

# SHRM CERTIFICATION RESOURCES AT-A-GLANCE

# SHRM-CP SHRM-SCP

## 2017 SHRM-CP AND SHRM-SCP

### EXAM SCHEDULE

	SPRING 2017 WINDOW	WINTER 2017 WINDOW
EXAM DATES	May 1–July 15, 2017	December 1, 2017–February 15, 2018
APPLICATIONS ACCEPTED	January 3	May 15
APPLICATION DEADLINE	March 24	October 20
LATE APPLICATION DEADLINE*	April 14	November 10

\*Additional \$75 USD nonrefundable late application fee.

## SHRM-CP AND SHRM-SCP

### EXAM APPLICATION FEES\*\*

SHRM MEMBER	\$300 USD
NONMEMBER	\$400 USD

\*\*Includes \$50 USD nonrefundable application processing fee.

### ELIGIBILITY REQUIREMENTS

[shrmcertification.org/eligibility](http://shrmcertification.org/eligibility)

### APPLY FOR THE EXAM

[shrmcertification.org/apply](http://shrmcertification.org/apply)

### FIND AN EXAM LOCATION NEAR YOU

[prometric.com/shrm](http://prometric.com/shrm)

## Downloadable Resources

### SHRM Certification Handbook

Includes exam pricing, testing windows, eligibility requirements and the application process; preparing for the SHRM certification exam; and what to expect on exam day.

[shrmcertification.org/certificationhandbook](http://shrmcertification.org/certificationhandbook)

### SHRM Recertification Handbook

Learn more about the value of maintaining your credential, what are qualifying activities, what are the categories of professional development credit (PDC) and how to apply for recertification.

[shrmcertification.org/recertificationhandbook](http://shrmcertification.org/recertificationhandbook)

### SHRM Body of Competency & Knowledge™

Describes the SHRM Body of Competency and Knowledge (SHRM BoCK™), which forms the basis for the SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®) certifications.

[shrmcertification.org/SHRMBOCK](http://shrmcertification.org/SHRMBOCK)

### SHRM Recertification Provider Guide

Describes the benefits of becoming a SHRM Recertification Provider\*\*\*, qualifications, application process, program guidelines, fees and acceptable programming topics.

[shrmcertification.org/recertificationproviderguide](http://shrmcertification.org/recertificationproviderguide)

\*\*\*SHRM Chapters, State Councils and Education Partners are automatically approved as SHRM Recertification Providers.

# THE FUTURE OF HR IS HERE. ARE YOU READY?

Earning your SHRM-CP or SHRM-SCP credential makes you a recognized expert and leader in the HR field—and a valuable asset to your organization, keeping you and your organization more competitive in today's economy.

This professional distinction sets you apart, proving your advanced level of knowledge, competencies and skills.

## The SHRM credentials are:

### COMPETENCY-BASED

The profession is no longer just about what you know—facts and figures—but rather how you effectively implement that knowledge in the workplace each and every day. SHRM certification provides you the opportunity to prove not only what you know but also how you can apply that knowledge on the job.

### UNIVERSALLY APPLICABLE

HR certification must be as inclusive and diverse as the profession itself. Built upon one comprehensive SHRM Body of Competency and Knowledge, SHRM certification is applicable across industries, geographic borders, job responsibilities and career levels. Whether your organization has a global focus or not, customers and talent can come from anywhere, and a universal set of skills is preferred.

### FOCUSED ON ADVANCEMENT

The SHRM-CP and SHRM-SCP credentials are based on the current HR landscape, focusing on the competencies and knowledge HR professionals need to lead in today's business community. Boost your confidence to take that next step in your HR career or to distinguish yourself in a job search. More than 5,000 employers are seeking SHRM credential-holders every month.

### STRATEGIC

Based on in-depth research focused on—and backed by—global employers and business leaders, the SHRM-CP and SHRM-SCP credentials reflect what HR practitioners need to know to be leaders in their organizations and in the profession. Expand your scope within the HR field to bring new ideas that drive business success to your organization.

## HOW TO PREPARE FOR YOUR EXAM

### SHRM Learning System for SHRM-CP/SHRM-SCP [shrmcertification.org/learning](http://shrmcertification.org/learning)

The SHRM Learning System® delivers the most effective SHRM-CP and SHRM-SCP certification preparation. Interactive, online study tools and learning modules that reflect current HR content prepare you for the SHRM-CP or SHRM-SCP certification exam. SHRM has created four learning options to meet every learning style:

- » Self-Study Program
- » SHRM-CP/SHRM-SCP Certification Preparation Seminars (in-person and virtual options)
- » SHRM Education Partner Programs
- » SHRM Organizational Training & Development Programs