



An Inside look at SHRM Certification

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SHRM Certification 2025 Program Changes

Program Overview

Application Fees

Recertification Provider Fees

Logo and Branding Updates

Remote Testing Discontinuation

Q&A



Education Partner Volume Exam Program Overview

Program	Process	Responsibilities
<p>SHRM is excited to offer SHRM Education Partner organizations the opportunity to acquire SHRM-CP and SHRM-SCP exam seats for students.</p> <p>Through our Education Partner Exam Purchase Program, you may purchase five or more exam seats in advance at a reduced rate.</p> <p>Purchase must be paid by the organization using a check, credit card, ACH or wire transfer. All purchases must be made by the application deadline (Window 1: May 16, 2025 Window 2: December 17, 2025)</p>	<ul style="list-style-type: none">➤ Complete a Request Form (https://shrm.formstack.com/forms/shrm_certification_volume_exam_purchase_request)➤ Receive invoice from SHRM's team➤ Submit invoice payment➤ Receive group voucher code for your students, along with application instructions➤ Distribute application instructions and the voucher code to students so they may apply for testing	<p><u>SHRM</u></p> <ul style="list-style-type: none">➤ Issue invoices and manage payment processing.➤ Distribute voucher codes to organizations.➤ Track voucher redemptions, apply payments to individual applicant accounts and ensure Authorization to Test (ATT) letters are sent out.➤ Provide Volume Exam Purchase Program information, updates and resources to help manage enrollments. <p><u>EDUCATION PARTNER</u></p> <ul style="list-style-type: none">➤ Purchase a minimum of five exam seats to qualify.➤ Make group payment by application deadline.➤ Identify eligible applicants and distribute voucher codes.➤ Ensure students apply by application deadline.➤ Ensure applicants schedule and take the exam during the corresponding testing window.➤ Manage applicants exam voucher purchases throughout application process.

*Full program guide will be posted on the PRC soon, in the Course Resources file.



2025 Exam Fees

As we gear up for an exciting 2025, we're making some adjustments to our certification exam and recertification pricing, effective January 1, 2025. This change will allow us to continue enhancing our offerings, investing in quality, and bringing you even more value in the future.

This is the first price increase for the Education Partner SHRM Certification Exams in several years. This price increase will ensure the price of our product, accurately reflects the increasing value of the credential.

Although SHRM exam prices are increasing for Education Partners, our partners will still be offered a significant discount for the exams, in comparison to individual applicants.

INDIVIDUAL EXAMS	SHRM MEMBER® PRICE	NONMEMBER PRICE
SHRM-CP Exam Fee	\$495	\$595
SHRM-SCP Exam Fee	\$595	\$695
Student Exam Fee	\$225	\$325
Military Exam Fee	\$395	\$495

EDUCATION PARTNER EXAMS	PRICE PER EXAM
5-9 Exams	\$470.00
10-19 Exams	\$445.00
20-39 Exams	\$421.00
40+ Exams	\$396.00

2025 Application & Testing Schedule

Exam Window	Application Period	Testing
Window 1, 2025	Jan. 3 – May 16, 2025	May 1 – July 15, 2025
Window 2, 2025	June 3 – Dec. 17, 2025	Dec. 1, 2025 –Feb. 15, 2026



2025 Cancellation and Transfer Fees

Candidates may request a transfer to the next testing window one time only per exam application, for a fee of \$150.

A Prometric cancellation fee, payable to Prometric, may also apply. All fees are due at the time the request is submitted. Candidates with an exam appointment must submit their request no later than five business days before their scheduled appointment. The exam appointment must be canceled by the candidate before the request can be processed.

Candidates without an exam appointment may request a transfer up to the first day of the current testing window. Requests submitted after the testing window begins will not be granted to anyone without an exam appointment.

Candidates who receive a transfer but who are unable to test during the next testing window will forfeit all fees, except in the case of a medical or personal emergency. Under these circumstances, supporting documentation must be provided.

