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.

($) BOOST YOUR SALARY

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.
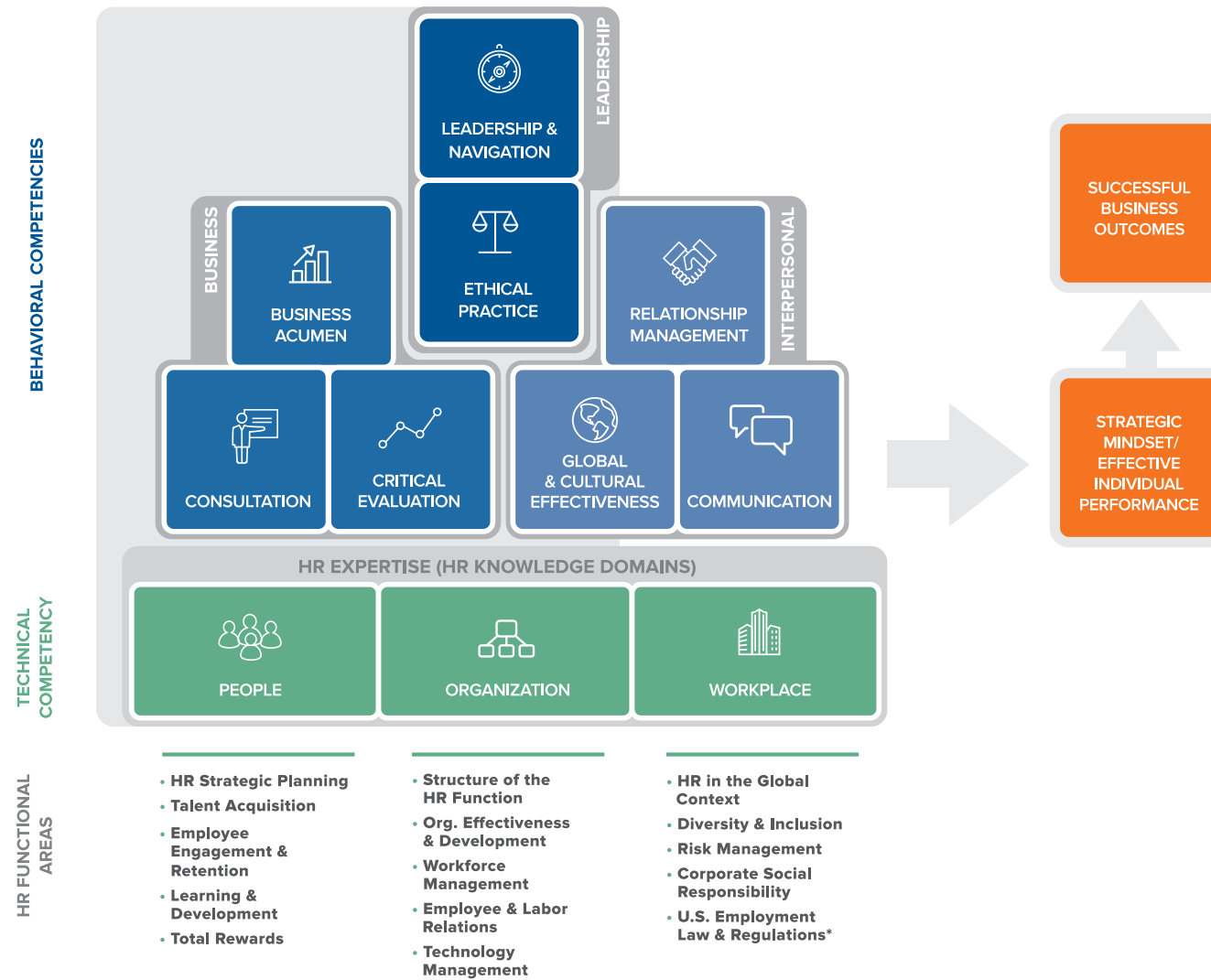
JOIN 113,000+
SHRM-Certified Professionals

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.

SHRM Body of Competency & Knowledge™

BEHAVIORAL COMPETENCIES

LEADERSHIP & NAVIGATION — LEADERSHIP

BUSINESS — BUSINESS ACUMEN

ETHICAL PRACTICE

RELATIONSHIP MANAGEMENT — INTERPERSONAL

CONSULTATION

CRITICAL EVALUATION

GLOBAL & CULTURAL EFFECTIVENESS

COMMUNICATION

SUCCESSFUL BUSINESS OUTCOMES

STRATEGIC MINDSET/ EFFECTIVE INDIVIDUAL PERFORMANCE

HR EXPERTISE (HR KNOWLEDGE DOMAINS)

TECHNICAL COMPETENCY

PEOPLE — ORGANIZATION — WORKPLACE

HR FUNCTIONAL AREAS

- HR Strategic Planning
- Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards

- Structure of the HR Function
- Org. Effectiveness & Development
- Workforce Management
- Employee & Labor Relations
- Technology Management

- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- U.S. Employment Law & Regulations*

