



PREPARE WITH CONFIDENCE FOR THE SHRM-CP/SHRM-SCP CERTIFICATION

shrmcertification.org/learning/2020

TAKE THE NEXT STEP IN YOUR CAREER.

The workplace is evolving at a rapid pace. Make sure you stay ahead of the curve by proving your HR expertise to employers, colleagues and external stakeholders.

Earn your SHRM-CP or SHRM-SCP and make a bold statement that you are an effective and strategic HR professional. Start your SHRM certification journey today!

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SHRM MEMBERSHIP: YOUR TICKET TO SUCCESS

Your first step toward success on this journey: Join SHRM. As a SHRM member on the journey to becoming certified, you'll have exclusive member-only access to a suite of certification tools that include big savings on the 2020 SHRM Learning System and SHRM courses to prepare for your SHRM-CP/SHRM-SCP exam. And once you earn your certification, you'll get big savings on all SHRM Educational Programs and Events where you can earn PDCs toward recertification, plus many free ways to earn credits.

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

Visit shrm.org/membercenter for details.



SHRM-CP
SHRM-SCP

Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential sets you apart by demonstrating your mastery of HR competencies and knowledge, giving you the credibility you deserve.

WHY CHOOSE SHRM CERTIFICATION?

The SHRM-CP and SHRM-SCP credentials are the global standard in certification for the HR profession and the only comprehensive, behavioral competency-based HR certification on the market today. No other certification compares.

SHRM CREDENTIALS ARE:

Behavioral Competency-Based

It's not just what you know that makes you stand out as an exceptional HR professional. It's how you use what you know to solve real-life situations. SHRM certification tests your ability to apply your knowledge on the job.

Relevant

SHRM certifications directly link to on-the-job scenarios and prepare you for the challenges ahead.

Universally Applicable

Built upon one comprehensive SHRM Body of Competency and Knowledge, SHRM certification is applicable across industries, career levels, job responsibilities and geographic locations.

Focused on Advancement

SHRM certification helps you stand out and stay competitive in today's job market.

Accredited

The SHRM-CP and SHRM-SCP exams are accredited by the Buros Center for Testing, demonstrating that SHRM credentials meet the highest standards in testing.

Backed by SHRM

SHRM certification is the only HR certification offered by the world's largest and most powerful HR association. With 300,000+ HR and business executive members in 165 countries, SHRM impacts the lives of more than 115 million workers and families globally.



GET THE RECOGNITION YOU DESERVE – APPLY NOW

shrmcertification.org/apply

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.

2020 EXAM SCHEDULE

SPRING WINDOW:
May 1-July 15, 2020

APPLICATION ACCEPTANCE BEGINS
January 6
EARLY-BIRD APPLICATION DEADLINE
March 20
STANDARD APPLICATION DEADLINE*
April 10

WINTER WINDOW:
December 1, 2020-February 15, 2021

APPLICATION ACCEPTANCE BEGINS
May 13
EARLY-BIRD APPLICATION DEADLINE
October 16
STANDARD APPLICATION DEADLINE*
November 6

2020 EXAM FEES

EARLY-BIRD EXAM FEES

SHRM MEMBER \$300 (USD)

NONMEMBER \$400 (USD)

STANDARD EXAM FEES

SHRM MEMBER \$375 (USD)

NONMEMBER \$475 (USD)

CORPORATE APPLICATION FEE

Please contact
CorporateCertifications@shrm.org for
discounted corporate pricing options.

APPLICATION FEE

\$50 (USD) | Nonrefundable processing fee (included in exam fee)
*A non-refundable standard deadline fee of \$75 (USD) will apply.

3 Prepare with the SHRM Learning System

Select your preferred learning style:

- Self-Study (page 9)
- Instructor-Led (page 10-12)
 - SHRM Approved Education Partner Courses
 - SHRM Courses
- Prepare Your Team (page 13)

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.

Someone you need to convince?

Visit the free demo to access the
"Approach Your Boss" Toolkit.

shrmcertification.org/learning/demo

ELIGIBILITY AND INCLUSIVITY

SHRM-CP and SHRM-SCP eligibility requirements minimize participation roadblocks and reflect current HR roles. Regardless of your industry, job title, organization size or geographic location, 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: 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.