Transfer Fee	\$150 USD	<ul style="list-style-type: none">» Nonrefundable. Nontransferable.» One-time only transfer per exam application.» Transfer requests accepted for the next testing window only.» Exam appointment must first be canceled with Prometric. Prometric will apply an additional \$53 cancellation fee payable directly to Prometric.» See Exam Transfer section for details.
Reset Fee	\$100 USD	<ul style="list-style-type: none">» Payable to SHRM.» Nonrefundable. Nontransferable.» One-time only reset per testing window.
Appointment Cancellation Fee	\$53 USD	<ul style="list-style-type: none">» Payable directly to Prometric.» See Appointment Cancellation section for details.
Reschedule Fee	\$35 USD OR \$53 USD	<ul style="list-style-type: none">» Payable directly to Prometric.» Rescheduling fees vary. If the request is more than 30 calendar days in advance, the fee is \$35 USD. However, if the request is submitted between 29 and five calendar days in advance, the fee is \$53 USD. Appointments cannot be rescheduled less than five calendar days before an appointment.



2025 Application & Testing Schedule

Beginning January 1, 2025, Education Partners with existing SHRM Recertification Provider accounts will need to pay a participation fee to maintain their SHRM Recertification Provider status. This fee will cover a one-year term and is designed with the goal of enhancing the value and quality of SHRM’s partnership with you.

The introduction of this fee will enable SHRM to sustain and expand its support services for Providers, including enhanced assistance, exclusive SHRM resources, and additional tools to enrich the learning experience for HR professionals.

During the renewal process, a participation fee will be required to continue in the program. As a valued SHRM Education Partner, you will receive the following preferential pricing:

Fee Type	Description	Price
Conference Only	1 conference per year over a one-year term	\$175
Bronze Level	1-10 programs over a one-year term	\$200
Silver Level	11-20 programs over a one-year term	\$250
Gold Level	unlimited programs over a one-year term	\$350

Questions? Email recertificationprovider@shrm.org



Branding and Logo Updates

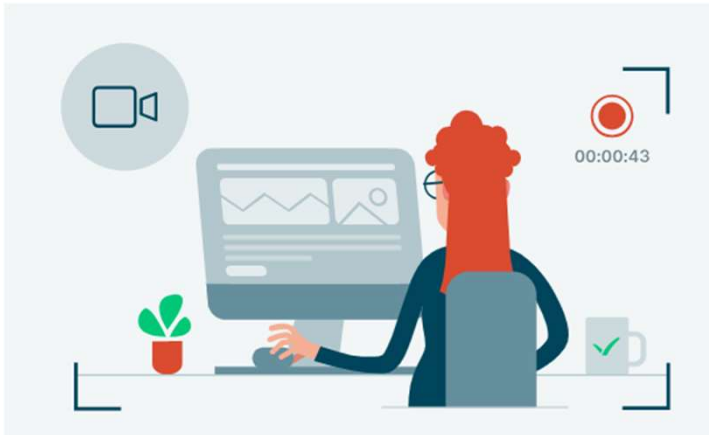
- We have updated the SHRM Certification digital badge and Certificates for 2025. Below are samples of the newly updated designs (previous versions were golden branded).





2025 Remote Proctoring Discontinuation

In keeping with the remote proctoring policy established in 2020, SHRM recently eliminated remote proctoring as a testing option worldwide due to test security issues. Therefore, SHRM Certification exams must be taken in-person at a testing center.



- Domestic US candidates who have already scheduled a remote proctoring exam, may keep their appointment.
- Domestic US candidates who have not yet scheduled an exam appointment, will only be offered the option to test in-person (remote proctoring is removed from the site).
- For international candidates who scheduled a remote proctoring exam, their exam appointments have been cancelled, and they were instructed to reschedule an in-person appointment at no cost.
- For international candidates who have not yet scheduled an exam appointment, they will only be offered the option to test in-person (remote proctoring is removed from the site).



We're thrilled about the opportunities ahead and are confident these updates will help us serve you and your students better than ever. Our commitment to excellence remains steadfast, and we're grateful to have you with us on this journey.

If you have any questions or need assistance, our team is here to help.

Thank you for your continued support!

THANK YOU!



Questions?