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

Download the SHRM BoCK at shrmcertification.org/SHRMBoCK

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SHRM-CP
SHRM-SCP

YOUR JOURNEY THROUGH SHRM CERTIFICATION

Decide ▸ Apply ▸ Prepare ▸ Certify ▸ Recertify

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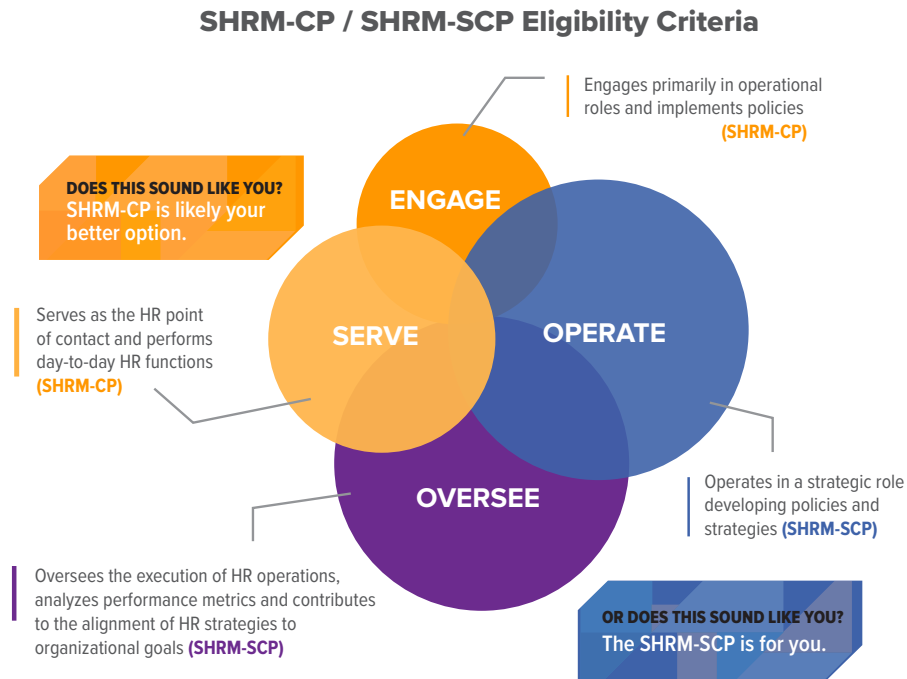
shrmcertification.org

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. Neither an HR title nor SHRM membership is required.

SHRM-CP / SHRM-SCP Eligibility Criteria

Engages primarily in operational roles and implements policies **(SHRM-CP)**

DOES THIS SOUND LIKE YOU? SHRM-CP is likely your better option.

Serves as the HR point of contact and performs day-to-day HR functions **(SHRM-CP)**

ENGAGE

SERVE

OPERATE

OVERSEE

Operates in a strategic role developing policies and strategies **(SHRM-SCP)**

Oversees the execution of HR operations, analyzes performance metrics and contributes to the alignment of HR strategies to organizational goals **(SHRM-SCP)**

OR DOES THIS SOUND LIKE YOU? The SHRM-SCP is for you.

ELIGIBILITY CRITERIA

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.

» 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.

» Students may qualify if they are enrolled in a bachelor's or master's HR degree program at an educational institution aligned to SHRM's curriculum guidelines and have the requisite hours worked in an internship or HR-related field.

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

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

PERSONAL STUDY PLAN

Provides the ultimate flexibility for learning.

$695 MEMBER   **$920** NONMEMBER

Instructor-Led Programs

3-DAY IN-PERSON SEMINAR

Offered at a variety of locations.

$1,495 MEMBER   **$1,755** NONMEMBER

7-WEEK OR 9-WEEK VIRTUAL SEMINAR

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

$1,315 MEMBER   **$1,590** NONMEMBER

SHRM EDUCATION PARTNER PROGRAM

Over 275 Education Partners worldwide.

ORGANIZATION TRAINING

Train and prepare staff at your location.

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-CP/SHRM-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-CP/SHRM-SCP EXAM WINDOW
Dec. 1, 2019 – Feb. 15, 2020
Applications Accepted: May 13, 2019 / Application Deadline: Oct. 18, 2019
Late Application Deadline: Nov. 9, 2019

Apply online at shrmcertification.org/apply
To find testing locations near you, visit prometric.com/SHRM.

EXAM FEE

$300 SHRM MEMBER   **$400** NONMEMBER

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

Exam application processing and late application fees are nonrefundable.
**For expanded details related to the transfer fee, refer to the SHRM Certification Handbook at shrmcertification.org/certificationhandbook.

SHRM FOUNDATION SCHOLARSHIPS

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

MAINTAIN YOUR SHRM-CP OR SHRM-SCP

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
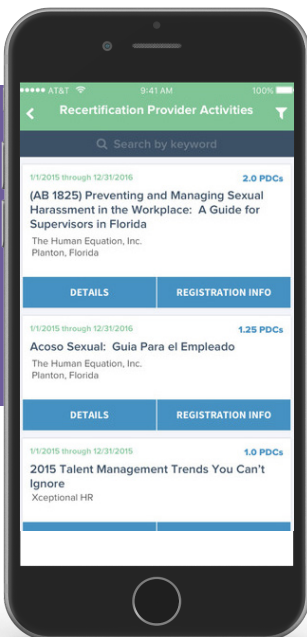SHRM Members = $100
Nonmembers = $150
Note: If you complete your recertification cycle early, your end date will not change.

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

RECERTIFICATION ON THE GO!

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

Download the app today at shrmcertification.org/app