

## 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.

**INCREASE YOUR EARNING POTENTIAL**

HR professionals who pass the SHRM certification exam report earning salaries 14% to 15% higher than peers who do not.

**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 HR professionals.

**GET PROMOTED\***  
Of SHRM-certified professionals who were promoted, 63% report that their credential was a key factor.

\*Based on SHRM Study of HR Careers (sample of more than 1,000 HR professionals from 2015-17)

**JOIN 125,000+**  
SHRM-Certified Professionals

### ABOUT THE SHRM-CP AND SHRM-SCP CREDENTIALS

The SHRM Body of Applied Skills and Knowledge™ (SHRM BASK™) is the basis for the SHRM credentials. The SHRM BASK describes the behavioral competencies and 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.



Download the SHRM BASK at [shrmcertification.org/SHRMBASK](http://shrmcertification.org/SHRMBASK)



# YOUR JOURNEY THROUGH SHRM CERTIFICATION

Decide ▶ Apply ▶ Prepare ▶ Certify ▶ Recertify

For more information, use your device's camera to scan the code below.



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

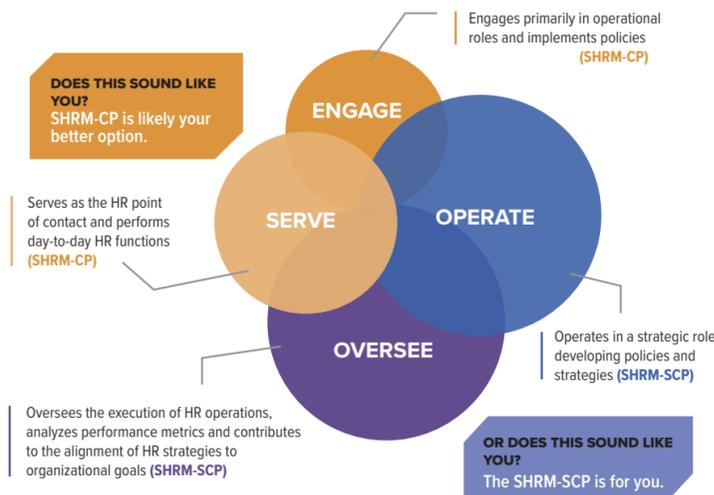
Professional development is easier with SHRM membership. Join today to earn professional development credits and save money!



# SHRM certification gives you the opportunity to demonstrate mastery of the core competencies needed for 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. Neither an HR title nor SHRM membership is required.



## SHRM CERTIFIED PROFESSIONAL (SHRM-CP)

The SHRM-CP certification is for individuals that perform general HR/HR-related duties; or for those pursuing a career in Human Resource Management.

Candidates for the SHRM-CP certification are not required to hold an HR title and do not need a degree or previous HR experience to apply; however, a basic working knowledge of HR practices and principles is recommended.

The SHRM-CP exam is designed to assess the competency level of those who engage in HR work at the operational level. Work at this level includes duties such as implementing HR policies, supporting day-to-day HR functions, or serving as an HR point of contact for staff and stakeholders.

**For complete eligibility criteria and other details about the program, download a copy of the SHRM Certification Handbook at [shrmcertification.org/certificationhandbook](https://shrmcertification.org/certificationhandbook)**



## SHRM SENIOR CERTIFIED PROFESSIONAL (SHRM-SCP)

The SHRM-SCP certification is for individuals that have a work history of at least 3 years performing strategic level HR/HR-related duties; or for SHRM-CP credential holders who have held the credential for at least 3 years and are working in, or are in the process of transitioning to, a strategic level role.

Candidates for the SHRM-SCP certification are not required to hold an HR title and do not need a degree to apply.

The SHRM-SCP exam is designed to assess the competency level of those who engage in HR work at the strategic level. Work at this level includes duties such as developing HR policies and/or procedures, overseeing the execution of integrated HR operations, directing an entire HR enterprise, or leading the alignment of HR strategies to organizational goals.

Applicants must be able to demonstrate that they devoted at least 1,000 hours per calendar year (Jan. – Dec.) to strategic level HR/HR-related work.

- More than 1,000 hours in a calendar year does not equate to more than 1 year of experience.
- Part-time work qualifies as long as the 1,000-hour per calendar year standard is met.
- Experience may be either salaried or hourly.

Individuals who are HR consultants may demonstrate qualifying experience through the HR/HR-related duties they perform for their clients. Contracted hours must meet the 1,000-hour standard.

## PREPARE FROM HOME

The SHRM Learning System® is the leading resource to prepare for the SHRM-CP or SHRM-SCP exam. HR professionals who use it consistently beat the average pass rate on the exam. Select a delivery option below to get started.

### Self-Study

**PERSONAL STUDY PLAN\***

Provides the ultimate flexibility for learning.

**\$770** MEMBER  
**\$995** NONMEMBER

### Instructor-Led

**SHRM COURSES\*\***

Hosted by SHRM virtually and accessible worldwide.

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

**SHRM-APPROVED EDUCATION PARTNERS\*\*\***

Hosted virtually or in-person by college, university and training orgs worldwide.

Program fees vary. Contact the partner nearest you.

**PREPARE YOUR TEAM**

A customized program to meet your organization's specific needs.

Contact us for a quote today.

\*Additional fees apply for printed modules.  
\*\*Printed modules are included (\$125 value).  
\*\*\*Inclusion of printed modules may vary by program. Check with your Education Partner.

Note: In-person courses will resume when possible. Check the website for updates.

Learn more and access the Learning System demo at [shrmcertification.org/learning](https://shrmcertification.org/learning)

## EXAM TESTING WINDOWS

Testing windows are the dates during which the exams are administered.

### 2022 FIRST TEST WINDOW

**May 1 – July 15, 2022**

Applications Accepted: January 4, 2022

Early-Bird Application Deadline: March 18, 2022

Standard Application Deadline: April 8, 2022

### 2022 SECOND TEST WINDOW

**December 1, 2022 – February 15, 2023**

Applications Accepted: June 1, 2022

Early-Bird Application Deadline: October 14, 2022

Standard Application Deadline: November 9, 2022

**Apply online at [shrmcertification.org/apply](https://shrmcertification.org/apply)**

Choose to take your exam from home, through remote proctoring, or take the exam in-person at a test center. Visit [prometric.com/SHRM](https://prometric.com/SHRM) for details.

## SHRM FOUNDATION GRANTS

SHRM Foundation awards certification, academic and professional development grants to HR professionals and students.

Learn more at [shrmfoundation.org/scholarships](https://shrmfoundation.org/scholarships)



## MAINTAIN YOUR SHRM-CP OR SHRM-SCP

SHRM recertification is unique in that it supports professional development experiences that relate to the SHRM BASK. Credential-holders build and/or enhance knowledge and skills by participating in activities that:

**Advance Your Education:** Self-paced or instructor-led continuing education.

**Advance Your Organization:** Work projects that support organization goals and advance your expertise.

**Advance Your Profession:** Thought leadership, volunteerism and professional membership.

**Track activities inside your SHRM Certification Portal.** SHRM conferences, seminars, symposiums, and SHRM On Demand programs you attend are automatically uploaded.

### RECERTIFICATION APPLICATION FEE

SHRM Members: \$100

Nonmembers: \$150

Learn more about recertification activities and access resources at [shrmcertification.org/recertify](https://shrmcertification.org/recertify)

## RECERTIFICATION ON THE GO!

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

Download the **SHRM Certification App Today!**

Search for "SHRM Certification" in the App Store or Google Play Store.

