Prepare to Earn Your SHRM-CP or SHRM-SCP

Stand Out with the Most Comprehensive HR Certification

shrmcertification.org/learning/2018
The world around us has evolved to a level of sophistication many of us likely never imagined. It’s an amazing time to live and work.

But this opportunity also presents challenges. HR teams must simultaneously create a world-class work environment and align organizational strategy with the highest-performing workforce available—all while handling risk and reputation management functions for the organization.

So, it’s time. It’s time to prove to employers, colleagues and external stakeholders that you’re prepared for the pivotal role an HR leader plays in transforming the workplace.

Certification not only prepares you for the challenges ahead, but also sets you on a path for further success. By earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential, you demonstrate that you’re invested in your career and ready to lead.

WHY CHOOSE SHRM-CP/SHRM-SCP CERTIFICATION?

Unlike memorization-based certification credentials, SHRM certification measures an HR professional’s most critical skill: the ability to apply HR principles to real-life situations. No other exam compares. The SHRM credentials are:

- **Competency-Based**: SHRM certification tests your ability to apply your knowledge on the job. After all, HR isn’t all facts and figures, but rather how you effectively implement your knowledge in the workplace every day.
- **Relevant**: SHRM certifications directly link to on-the-job scenarios and realistic work situations. Seventy-three percent of examinees say the SHRM-CP and SHRM-SCP exams are HR job-relevant.
- **Universally Applicable**: Built upon one comprehensive SHRM Body of Competency and Knowledge, SHRM certification is applicable across industries, geographic borders, job responsibilities and career levels.
- **Focused on Advancement**: More than 5,000 employers are seeking SHRM-CP or SHRM-SCP credential-holders every month. Take that next step in your HR career to boost your confidence or to distinguish yourself in a job search.
- **Accredited**: The SHRM-CP and SHRM-SCP exams are accredited by the Buros Center for Testing, asserting that the HR credentials meet the highest standards in testing.
- **Backed by SHRM**: SHRM certification is the only HR certification offered by the world’s largest HR membership organization. As the industry leader in HR professional development, SHRM has supported more than 100,000 employers representing 140 million employees worldwide.

It’s Time to Set Yourself Apart
SHRM Body of Competency and Knowledge (SHRM BoCK)

Meeting the needs of today’s HR profession.

As the leading advocate for HR professionals worldwide, SHRM conducted an intensive study—that included employers, academics and practicing HR professionals at all levels—to define the competencies and knowledge relevant to today’s HR professional. Through these efforts, a clear picture emerged of what is necessary for HR professionals to become future leaders.

The SHRM-CP and SHRM-SCP certifications are built upon the SHRM Body of Competency and Knowledge™ (SHRM BoCK™). The SHRM BoCK is more than an exam outline. It defines the standards for knowledge, strategies and competencies required of effective HR professionals around the world.

SHRM Certification Eligibility Requirements

SHRM recognizes diversity in the HR profession. SHRM-CP and SHRM-SCP eligibility requirements minimize barriers to participation and reflect current HR roles. Regardless of your job title, geographic location, industry or organization size, if you perform HR duties, you have the opportunity to become certified. Additionally, the SHRM-CP and SHRM-SCP exams are affordable, making certification attainable for more professionals.

To be eligible to sit for the SHRM-CP or SHRM-SCP exam, you must meet specific educational and work experience criteria at the time you submit your application.

These requirements are:

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<tr>
<th>CREDENTIAL</th>
<th>LESS THAN A BACHELOR’S DEGREE*</th>
<th>BACHELOR’S DEGREE</th>
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<td>SHRM-CP**</td>
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<td>4 years in HR role</td>
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<tr>
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<td>7 years in HR role</td>
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*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.

**Student Eligibility: Beginning with the Winter 2017 (December 1, 2017-February 15, 2018) testing window, students who are enrolled in their final year of an undergraduate or graduate degree program at a college or university that has been approved by SHRM’s Academic Initiatives Department as being aligned to SHRM’s curriculum guidelines, and who have accumulated at least 500 hours of an internship or practical HR experience, are eligible to sit for the SHRM-CP exam. See a current listing of approved schools at shrm.org/academics/programDirectory. For application procedures, contact your program administrator.

