Prepare to Earn Your
SHRM-CP or SHRM-SCP

Stand Out with the Most Comprehensive HR Certification

shrmcertification.org/learning/2018

SHRM®
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

Leading People.
Leading Organizations.

It's Time
to Set Yourself Apart

SHRM-CP
SHRM-SCP

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.

Contents

SHRM MEMBERSHIP: YOUR TICKET TO SUCCESS
The Society for Human Resource Management (SHRM) is the world's largest HR membership organization, representing 285,000 members in more than 165 countries. As a SHRM member, you receive exclusive access to trusted HR toolkits and sample policies to save you time and effort, plus HR Knowledge Advisors and a member community to give you personalized feedback. You also get discounts on all SHRM Seminars and Conferences, as well as other SHRM educational programs and materials, and many free ways to earn professional development credits.

Enhance your career and invest in your future—join SHRM or renew your membership today.

Visit shrm.org/membercenter for details.

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.

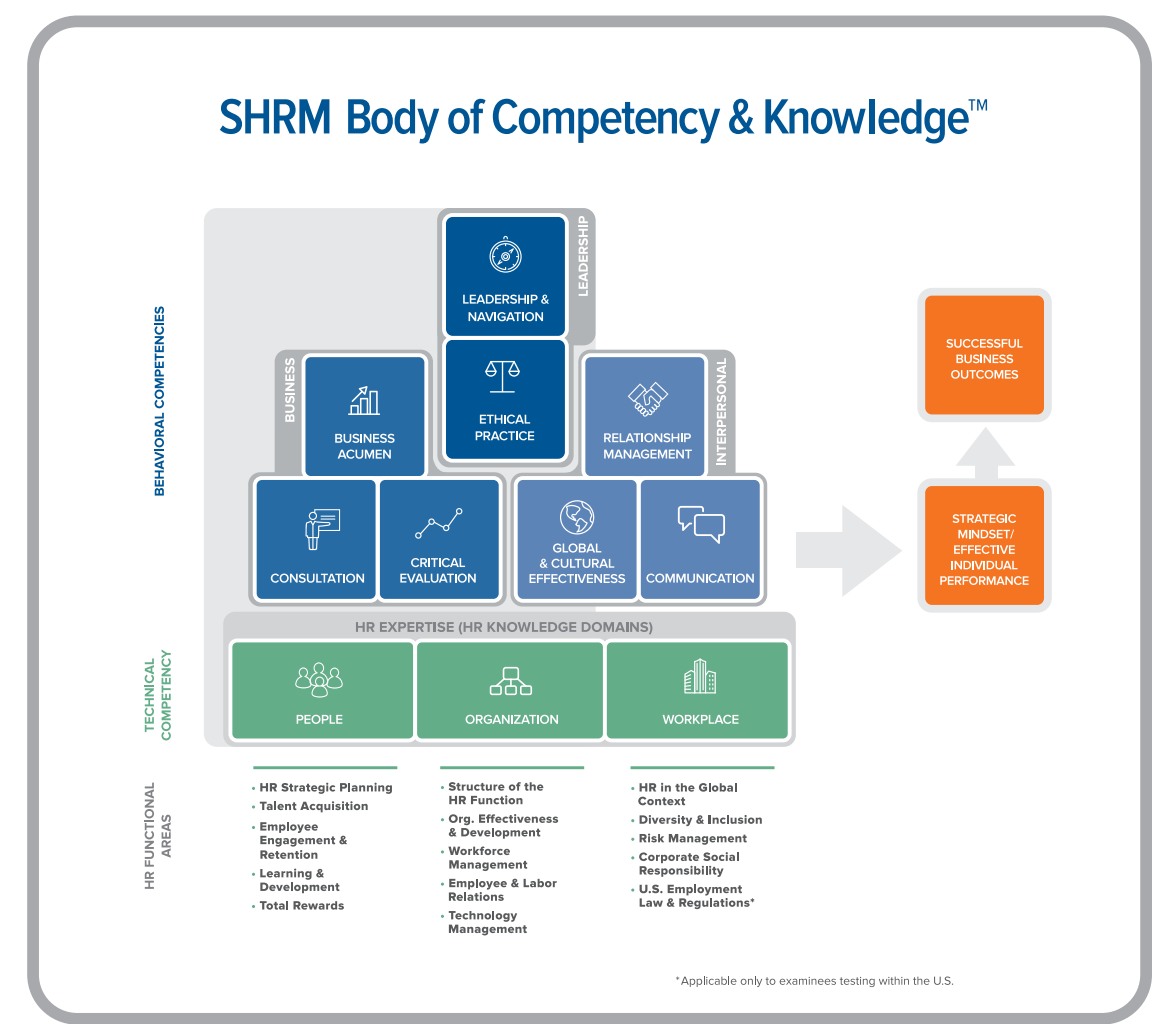**IF YOU'RE READY TO JOIN THE FUTURE OF HR, APPLY ONLINE**
shrmcertification.org/apply

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.

