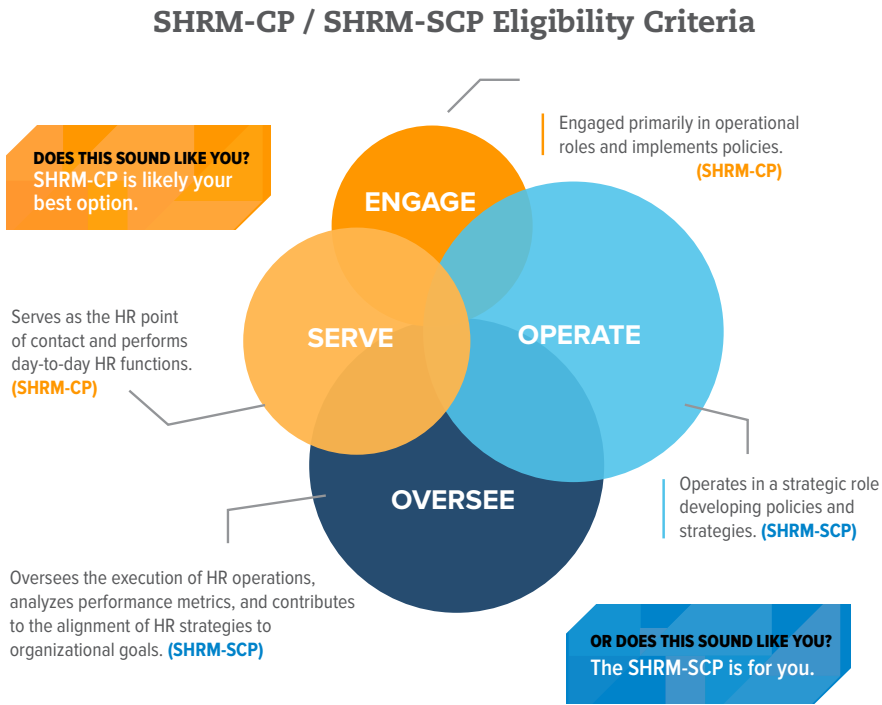
shrmcertification.org



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.



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.

Individuals who have mixed roles—for example, office managers who have both administrative and HR responsibilities—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 fits your preference:

Self-Study Program

PERSONAL STUDY PLAN

Provides the ultimate flexibility for learning.

Instructor-Led Programs

3-DAY IN-PERSON SEMINAR

Offered at a variety of locations.

7-WEEK OR 9-WEEK VIRTUAL SEMINAR

A virtual classroom experience with real-time Q&A and chats.

SHRM EDUCATION PARTNER PROGRAM

Over 275 Education Partners worldwide.

ORGANIZATION TRAINING

Train and prepare staff at your location.



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 20*
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.

SHRM FOUNDATION SCHOLARSHIPS

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

Learn more at shrmfoundation.org/scholarships

EXAM FEE

\$300

SHRM MEMBER

\$400

NONMEMBER

- Candidates who apply during the late application period will incur a nonrefundable late fee.
- Application Processing Fee: \$50 USD *(included in exam fee)*
- Late Application Fee: \$75 USD
- Transfer Fee: \$100**
- Retest Fee: Full exam fee

Exam application processing, and late fees are nonrefundable

**For expanded details related to the transfer fee refer to the Certification Handbook.

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.

Track activities inside your SHRM Certification Portal. SHRM conferences, seminars, symposiums, and eLearning programs you attend are automatically uploaded.

RECERTIFICATION APPLICATION FEE

SHRM Members = \$100 USD

Nonmembers = \$150 USD

Note: If you complete your recertification cycle early, your end date will not change.

Learn more about recertification activities shrmcertification.org/recertify

RECERTIFICATION ON THE GO!

Use the SHRM Certification App to load your PDC's on the go.

Download the app today shrmcertification.org/app

