SHRM CERTIFIED PROFESSIONAL (SHRM-CP™) AND SHRM SENIOR CERTIFIED PROFESSIONAL (SHRM-SCP™) INFORMATION SHEET

EVOLUTION OF HR

Business leadership has changed over recent decades. We now live and work in a global economy, in which geographic borders are virtually non-existent, and innovation, agility and strategy are critical success factors. The HR profession operates at the core of this global economy, ensuring the alignment of organizational strategy with a high-performing workforce. The new SHRM credentials, SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP), address these new roles.

As the leading advocate for HR professionals worldwide, providing HR research and education, SHRM launched an unparalleled study to define not only the knowledge, but also the competencies required of today’s HR leaders. The result of this rigorous research was the SHRM Competency Model which forms an important foundation for the new SHRM Certification.

NEXT-GENERATION HR CERTIFICATION – SHRM-CP & SHRM-SCP AVAILABLE IN 2015

The new SHRM Certification recognizes that HR professionals are at the core of leading organizational success:

- It is built on one singular SHRM Body of Competency and Knowledge™ (SHRM BoCK™) designed to elevate the HR profession around the world.

- It tests the HR professional’s competency—the ability to put that knowledge to work through critical thinking and application.

- It demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results.

SHRM Competency Model

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>Leadership &amp; Navigation</td>
<td>The ability to direct and contribute to initiatives and processes within the organization.</td>
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<tr>
<td>Ethical Practice</td>
<td>The ability to integrate core values, integrity, and accountability throughout all organizational and business practices.</td>
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<tr>
<td>Business Acumen</td>
<td>The ability to understand and apply information with which to contribute to the organization’s strategic plan.</td>
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<tr>
<td>Relationship Management</td>
<td>The ability to manage interactions to provide service and to support the organization.</td>
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<tr>
<td>Consultation</td>
<td>The ability to provide guidance to organizational stakeholders.</td>
</tr>
<tr>
<td>Critical Evaluation</td>
<td>The ability to interpret information with which to make business decisions and recommendations.</td>
</tr>
<tr>
<td>Global &amp; Cultural Effectiveness</td>
<td>The ability to value and consider the perspectives and backgrounds of all parties.</td>
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<tr>
<td>Communication</td>
<td>The ability to effectively exchange information with stakeholders.</td>
</tr>
<tr>
<td>HR Expertise (HR Knowledge)</td>
<td>The knowledge of principles, practices, and functions of effective human resource management.</td>
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The SHRM Competency Model is the most rigorous, thoroughly researched HR competency model. SHRM surveyed 30,000+ participants and conducted 100+ focus groups from over 33 countries.
Testing for Competencies

The SHRM-CP and SHRM-SCP exams will include a combination of competency-based and knowledge-oriented questions.

- Candidates for the SHRM-CP exam will have 3 to 3-1/2 hours to answer a total of 160 questions (90 knowledge/40 situational judgment/30 field test items).

- Candidates for the SHRM-SCP exam will have 3-1/2 to 4 hours to answer a total of 180 questions (90 knowledge/60 situational judgment/30 field test items).

- SHRM will utilize Situational Judgment (SJ) items (or questions) to assess competencies. SJ items describe a scenario and provide a variety of behavioral-based approaches to resolving the issues portrayed in the scenario; examinees are asked to select the most appropriate approach; several questions may be based on the same scenario.

- SJ-based exams are a proven approach to assessing competencies.

- SHRM is partnering with a premier test development organization with deep expertise in the development of SJ-based assessment.
Key Benefits

**UNIVERSAL SKILLS AND RECOGNITION**

SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) are based on a single, comprehensive SHRM Body of Competency and Knowledge™ (SHRM BoCK™) and are relevant worldwide, giving professionals the recognition and flexibility to use their knowledge, skills and competencies anywhere their career takes them.

**Developed with employers in mind**

SHRM-CP and SHRM-SCP are based on in-depth research focused on — and backed by — global employers and business leaders. They reflect what HR practitioners need to know to be leaders in their organizations and in the profession.

**Competency and Knowledge**

SHRM-CP and SHRM-SCP tests HR competencies as well as knowledge in their application to ensure the professional’s ability to demonstrate what they know, and what they can do with their knowledge in the variety of situations they encounter.

**Focus On You**

SHRM-CP and SHRM-SCP are your credentials, based on the current HR landscape. This Certification is 100% focused on the competencies and knowledge all HR professionals need to lead in today’s business community.

**Expanded eligibility and inclusivity**

SHRM-CP and SHRM-SCP recognize diversity in the HR profession. The eligibility requirements minimize barriers to participation and reflect current HR roles. The exam windows provide accessibility and flexibility for all professionals worldwide. In addition, the new exam is affordable, making certification attainable by more professionals.