Note: Service members who have served or are serving in the human resources, personnel management, or recruiting and career counseling career fields can count their time in these areas as HR-related experience. Those who have served or are serving in a leadership role performing HR-related duties in any of the 15 functional areas outlined in the SHRM BoCK™ may also count this experience.

LEARN MORE ABOUT ELIGIBILITY REQUIREMENTS AND SELECTING THE RIGHT EXAM

shrmcertification.org/eligibility

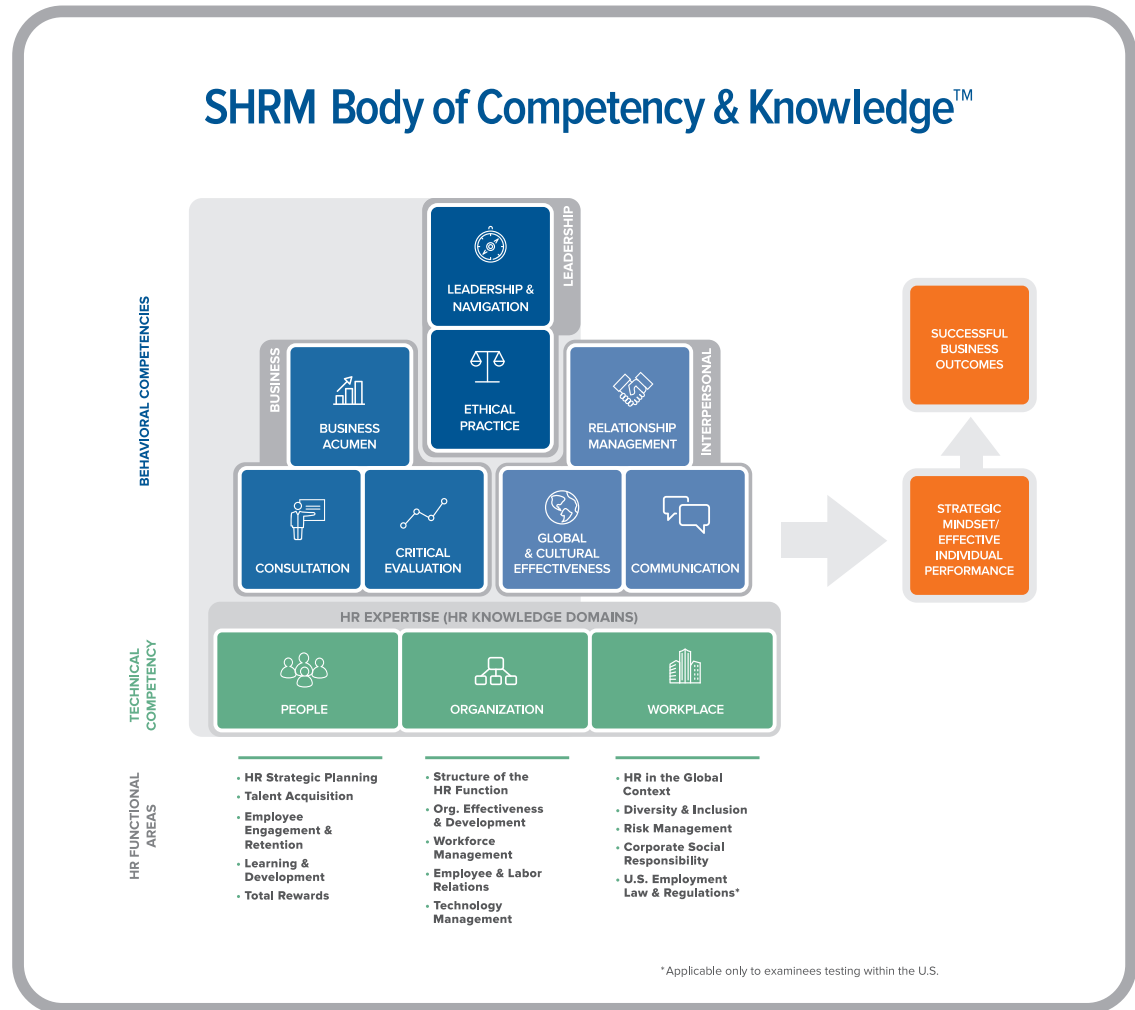


Access sample SHRM-CP and SHRM-SCP test questions at shrmcertification.org/practice

SHRM BODY OF COMPETENCY & KNOWLEDGE

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 about 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™). More than an exam outline, the SHRM BoCK defines the standards for knowledge, strategies and competencies required of effective HR professionals around the world.



