ABOVE THE SHRM-CP AND SHRM-SCP CREDENTIALS

The SHRM Body of Competency and Knowledge™ (SHRM BoCK™) is the basis for the SHRM credentials. The SHRM BoCK 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.

**SHRM Body of Competency & Knowledge™**

**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 7% to 9% higher than peers who do not.

**Gain readiness for any path your HR career takes.** Certified professionals report a greater understanding of necessary skills.

**GET PROMOTED**

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

**Demonstrate your HR expertise.** Among examinees, the top reason for pursuing SHRM certification was to enhance their credibility as HR professionals.

**JOIN SHRM-Certified Professionals**

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

**WHY EARN THE SHRM-CP/SHRM-SCP CREDENTIAL?**

**Your Journey Through SHRM Certification**

- Decide
- Apply
- Prepare
- Certify
- Recertify

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.

**Eligibility Criteria**

<table>
<thead>
<tr>
<th>Credential</th>
<th>Less than a Bachelor's Degree</th>
<th>Bachelor's Degree</th>
<th>Graduate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR-Related Program</td>
<td>Non-HR Program</td>
<td>HR-Related Degree</td>
<td>Non-HR Degree</td>
</tr>
<tr>
<td>SHRM-CP</td>
<td>3 years in HR role</td>
<td>4 years in HR role</td>
<td>2 years in HR role</td>
</tr>
<tr>
<td>SHRM-SCP</td>
<td>5 years in HR role</td>
<td>7 years in HR role</td>
<td>4 years in HR role</td>
</tr>
</tbody>
</table>

*Less than a bachelor’s degree includes working toward a bachelor’s degree, associate degree, some college, qualifying HR certificate program, high school diploma, or GED diploma.

- Applicants must demonstrate 1,000 hours devoted to HR-related activities in any calendar year. Part-time work qualifies.
- Individuals who have mixed roles—for example, office managers who have both administrative and HR responsibilities—may also have qualifying experience.
- Students may qualify if they are enrolled in their final year of a bachelor’s or master’s HR degree program at an educational institution aligned to SHRM’s curriculum guidelines and have the requisite hours on HR experience gained through internship or work opportunities.
- Service members who have served or are serving in the human resources, personnel management, or recruiting and career counseling 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.

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

**Prepare for the Certification Exam**

The SHRM Learning System® is the leading resource to prepare for this SHRM-CP or SHRM-SCP exam. SHRM has designed several learning options to suit different learning styles, schedules, exam levels, group sizes and locations. Each option includes the SHRM Learning System. Choose the learning option that fits your preference.

**Exam Testing Windows**

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

- **SPRING SHRM-CP/SHRM-SCP EXAM WINDOW**
  - May 1 – July 15, 2020
  - Applications Accepted: June 1, 2020
  - Early-Bird Application Deadline: May 30, 2020
  - Standard Application Deadline: April 9, 2020

- **WINTER SHRM-CP/SHRM-SCP EXAM WINDOW**
  - December 1, 2020 – February 15, 2021
  - Applications Accepted: November 14, 2020
  - Early-Bird Application Deadline: December 10, 2020
  - Standard Application Deadline: November 4, 2020

Apply online at shrmcertification.org/apply to find testing locations near you, and prometric.com/SHRM.

**Recertification Scholarships**

Various professional development and certification scholarships are awarded by the SHRM Foundation. Learn more at 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 BoCK™. 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.