**Top 5 Ways Your Organization Will Benefit From Your SHRM-CP or SHRM-SCP Certification**

There are many reasons why you should pursue SHRM-CP or SHRM-SCP certification. Once you set your certification or professional development goal, it’s time to talk to your manager. Help your manager understand the value of certification and build a business case for certification and training as a worthwhile investment. Schedule a meeting with your manager and go prepared with the powerful talking points provided below. They demonstrate why your organization should support your efforts to prepare for and attain SHRM-CP or SHRM-SCP certification.

1. **MY KNOWLEDGE WILL BE CURRENT AND RELEVANT**

Now, more than ever, HR teams are required to assume a greater leadership role, contributing to and advancing their organizations’ strategic direction. The new SHRM-CP and SHRM-SCP credentials recognize this trend and take a fresh and current look at what HR professionals need to know and how to put that knowledge to work. The certification program covers behavioral competencies and functional knowledge areas within the themes of HR Competencies, People, Organization, Workplace,
and Strategy. Attaining and maintaining my credential means I’ll be ready to take on new roles and responsibilities.

2 I WILL LEARN PRACTICAL SKILLS WITH AN IMPACT ON MY JOB IMMEDIATELY
SHRM certification will become the new standard for HR professionals around the globe, as it is among the first to focus on practical, real-life HR information, teaching and testing competencies and knowledge. When I prepare for the certification exam with the SHRM Learning System, I won’t be simply memorizing a textbook; I’ll be applying concepts, using behavioral judgment, and understanding best practices for handling day-to-day business as well as unexpected scenarios. I’ll be learning from the experiences of other HR professionals, sharpening my skills and boosting my productivity and effectiveness to drive our organization’s success.

3 THESE CERTIFICATIONS WERE DEVELOPED WITH EMPLOYERS IN MIND
SHRM conducted global research including outreach to major corporations, universities, and over 35,000 members of the profession worldwide. Based on its research findings, SHRM determined that in addition to technical knowledge, a successful HR career will also be determined by behavioral competencies—and the resulting certifications include both of these essential elements. This credential will therefore reflect what I need to know and how to apply it to be a leader in our organization. Growing the influence of HR leaders through certification is a worthwhile investment that also improves our reputation as an organization that takes HR seriously.

4 MY KNOWLEDGE AND SKILLS WILL BE GLOBALLY APPLICABLE AND UNIVERSALLY RECOGNIZED
We live and work in a global economy, and my skills need to be globally applicable and accepted. Based on one singular SHRM Body of Competency and Knowledge, the SHRM-CP and SHRM-SCP credentials are relevant and applicable worldwide. Earning this credential will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future.

5 MY CERTIFICATION AND TRAINING IS PROVIDED BY THE LEADING ADVOCATE FOR HR PROFESSIONALS
SHRM has represented the HR community for more than 66 years, and has more than 275,000 members in 160 countries. It is a well-respected organization at the forefront of HR trends and emerging professional knowledge. The SHRM BoCK, the credential and my recertification will be supported by SHRM and kept current and relevant, representing lifelong learning as our profession continues to evolve with the world around us. Training of this high quality and reliability cannot be replicated, and provides an opportunity for our entire HR team, from which our whole organization can benefit—ultimately saving our organization time and money on training and professional development.
Eligibility Requirements

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Or you are eligible to sit for the SHRM-SCP exam after one SHRM-CP recertification cycle.

• Applicants must show that they are working in an HR role for more than 1,000 hours within a calendar year, which equates to 1 year of experience.
• HR experience can be in an exempt or non-exempt capacity.
• SHRM membership is not required to attain the new SHRM Certification.

WHAT QUALIFIES AS HR-RELATED?

CERTIFICATE PROGRAM:

Applicants with less than a bachelor’s degree may complete an HR Certificate Program from an accredited institution completing 8 courses that cover the fundamentals in HR (i.e. Principles of HRM; Compensation & Benefits; Organizational Development; Recruitment & Selection; Employment Law; Training & Development; Employee Relations; Performance Management).

BACHELOR’S (or global equivalent):

HR-related degrees may include but are not limited to the following: BA or BS degree with a concentration in HR, Organizational Behavior, Industrial Relations, Organizational Development, Management and Leadership.

Outside the U.S. HR-related bachelor programs may include the following:

Outside the U.S. HR-related bachelor programs may include the following: BBA with emphasis in HRM; Bachelor of Commerce with concentration in Managing People and Organizations; Bachelor of Business in Pedagogy with a concentration in HR.

GRADUATE (or global equivalent):

HR-related degrees may include but are not limited to the following: MA or MS in Industrial and Organizational Psychology, MAM with HR concentration, Organizational Leadership or Leadership Development with HR concentration, Human Capital Development, Organizational Behavior, Labor Relations, or Industrial Relations.
Which Credential Is Right For You?

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Or you are eligible to sit for the SHRM-SCP exam after one SHRM-CP recertification cycle.

The SHRM certification program recognizes the value of formal HR education, makes certification accessible to professionals with less-than-full-time work arrangements, and provides a pathway from SHRM-CP to SHRM-SCP.