DOWNLOAD THE FULL SHRM BoCK
shrmcertification.org/SHRMBoCK

THE OFFICIAL SHRM CERTIFICATION PREP TOOL

The **2020 SHRM Learning System** is a comprehensive online learning experience that helps you master the SHRM BoCK™ to advance your career and to prepare you for the SHRM-CP and SHRM-SCP exams. This dynamic system delivers the HR knowledge you need and incorporates real-life situations to help better understand, apply and engage your behavioral competencies.

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

2020 SHRM Learning System Benefits

Diverse Learning Options

Several learning options are available to match your budget, schedule, location and preferred learning style.

Affordability

Save time and money by choosing one complete preparation program. Access exclusive content, practice questions, Competencies in Action activities, expert advice and much more.

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.

Trusted Content

Updated learning modules 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 to drive organizational success, strengthening your foundational HR knowledge and teaching you the application of behavioral competencies in real-life situations.

Recertification

Current SHRM credential-holders can earn up to 36 professional development credits (PDCs) when using the 2020 SHRM Learning System for professional development only.



All learning options include the online 2020 SHRM Learning System.



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

SHRM Foundation Scholarships
The SHRM Foundation offers various professional development and certification scholarships! To learn more and apply, visit shrm.org/certification-scholarships.

ONLINE ACCESSIBILITY

A Personalized Learning Experience Focused on Your Goals

The SHRM Learning System offers a personalized SmartPath™ that will dynamically adjust based on your progress and proficiency, focusing your studies to maximize your time and confidence for the SHRM-CP and SHRM-SCP exams.

This program is designed to help you learn and apply HR knowledge and competencies to real-life situations and to advance your career while offering:

A Personalized Learning Experience

Build a custom learning track that works with you to identify what you know and what you need to learn. Your suggested path evolves based on your progress and performance.

Focused, Topic-Level Learning

Focus on one small topic segment at a time to ensure you have a clear understanding and can apply the concept quickly and easily on the SHRM-CP/SHRM-SCP exams and in your day-to-day HR responsibilities. Related resources provide opportunities to explore the topic in greater depth.

Real-Time Knowledge Gap Analysis

Utilize real-time results and detailed feedback from your learning progress and quiz scores to guide your study priorities and to reach your goals more efficiently.

A Study Plan on Your Schedule

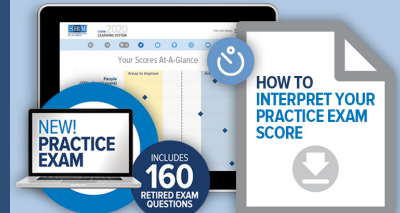
Customize your study plan based on your personal schedule. Prioritize topics based on your largest knowledge gaps, then study one or several small topic segments when time allows. An exam date countdown clock reinforces your ultimate goal and keeps you motivated to stay on track with your studies.

Resources to Boost Exam Confidence

Take advantage of practice questions, flashcards, real-world HR knowledge and Competencies in Action to make sure you're ready for your SHRM-CP or SHRM-SCP exam.

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 do not have access to actual exam questions.





Exam Readiness:

Cap off your studies with the included practice exam. You'll get actual, retired exam questions, a report to break down your scores and a document designed to help you interpret and learn from your unique results.

The SHRM Learning System covers the eight behavioral competencies and the fifteen functional knowledge areas identified in the SHRM BoCK. The information is broken down into consumable topic segments to ensure you understand and can apply them on the SHRM-CP or SHRM-SCP exam and in everyday practice.