DOWNLOAD THE FULL SHRM BoCK
shrmcertification.org/SHRMBoCK

Eligibility and Inclusivity

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:

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.

**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.**

2018 SHRM-CP AND SHRM-SCP EXAM SCHEDULE

SPRING WINDOW: **May 1-July 15, 2018**	**WINTER WINDOW:** **December 1, 2018-February 15, 2019**
APPLICATION ACCEPTANCE BEGINS January 2	APPLICATION ACCEPTANCE BEGINS May 14
APPLICATION DEADLINE March 23	APPLICATION DEADLINE October 19
LATE APPLICATION DEADLINE* April 13	LATE APPLICATION DEADLINE* November 9

2018 SHRM-CP AND SHRM-SCP EXAM FEES

SHRM MEMBER **$300** (USD)	NONMEMBER **$400** (USD)

CORPORATE APPLICATION FEE
Please contact SHRM at CorporateCertifications@shrm.org for discounted corporate pricing options.

APPLICATION FEE
$50 (USD) | Nonrefundable processing fee (Included in exam fee)
*A nonrefundable late application fee of $75 (USD) will apply.

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

Someone you need to convince?

Access the **"Approach Your Boss"** Toolkit within the **SHRM** Learning System Demo

shrmcertification.org/learning/demo

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.

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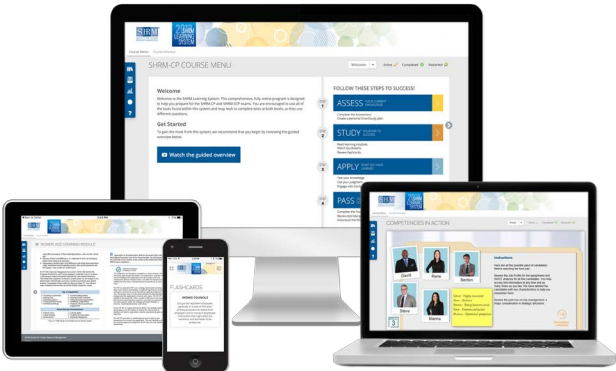
Current Content
Four learning modules are updated to align with the SHRM BoCK, ensuring that you're preparing with the most current and relevant content.

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.

All learning options include the online 2018 SHRM Learning System.

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

Online Experience

ONLINE EXPERIENCE

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.

SHRM SOCIETY FOR HUMAN RESOURCE MANAGEMENT

2018 SHRM LEARNING SYSTEM

Course Menu | Course Activities

SHRM-CP COURSE MENU

Welcome ▾ | Active ✎ | Completed ✓ | Restarted ✎

Welcome

Welcome to the SHRM Learning System. This comprehensive, fully online program is designed to help you prepare for the SHRM-CP and SHRM-SCP exams. You are encouraged to use all of the tools found within this system and may wish to complete tests at both levels, as they use different questions.

Get Started

To gain the most from this system, we recommend that you begin by reviewing the guided overview below.

▶ Watch the guided overview

FOLLOW THESE STEPS TO SUCCESS!

STEP 1 — ASSESS YOUR CURRENT KNOWLEDGE
Complete the Assessment.
Create a personal SmartStudy plan.

STEP 2 — STUDY YOUR WAY TO SUCCESS
Read learning modules.
Watch Quickstarts.
Review flashcards.

STEP 3 — APPLY WHAT YOU HAVE LEARNED
Test your knowledge.
Use your judgment.
Engage with Competencies in Action.

STEP 4 — PASS YOUR EXAM WITH CONFIDENCE
Complete the Post-Test.
Review test-taking tips.
Download the SHRM Certification Handbook.