LEARN MORE ABOUT ELIGIBILITY REQUIREMENTS AND SELECTING THE RIGHT EXAM
shrmcertification.org/eligibility

Access sample SHRM-CP and SHRM-SCP test questions at shrmcertification.org/practice
Your Path to SHRM Certification

Follow these simple steps, and you'll be on your way to advancing your career by earning your SHRM-CP or SHRM-SCP credential.

1. Determine Your Eligibility:
   SHRM certification requires HR professionals sitting for the SHRM-CP or SHRM-SCP exam to have a combination of work experience and education. For eligibility requirements, see page 3 of this brochure, or visit shrmcertification.org/eligibility.

2. Apply for the SHRM-CP or SHRM-SCP Exam:
   Apply online at shrmcertification.org/apply. To find the exam location nearest you, visit Prometric, SHRM's testing vendor, at prometric.com/shrm.

3. Choose the 2018 SHRM Learning System learning option that suits your learning style:
   - Self-Study Program – page 09
   - Instructor-Led Programs – pages 10-11
   - SHRM Certification Preparation Seminars
   - SHRM Education Partner Programs
   - Organizational Training & Development Programs – page 12
   Start your preparation by ordering at shrmcertification.org/learning

4. Take the Exam and Leverage Your Certification:
   Receive your official test results from SHRM and set yourself apart by using your credential. To learn about recertification, visit shrmcertification.org/recertify

One Comprehensive System to Prepare You for Success

The 2018 SHRM Learning System® is delivered in a fully online format—providing comprehensive, flexible and effective SHRM-CP and SHRM-SCP exam preparation. Real-life situations that require decision-making skills are incorporated into the online learning modules in addition to study tools to help you better understand, apply and engage with behavioral competencies and HR knowledge.

Professionals who use the SHRM Learning System to prepare for the SHRM-CP or SHRM-SCP exam consistently beat the average pass rate.

The 2018 SHRM Learning System Benefits

Diverse Learning Options
With four different learning options, you can choose the one that best matches your schedule, learning style, group size and location.

Affordability
The SHRM Learning System provides content, tests, Competencies in Action activities, learning tools and access to expert advice for preparation. Save time and money by choosing one complete preparation program.

Convenience
Travel light with online access via any mobile device, tablet or computer. Just log in and continue where you left off. Take advantage of downtime with study tools that are accessible 24/7.

Current Content
Four learning modules are updated to align with the SHRM BoCK, ensuring that you’re preparing with the most current and relevant content.

Immediate Applicability
The SHRM Learning System helps you gain foundational HR knowledge and teaches the application of behavioral competencies in real-life situations, enabling you to drive organizational success.

Recertification
Current SHRM credential-holders can earn up to 36 professional development credits (PDCs) when using the 2018 SHRM Learning System for professional development only.

Access the “Approach Your Boss” Toolkit within the SHRM Learning System Demo
shrmcertification.org/learning/demo

PREVIEW THE SHRM LEARNING SYSTEM FOR FREE AT shrmcertification.org/learning/demo

SHRM Foundation Scholarships
Various professional development and certification scholarships are available! To learn more and apply, visit shrm.org/certification-scholarships
The 2018 SHRM Learning System provides you with an interactive, personalized path toward success.

Follow These Steps to Success:

**Assess** Your Current Knowledge
- Complete an online assessment to determine current knowledge and identify areas for improvement.
- Create a personal SmartStudy plan to identify learning priorities, estimate study time and create a road map to success.

**Study** Your Way to Success
- Read learning modules based upon the SHRM BoCK. When you’re online, navigate quickly and easily from reading a module to completing questions and other activities. For access when you’re offline, download the files to your e-reader device.
- Review Quickstart video guides to provide an overview of the foundational elements for each HR behavioral competency.
- Study flashcards to reinforce your understanding of key terms and concepts.

**Apply** What You Have Learned
- Utilize over 1,500 practice questions to assess your competencies and test your knowledge and understanding.
- Engage in six Competencies in Action activities that put you in the role of an HR professional who is faced with unique challenges. Analyze the situation, consider the background information, complete the activities and make your decision.

**Pass** Your Exam with Confidence
- Complete a post-test that aligns with the SHRM-CP/SHRM-SCP exam weighting to build exam day confidence.
- Review test-taking tips and download the SHRM Certification Handbook.