MODULE // HR COMPETENCIES

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

MODULE // ORGANIZATION

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

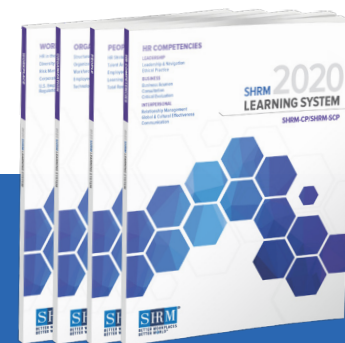
MODULE // WORKPLACE

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

MODULE // PEOPLE

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

More of a tactile learner? Learning modules are also 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

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

Benefits

- Eliminate travel expenses and minimize time away from the office.
- SmartPath™ tools dynamically adjust to your progress and provide suggested next steps to maximize your time and exam readiness.
- Mobile access and e-reader capability mean you can study on-the-go, wherever you go.
- More than 1,800 situational judgment and knowledge practice questions.

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

Self-Study Investment

SHRM MEMBER \$725 (USD)

NONMEMBER \$950 (USD)

\$125 (USD) 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.



“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

INSTRUCTOR-LED PREPARATION

For those looking for facilitated and structured guidance as they prepare, SHRM offers preparation courses led by SHRM-certified instructors who combine the SHRM Learning System with their teaching to present a comprehensive and detailed review of the current SHRM BoCK. These expert instructors will help you identify areas of strength—and build on them—as well as areas in which you need further concentrated study in preparation for either certification exam.

Benefits

- Led by highly experienced and engaging SHRM-certified instructors.
- Classes are taught at a structured pace so you can absorb and understand the material.
- Peer discussions and real-world experiences help reinforce learning materials.
- Courses provide an opportunity to network with other HR professionals.
- Outside-the-classroom assignments help reinforce sessions.
- Sample test questions, preparation techniques and periodic progress checks keep you confident in your knowledge.

Please note: To ensure that you receive your copy of the 2020 SHRM Learning System before attending a SHRM course, SHRM must process your registration at least two weeks in advance of your course date. You should receive the materials within one week of registering.

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

SHRM APPROVED EDUCATION PARTNER COURSES

Hands-on certification preparation instruction is offered at more than 275 SHRM-approved partners worldwide. These courses are built on the SHRM Learning System and are offered in a style and schedule that works best for you: traditional classroom setting, online portal or a hybrid of the two. Plus, you may be able to take advantage of employer-funded tuition reimbursement.

Investment

Program fees vary. Contact the partner nearest you.

SHRM Education Partner Courses are available worldwide!

FIND A PROVIDER NEAR YOU

shrmcertification.org/learning/partners

INSTRUCTOR-LED COURSES ARE AVAILABLE BOTH IN-PERSON AND VIRTUALLY

SHRM COURSES

SHRM Certification Preparation for the SHRM-CP and SCP exams are hosted by SHRM in select cities across the U.S. and virtually worldwide.

SHRM 3-Day In-Person Courses

An intensive, focused prep session to enhance your at-home studies. For those who prefer face-to-face interaction, these programs are offered in cities throughout the U.S. Each course includes the SHRM Learning System and the **printed modules**, plus exclusive access to a supplementary, virtual group-coaching session with your instructor to reinforce your exam preparations.

3-Day In-Person Course Investment

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

2020 SPRING IN-PERSON SCHEDULE

San Francisco	April 1-3
Alexandria	April 6-8
Charleston	April 14-16
Boston	April 15-17
Dallas	April 15-17
Nashville	April 22-24
Denver	April 29-May 1
Chicago	May 4-6
Los Angeles	May 4-6
New Orleans	May 4-6
Alexandria	May 6-8
New York	May 13-15
Austin	May 18-20
Seattle	May 18-20
Kansas City	May 27-29
Portland	May 27-29
Raleigh	May 27-30
Alexandria	June 1-3
Tampa	June 1-3
San Francisco	June 10-12

SHRM 7- or 9-Week Virtual Courses

A virtual classroom experience with real-time Q&A and chats among participants. Sessions are recorded and accessible for one year following your program. Each course includes the SHRM Learning System and **printed modules**, plus exclusive access to a supplementary, virtual group-coaching session with your instructor.

Virtual Course Investment

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

2020 SPRING VIRTUAL SCHEDULE

7-Week Session (Held Tues. and Thurs. or Mon. and Wed.)

