



SHRM Certification Exam Acronym List

The following acronyms appear in the SHRM Body of Competency and Knowledge (BoCK), may appear on the SHRM-CP and SHRM-SCP certification exams, and are applicable to all examinees.

There are three categories of acronyms—terms that are never spelled out and always appear as an acronym in a test item, are standard across HR practice, and are commonly understood by HR practitioners; common acronyms used in HR practice that are spelled out the first time they appear in a test item and then used as an acronym in the item thereafter; and, terms that are likely to only be familiar to *some* HR professionals and therefore are *always* spelled out.

Category 1: Acronyms that are never spelled out; these terms appear only as acronyms: **CEO, CFO, HR, HRIS, HRM, IT** and **VP**.

Category 2: Common terms. On the exam, each of *these* terms is spelled out the first time it is used in an item with its acronym in parenthesis immediately following the term. If the term is **not** used again in the item, no acronym will appear in parenthesis behind the term.

Example: merger and acquisition (M&A); alternative dispute resolution (ADR)—for when the term appears multiple times in an item. Example: applicant tracking system appears only once in the item; therefore, no acronym will appear behind the term ‘applicant tracking system’. **See list below for Common Terms.**

ADDIE	Analysis, Design, Development, Implementation, Evaluation	KSAO	Knowledge, Skills, Abilities and Other Characteristics
ADR	Alternative Dispute Resolution	M&A	Merger and Acquisition
ATS	Applicant Tracking System	MNC	Multinational Corporation
CHRO	Chief Human Resource Officer	PESTLE	Political, Economic, Social, Technological, Legal and Environmental
COO	Chief Operating Officer	PTO	Paid Time Off
CSR	Corporate Social Responsibility	ROI	Return on Investment
EAP	Employee Assistance Program	SWOT	Strengths, Weaknesses, Opportunities, Threats
EVP	Employer Value Proposition		
HRBP	HR Business Partner		
KPI	Key Performance Indicator		

Special notes regarding Category 2 acronyms for test-takers:

- If the term is *used multiple times* within the same test item, only the acronym appears after the first occurrence of the term.
- For scenarios and associated situational judgment test items (SJI), the term will be spelled out in the scenario, and its acronym will be placed in parenthesis immediately following the term; only the acronym will appear elsewhere in the scenario and in every item associated with that scenario.
- This process repeats for each stand-alone multiple choice item OR new scenario and associated set of items.

Category 3: If SHRM has not included a term you or your organization typically use as an acronym on one of these preceding two lists, SHRM has decided the term will *be spelled out*. This includes, but is not limited to, *cost-benefit analysis, center of excellence, emotional intelligence, individual development plan, information management, learning management system, realistic job preview, research and development*.

Additional U.S. Employment Law Acronyms for U.S.-based Examinees

The following acronyms are U.S.-specific laws, regulations or terminology and should be familiar to all U.S.-based examinees. International examinees need not be familiar with these terms. These terms will **only** appear as acronyms on the exam and will not be spelled out anywhere in the exam(s).

ADA	Americans with Disabilities Act	FLSA	Fair Labor Standards Act
ADAAA	Americans with Disabilities Amendment Act	GINA	Genetic Information Nondiscrimination Act
ADEA	Age Discrimination in Employment Act	HIPAA	Health Insurance Portability and Accountability Act
BFOQ	Bona Fide Occupational Qualification	LMRA	Labor Management Relations Act
COBRA	Consolidated Omnibus Budget Reconciliation Act	NLRA	National Labor Relations Act
EEOC	Equal Employment Opportunity Commission	OSHA	Occupational Safety and Health Act (Law) or Administration (Agency)
EPA	Equal Pay Act	ULP	Unfair Labor Practice
ERISA	Employee Retirement Income Security Act	WARN	Worker Adjustment and Retraining Notification Act
FCRA	Fair Credit Reporting Act		
FMLA	Family and Medical Leave Act		