Looking to take the Spanish-language SHRM-CP/SHRM-SCP exam during the Winter 2018 window? The SHRM Learning System is available in Spanish—visit us at shrmcertification.org/learning/self to purchase!
Access each learning module online via the embedded e-reader. You’ll be able to navigate quickly and easily from reading a module to completing activities and answering questions to check your progress.

If you’re looking for uninterrupted access on the go, download the modules to your e-reader device.

**Self-Study Program**

This option gives you the ultimate flexibility. Use the convenient customization tools to design a study plan that fits into your schedule. Focus on any module or topic in any depth or sequence. Then approach the SHRM-CP/SHRM-SCP exam with confidence.

**Benefits**

- Eliminates travel expenses and minimizes time away from the office.
- SmartStudy tools provide a personal study plan by:
  - Identifying learning priorities.
  - Estimating required study time.
- Mobile access and e-reader capability allow study wherever you go.
- The Ask the Expert feature provides a platform to submit questions to certified professionals.

**Self-Study Program Investment**

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<td>NONMEMBER</td>
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$100 additional for optional print modules, plus shipping (not included in member/nonmember fee).

**VOLUME DISCOUNTS AVAILABLE**

For information, call +1.651.905.2617 or e-mail Colin.Moylan@shrm.org

**ORDER TODAY**

shrmcertification.org/learning/self

“Due to a busy schedule involving work and family obligations, I felt the best study option for me was on my own, as time permitted before and after work, including lunch hours and weekends. The SHRM Learning System was all I needed to successfully update my HR skills and knowledge and pass the certification exam.”

— Stefan Mecke, SHRM-SCP
SHRM-CP/SHRM-SCP Certification Preparation Seminars

Our SHRM-CP/SHRM-SCP preparation seminars, combined with the SHRM Learning System, present a comprehensive and detailed review of the current SHRM Body of Knowledge. When you attend a course, an expert, SHRM-certified instructor will guide you in identifying and building on areas of strength. You will also see where you need further concentrated study in preparation for either certification exam.

To gain the greatest benefits from the seminar, begin your SHRM Learning System at-home studies before the course begins. While these seminars should not be considered your only preparation for the certification exam, they serve as a highly valuable asset to help you focus your study efforts and maximize your results.

Benefits

- Seminars are led by highly experienced and engaging SHRM-certified instructors.
- Classroom environment provides interactive discussions with peers, offering real-world examples.
- Outside-the-classroom assignments help reinforce seminar sessions.
- Sample test questions and periodic progress checks keep you confident in your knowledge.
- Virtual seminars allow real-time Q&As and chats between participants, providing a dynamic virtual classroom experience.
- All virtual classes are recorded in their entirety for viewing at your convenience.

Recertification Credits: SHRM-CP/SHRM-SCP credential-holders can earn up to 22 (in-person), 20.5 (7-week virtual) or 27.5 (9-week virtual) PDCs for recertification when attending a SHRM-CP/SHRM-SCP Seminar for professional development only.

2018 SPRING SEMINAR SCHEDULE

3-Day In-Person Seminars*

- April 4-6 | Charleston, SC
- April 4-6 | Nashville, TN
- April 9-11 | Alexandria, VA
- April 9-11 | Dallas, TX
- April 9-11 | San Francisco, CA
- April 10-12 | Portland, OR
- April 14-16 | Las Vegas, NV
- April 18-20 | Orlando, FL
- April 23-25 | Boston, MA
- April 30-May 2 | Denver, CO
- May 2-4 | Alexandria, VA
- May 16-18 | Los Angeles, CA
- May 21-23 | St. Louis, MO
- May 23-25 | Alexandria, VA
- June 4-6 | San Francisco, CA

Virtual Seminars*

- 7-Week Session (Held Tues. and Thurs or Mon. and Wed.)
  - February 26-April 18 | 7:00-9:00 PM ET
  - March 20-May 10 | 7:00-9:00 PM ET
  - April 2-May 16 | 7:00-9:00 PM ET
  - April 10-May 24 | 7:00-9:00 PM ET
  - April 17-May 31 | 6:00-8:00 AM ET
  - April 30-June 18 | 7:00-9:00 PM ET
  - May 10-June 26 | 7:00-9:00 PM ET

- 9-Week Session (Held Sat.)
  - March 17-May 19 | 11:00 AM-2:00 PM ET
  - April 7-June 9 | 1:00-5:00 PM ET

SHRM Education Partner Programs

More than 275 SHRM Education Partners worldwide offer SHRM-CP/SHRM-SCP preparation programs. Prepare for either certification exam through a traditional classroom setting, an online format or a hybrid of the two over a period of weeks or in a condensed time frame to fit any schedule and learning style.