February 26-April 20	7:00 p.m. - 9:00 p.m. ET
March 10-April 28	7:00 p.m. - 9:00 p.m. ET
March 24-May 12	6:00 a.m. - 8:00 a.m. ET
April 1-May 27	7:00 p.m. - 9:00 p.m. ET
April 9-May 28	7:00 p.m. - 9:00 p.m. ET
April 21-June 16	6:00 p.m. - 9:00 p.m. ET
April 29-June 22	7:00 p.m. - 9:00 p.m. ET
May 7-June 25	12:00 p.m. - 2:00 p.m. ET
May 18-July 8	3:00 p.m. - 5:00 p.m. ET
May 26-July 14	7:00 p.m. - 9:00 p.m. ET

9-Week Session (Held Sat. or Tues.)

March 7-May 9	11:00 a.m. - 2:00 p.m. ET
March 28-June 6	2:00 p.m. - 5:00 p.m. ET

REGISTER TODAY

shrmcertification.org/learning/seminars

INSTRUCTOR-LED COURSES ARE AVAILABLE BOTH IN-PERSON AND VIRTUALLY

SHRM COURSES (CONTINUED)

NEW POWER PREP

A condensed course, available in-person and virtually, tailored to your exam level with a heavy focus on test taking tips. Ideal for individuals who already possess a strong knowledge of the SHRM BoCK and are looking for guidance on the exam rather than the content. Each course includes the SHRM Learning System and the **printed modules**.

Investment

SHRM MEMBER **\$995** (USD)
NONMEMBER **\$1,270** (USD)

2020 SPRING SCHEDULE		
1-Day In-Person		
SHRM-CP	Alexandria	May 19
SHRM-SCP	Alexandria	May 27
3-Week Virtual (Held Tues. and Thurs or Wed.)		
SHRM-CP	May 19-June 4	7:00 p.m. - 8:30 p.m. ET
SHRM-SCP	May 13-June 3	7:00 p.m. - 8:30 p.m. ET

REGISTER TODAY 
shrmcertification.org/learning/seminars

2020 SHRM LEARNING SYSTEM | Pricing Overview – Order Today!

LEARNING OPTION	MEMBER PRICE	NONMEMBER PRICE
Self-Study shrmcertification.org/learning/self	\$725 (USD)	\$950 (USD)
+ Printed Learning Modules <small>(add-on only)</small>	\$125 (USD)	\$125 (USD)
SHRM Courses shrmcertification.org/learning/seminars	\$1,495 (USD)	\$1,755 (USD)
Power Prep shrmcertification.org/learning/seminars	\$995 (USD)	\$1,270 (USD)
SHRM Approved Education Partner Courses shrmcertification.org/learning/partners	Program fees vary by institution.	
Prepare Your Team shrmcertification.org/learning/orgtraining	Contact SHRM for a quote today.	
Join SHRM! shrm.org/membercenter	Membership: \$219	

For questions related to the SHRM Learning System call **800.444.5006**, option #6, then option #2 or **+1-651.905.2663**

PREPARE YOUR TEAM

An entire organization benefits when HR professionals earn their SHRM-CP or SHRM-SCP credentials. Along with gaining updated information, sharpened skills and new perspectives, certified professionals have a positive influence on employees and colleagues. Structured learning techniques and online reporting help keep your team on track. Group and individual reports provide insight into progress.

Benefits

- A customized program to meet your organization’s specific needs—delivered face-to-face, virtually or as a hybrid.
- An entire staff trained and prepared at your location, fulfilling professional development requirements while eliminating costly travel expenses.
- A common HR language to be promoted across your entire organization.
- A chance to refresh staff members' generalist knowledge, strengthen understanding of core competencies and increase overall productivity.

***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.*

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

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

*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.

LEARNING OPTIONS ARE AVAILABLE TO ACCOMMODATE ALL LEARNING STYLES, BUDGETS AND CORPORATE CULTURES.

PREPARE YOUR TEAM 
shrmcertification.org/learning/orgtraining

“The SHRM Learning System provided the technical aspects that, put together with my ‘real world’ HR experiences, led to a solid understanding of all of the competencies you need to know to pass the certification exam. You cannot just memorize the learning material and expect to pass - you must actually understand the concepts and have the ability to apply them in real world situations.”

— Misty Carter, SHRM-SCP



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Alexandria, VA 22314-3499
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ADVANCE YOUR CAREER

Prepare to Earn Your SHRM-CP or SHRM-SCP!

shrmcertification.org/learning/2020