©2018 Society for Human Resource Management
Session: self-study
Privacy Policy

Exam preparation is a key element in attaining certification. This brochure references quality SHRM preparation materials and programs focused on the SHRM-CP and SHRM-SCP exams, but it does not list every possible resource available. Please note: The SHRM Learning System is intended to cover the SHRM Body of Competency and Knowledge (SHRM BoCK) tested in the SHRM-CP and SHRM-SCP certification exams. However, the Learning System does not "teach the test." There may be some content in the Learning System not covered by the exams, and conversely there may be content tested in the exams that is not covered in the Learning System. SHRM makes no warranty that use of the Learning System guarantees passage of the SHRM-CP or SHRM-SCP examination. Neither the SHRM Certification Commission nor SHRM certification staff have any involvement in the SHRM Learning System. SHRM Learning System subject matter experts and instructors have no access to actual exam questions.

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.

MODULE // HR COMPETENCIES
- Leadership & Navigation
- Ethical Practice
- Business Acumen
- Consultation
- Critical Evaluation
- Relationship Management
- Global & Cultural Effectiveness
- Communication

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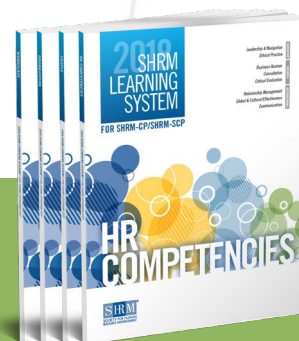- Learning & Development
- Total Rewards

MODULE // ORGANIZATION
- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee & Labor Relations
- Technology Management

MODULE // WORKPLACE
- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- U.S. Employment Law & Regulations (U.S. Only)

More of a tactile learner? Learning modules are available in print format for an additional fee. You'll be able to keep the books as reference manuals, with answers to HR challenges right at your fingertips.

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

SHRM MEMBER $695 (USD)
NONMEMBER $920 (USD)

$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

Recertification Credits: SHRM-CP/SHRM-SCP credential-holders may earn up to 30 PDCs when using the self-study option for professional development only.

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

(In-person or virtual options)

Our SHRM-CP/SHRM-SCP preparation seminars, combined with the SHRM Learning System, present a comprehensive and detailed review of the current SHRM BoCK. 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.

Note: To ensure that you receive your copy of the 2018 SHRM Learning System before attending the seminar, SHRM must process your registration at least two weeks in advance of your seminar date. You should receive the materials within a week of registering for the course.

*Dates and locations are subject to change.

**These are SHRM Seminar prices only and do not apply to the courses at SHRM conferences. View the complete 2018 schedule and register at shrmcertification. org/learning/seminars.

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

3-Day In-Person Seminar Investment**

SHRM MEMBER **$1,495** (USD)
NONMEMBER **$1,755** (USD)

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 | 2:00-5:00 PM ET

Virtual Seminar Investment**

SHRM MEMBER **$1,315** (USD)
NONMEMBER **$1,590** (USD)

REGISTER TODAY

shrmcertification.org/learning/seminars

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!

Learning Options

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 online reporting keep your team on track. Group and individual reports provide insight into progress.

BENEFITS

- A customized program to meet the specific needs of your organization.
- Entire staff is trained and prepared at your location, eliminating costly travel expenses and fulfilling professional development requirements.
- Promotes a common HR language across your entire organization.
- Refreshes staff members' generalist knowledge, strengthens understanding of core competencies and increases overall productivity.

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.

ENROLL YOUR TEAM
Call +1.651.905.2617 *or* e-mail Colin.Moylan@shrm.org

PREPARE YOUR TEAM
shrmcertification.org/learning/orgtraining

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 Hormel Foods, Southeastern Grocers, County of Orange and others at **shrmcertification.org/learning**

*All trademarks, service marks and trade names, either federally registered or at common law, of the above-listed corporations are the exclusive property of their respective owners. No sponsorship or affiliation with the above-listed customers is intended.

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

2018 SHRM LEARNING SYSTEM

Order Form

Ship to:

Last Name _____ First Name _____ M.I. _____

Street Address _____

City _____ State/Province _____ Country _____ ZIP/Postal Code _____

Phone Number (Country Code) (City Code) (Area Code) _____ Fax Number _____

E-mail (Required for web access and notification of upcoming webcasts and product updates) _____

SHRM Member Number _____

Company Name _____ Title _____

Bill to:

Street Address _____

City _____ State/Province _____ Country _____ ZIP/Postal Code _____

Method of Payment:
☐ Check enclosed (USD/U.S. bank) for $ _____ *(Make checks payable to SHRM)*
☐ P.O. Number (attached)
I authorize SHRM to charge $ _____ to my ☐ VISA ☐ MasterCard ☐ American Express

