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.

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

HR professionals who pass the SHRM certification exam report earning salaries 7% to 9% higher than peers who do not.

INCREASE YOUR EARNING POTENTIAL

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.

SHRM Body of Competency & Knowledge™

ABOUT 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.

Download the SHRM BoCK at shrmcertification.org/SHRMBoCK

*Applicable only to businesses hoses within the U.S.

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>SHRM-CP</td>
<td>3 years in HR role</td>
<td>4 years in HR role</td>
<td>5 years in HR role</td>
</tr>
<tr>
<td>SHRM-SCP</td>
<td>6 years in HR role</td>
<td>7 years in HR role</td>
<td>8 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 1000 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 55 functional areas outlined in the SHRM Body of Competency™ 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.

**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**
  - Provides the ultimate flexibility for learning.
  - $725

- **Instructor-Led**
  - Engages primarily in operational roles and implements policies (SHRM-CP)
  - Engages primarily in operational roles and implements policies (SHRM-SCP)

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

**Shrmfoundation.org/scholarships**

- **Application Processing Fee:** $50
- **Transfer Fee:** $100
- **Retest Fee:** Full exam fee

**Shrmcertification.org/recertify**

Learn more about recertification activities and access resources at shrmcertification.org/recertify.

**Recertification on the Go!**
Use the SHRM Certification app to load your professional development credits on the go.

**SHRM Certification App**

Download the SHRM Certification App Today!
Search for “SHRM Certification” in the App Store or Google Play Store.

**Maintain Your SHRM-CP or SHRM-SCP**

SHRM recertification is unique in that it supports professional development experiences that relate to the SHRM Body of Competency™. 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**

<table>
<thead>
<tr>
<th>Status</th>
<th>Member Fee</th>
<th>Nonmember Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHRM Member</strong></td>
<td><strong>$300</strong></td>
<td><strong>$400</strong></td>
</tr>
<tr>
<td><strong>Nonmember</strong></td>
<td><strong>$375</strong></td>
<td><strong>$475</strong></td>
</tr>
</tbody>
</table>

Learn more at shrmcertification.org/apply

**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, 2021
Application Acceptance: January 1, 2021
Early Bird Application Deadline: March 15, 2021
Standard Application Deadline: April 19, 2021

**Winter SHRM-CP/SHRM-SCP Exam Window**
December 1, 2021 – February 15, 2022
Application Acceptance: May 2, 2021
Early Bird Application Deadline: October 15, 2021
Standard Application Deadline: November 4, 2021

**Apply Online at 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 for details.
- Learn more and access the Learning System demo at shrmcertification.org/learning

**SHRM Foundation Scholarships and Grants**

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

Learn more at shrmfoundation.org/scholarships

**EXAM Testing window details**

- **Early Bird Exam Fee**
  - **Spring:** $149
  - **Winter:** $270
- **Standard Exam Fee**
  - **Spring:** $375
  - **Winter:** $475
- **Student Exam Fee**
  - **Spring:** $149
  - **Winter:** $209

- **Military Exam Fee**
  - **Spring:** $300
  - **Winter:** $400

- **Applicability**
  - **Early Bird Exam Fee:** $100
  - **Student Exam Fee:** $100
  - **Military Exam Fee:** $100

**SHRM Learning System**

- **Plan**
  - Self-Study
  - Instructor-Led

SHRM Learning System® is the leading resource to prepare for the SHRM-CP or SHRM-SCP exam. It consistently beats the average pass rate on the exam. Select a delivery option below to get started.

- **Self-Study**
  - Provides the ultimate flexibility for learning.
  - $725

- **Instructor-Led**
  - Engages primarily in operational roles and implements policies (SHRM-CP)
  - Engages primarily in operational roles and implements policies (SHRM-SCP)

- **Personal Study**
  - $995

- **SHRM Courses**
  - $1,495

- **Self-Study Instructor-Led (Available In Person and Virtually)**
  - $1,495

- **SHRM Learning System®**
  - $1,795

- **Self-Study Instructor-Led (SHRM-SCP)**
  - $2,095

- **Self-Study Instructor-Led (SHRM-CP)**
  - $2,195

**SHRM Foundation Awards**

- **Recognition Awards**
  - **Recognition for Excellence:** $2,000
  - **Recognition for Community Service:** $2,000
  - **Recognition for Innovation in HR:** $2,000

- **Grants**
  - **Grant for Educational Excellence:** $2,000

**Shrmcertification.org/certificationhandbook**