Benefits

- Expert instruction provides comprehensive learning and better retention of information.
- Classes are taught at a manageable pace so you can absorb and understand the material, leading to success on the exam.
- Classroom learning environment utilizes experienced, SHRM-certified instructors to provide structure and keep you on pace.
- Peer discussions and real-world experiences help reinforce learning materials.
- Courses provide an opportunity to network with other HR professionals.
- Plus, you may be able to take advantage of employer-funded tuition reimbursement.

**Recertification Credits: SHRM-CP/SHRM-SCP credential-holders can earn up to 36 PDCs for recertification when attending a SHRM Education Partner Program for professional development only.

“*My outstanding instructor brought the [SHRM Learning System] material alive with his 30-plus years as a successful HR practitioner. The classroom discussions were always lively, and the opportunity to network with HR peers was wonderful. I highly recommend the SHRM Education Partner Program to anyone contemplating the certification exam. I am thrilled to be a SHRM-SCP, and I credit the course for my success.”

— Beatrice Body Miller, SHRM-SCP

SHRM Education Partner Program Investment

Program fees vary. Contact the partner nearest you for details.

FIND A PROVIDER NEAR YOU

shrmcertification.org/learning/partners

SHRM Education Partner Programs are available worldwide!
Organizational Training & Development Programs

An entire organization benefits when individual HR professionals earn their SHRM-CP or SHRM-SCP credentials. Along with providing updated information, sharpened skills and new perspectives, certified professionals have a positive influence on employees and colleagues. Structured learning techniques and credentials. Along with providing updated information, sharpened skills and new perspectives, certified professionals have a positive influence on employees and colleagues. Structured learning techniques and credentials.

Many well-known companies have used the SHRM Learning System in their certification preparation training programs, including:

- ADP
- Amazon
- Boeing
- Chevron
- Enterprise Holdings
- Genesis Healthcare
- IKEA
- Target
- Union Pacific
- UPS
- Volvo
- Universal Orlando
- US Customs and Border Protection

Download compelling case studies from HrM Solutions, Southeastern Grocers, County of Orange and others at shrmcertification.org/learning.

Recertification Credits: SHRM-CP/SHRM-SCP credential holders can earn up to 36 PDUs for recertification when attending a training program for professional development only. Visit shrmcertification.org/learning/orgranizing for details.

2018 SHRM LEARNING SYSTEM

Order Form

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How To Order:

- Visit shrmcertification.org/learning or contact us for more information.
- Orders should be accompanied by check (company or personal; make check payable to SHRM), money order, or credit card payment (VISA, MasterCard, American Express).
- Sale prices are subject to change. Volume pricing is available. For more information, call +1.703.535.6496 or Colin.Moylan@shrm.org.
- Promotions may not be combined with any other promotions.
- Sales tax: Please add applicable local and state sales tax on orders shipped to AZ, CA, CO, DC, FL, GA, IL, KY, MA, MD, MN, MO, NC, NE, NJ, NV, NY, OH, OK, PA, TN, TX, VA, WA and WI.*
- Important: The VIP number must be entered on the order form (record the number even if the label is addressed to another individual).
- Unused items may be returned for a full refund. No sponsorship or affiliation with the above-listed companies is intended.

CHOOSE FROM TWO CONVENIENT OPTIONS TO ACCOMMODATE ALL LEARNING STYLES, BUDGETS AND CORPORATE CULTURES.

1. Training led by a SHRM-certified instructor. Provides a focused, instructor-led preparation program for your HR team. Available delivery options include onsite, live virtual learning or a blended learning experience of both to reach teams at multiple locations.

ENROLL YOUR TEAM

Call +1.703.535.6496 or e-mail OrgTraining@SHRM.org

2. Training led by your instructors or self-directed learning. Provides materials for your instructors to teach from or for staff to study on their own. Receive a discounted rate on multiple programs.

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Prepare to Stand Out

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