Credit Card # _____ Expiration Date _____ Card Code (back of card by signature) _____

Signature _____ Name as it appears on credit card bill _____

By ordering delivery of the SHRM Learning System you agree to the following license terms: (i) That the Society for Human Resource Management (SHRM) is the exclusive copyright owner of the SHRM Learning System. (ii) Provided that the required fee for use of the SHRM Learning System by User has been paid to SHRM or its agent, User has the right, by license from SHRM, to use the SHRM Learning System solely for his/her own educational use. (iii) User has no right to print or make any copies, in any media, of the SHRM Learning System or sell, sublicense, loan, or to otherwise convey or distribute the SHRM Learning System or any copies thereof in any media.

PROGRAM	NONMEMBER PRICE	MEMBER PRICE	QUANTITY	TOTAL
Self-Study Program – shrmcertification.org/learning/self	$920 (USD)	$695 (USD)		$
SHRM Learning System Printed Learning Modules	$100 (USD)	$100 (USD)		$
Join SHRM Now! One-year membership at a special rate of $199 (Offer valid for new SHRM members only)		Membership: $199 (USD)		$
SHRM-CP/SHRM-SCP Certification Preparation Seminar (in-person or virtual options) – Contact SHRM at 800.283.7476 or +1.703.548.3440, option 3, or visit shrmcertification.org/learning/seminars.				
Organizational Training & Development Programs – Training led by SHRM, contact +1.703.535.6496; training led by your instructor, contact Colin Moylan at +1.651.905.2617 or visit shrmcertification.org/orgtraining.				
SHRM Education Partner Programs – Program fees vary by institution. Visit shrmcertification.org/learning/partners to find the location nearest you.				
			Subtotal:	$
	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.*			$
			Shipping and Handling (for printed modules only):	$
			Total Due:	$

How To Order:

ONLINE
shrmcertification.org/learning

E-MAIL
CertPrep@shrm.org

MAIL
SHRM Distribution Center
2975 Lone Oak Dr
Suite 180
Eagan, MN 55121-1553

PHONE
800.444.5006, option 2; or +1.651.905.2663
Please have credit card and membership number ready to receive member discount.

FAX
+1.651.905.2669

Important: Your VIP Number – VIP ☐☐☐☐☐☐
Fill in your VIP number as it appears above the name on the mailing label. (Record the number even if the label is addressed to another individual.)

Member Number: Please indicate your SHRM member number on this form to receive your member discount. You can find your member number at shrm.org/forgotid.

Address: Please provide a street address, not a PO Box. FedEx Ground cannot deliver your merchandise to a PO Box.

Phone Number: Your complete phone number is required in case we need to contact you about your order.

Payment: Orders should be accompanied by check (company or personal; make check payable to SHRM), money order, or credit card number (VISA, MasterCard or American Express). Written purchase orders are accepted by mail or by fax. Please include SHRM order form with purchase orders.

Shipping and Handling: Please add the appropriate shipping costs for the products ordered. Refer to the Shipping and Handling Information to determine the correct amount. Typically, orders are shipped via FedEx Ground unless specified otherwise. SHRM reserves the right to utilize alternate shippers when necessary. Orders outside the continental United States will be shipped via airfreight. Orders shipped via FedEx Ground will normally arrive within 5–7 business days of processing the order.

SHRM Pricing Policy: Prices subject to change. Volume discounts are available. For more information, call +1.651.905.2617 or Colin.Moylan@shrm.org.

Return Policy: Unused items may be returned for a full refund (less shipping and handling) within 30 days. No items will be accepted after 30 days or if they are not in a condition to be resold.

Please Note: SHRM membership is not active until payment has been received.

SHIPPING AND HANDLING INFORMATION
For printed modules only (rates based on FedEx Ground shipment)

DOMESTIC
First program: $25 (USD)
Additional programs: $11 (USD) each (Orders in Alaska and Hawaii will be charged an additional $12 (USD) per order.)

INTERNATIONAL
Please contact us for international shipping rates or purchase online at shrmcertification.org/learning.

* We reserve the right to adjust tax amounts to reflect actual state/local tax rates. If you are unsure of your appropriate sales tax, please call us at 800.444.5006, option 2, or order online at shrmcertification.org/learning.

SHRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

Prepare to Stand Out

shrmcertification.org/learning/2018

SHRM-CP | SHRM-SCP