

SHRM RECERTIFICATION REQUIREMENTS HANDBOOK

SHRM-CP® | SHRM-SCP®

shrmcertification.org/recertify

Entering Your Professional Development Credits (PDCs)

STEP 1

Keep track of your professional development activities.

STEP 2

Log on to portal.shrm.org and enter your SHRM login e-mail address and password.

STEP 3

Click on “Add PDCs” and then choose the related PDC category:

- **Advance Your Education**
- **Advance Your Organization**
- **Advance Your Profession**

STEP 4

In the **Advance Your Education** category, input the Activity ID (if one was provided), click “Search” and view the populated activity details. Confirm that this information is correct. Click “Submit” to save the PDCs in your Certification Portal.

If an Activity ID was not provided, or for PDCs that fall under the **Advance Your Organization** or **Advance Your Profession** categories, manually input the information requested.

STEP 5

After you’ve earned all 60 PDCs and are ready to submit your application, click on the “Apply for Recertification” link. This link will be visible one year into your recertification period.

When entering PDCs, ensure that the activities you enter occurred between the beginning and end dates of your 3-year recertification period. You must wait until an activity's end date to record the activity.

PLEASE NOTE: It is recommended that all professional development activities be logged in the SHRM Certification Portal upon completion. Please track all professional development activities during your 3-year recertification period, even those beyond the required 60 PDCs or a category maximum.

C O N T E N T S

- 2 The Value of Maintaining Your Credential
- 2 Recertification Requirements
- 3 Qualifying Activities
- 4 Categories of Professional Development Credit
- 5 Advance Your Education
- 8 Advance Your Organization
- 9 Advance Your Profession
- 11 Applying for Recertification
- 13 SHRM Certification App



The Society for Human Resource Management (SHRM) is the world's largest HR professional society, representing 285,000 members in more than 165 countries. For nearly seven decades, the Society has been the leading provider of resources serving the needs of HR professionals and advancing the practice of human resource management. SHRM has more than 575 affiliated chapters within the United States and subsidiary offices in China, India and United Arab Emirates. **Visit us at shrm.org.**

The Value of Maintaining Your Credential

Because the HR profession is constantly changing and evolving, it is important for certified professionals to continually update their HR competencies and knowledge. Achieving certification as a SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) is the first step. Recertifying demonstrates your commitment to the profession, to your organization and to yourself through lifelong education and professional development.

The SHRM Body of Competency and Knowledge™ (SHRM BoCK™) is the basis for the SHRM credentials. The SHRM BoCK describes the behavioral competencies and HR knowledge that HR professionals need for effective job performance.

HR professionals attain recertification by engaging in professional development activities that relate to the behavioral competencies and HR knowledge identified in the SHRM BoCK. The incorporation of competencies into the SHRM BoCK greatly expands the range of activities that will qualify for professional development credits (PDCs).

By encouraging HR professionals to continually enhance their competency and expertise, the SHRM recertification program increases the value of the SHRM credentials to the HR profession and the business community at large. By embodying the twin aspects of modern HR practice, *competency* and *knowledge*, the SHRM-CP and SHRM-SCP represent the standard of HR certification.

Recertification Requirements

SHRM-CP OR SHRM-SCP CREDENTIAL-HOLDERS MUST:

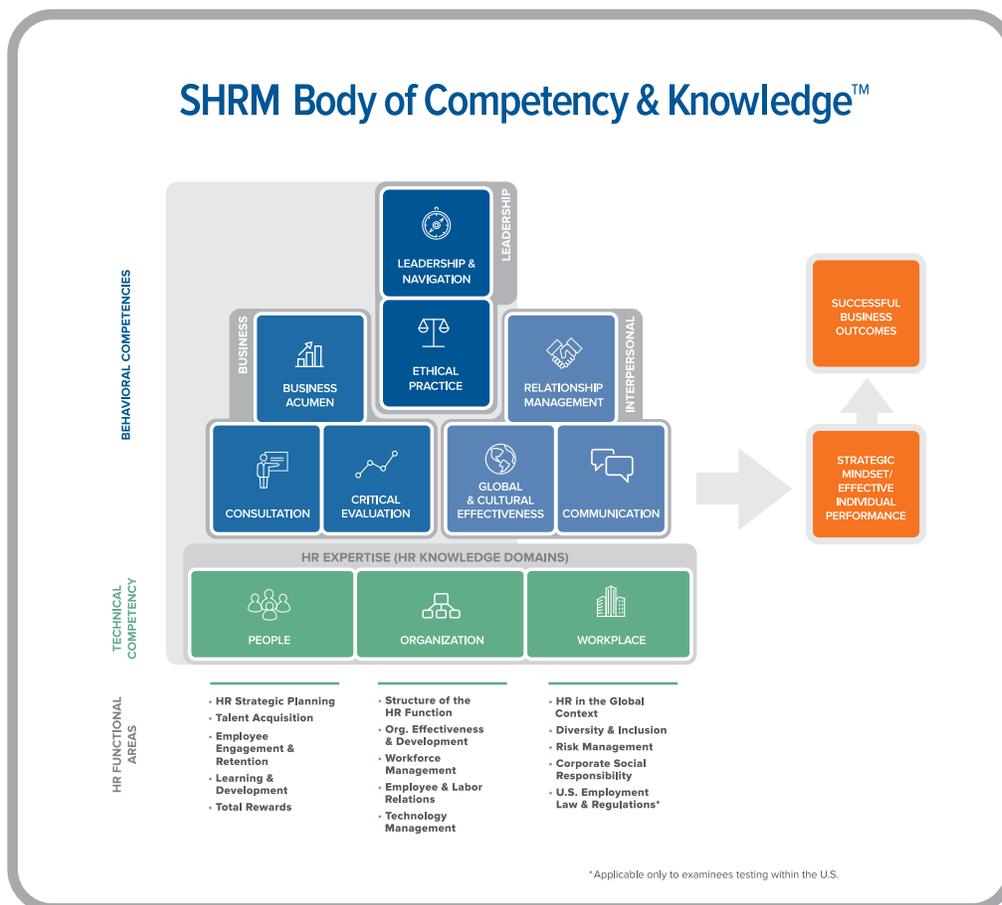
- » Earn 60 professional development credits (PDCs) within a 3-year recertification period that ends on the last day of the credential-holder's birth month
- or**
- » Take the certification exam at the end of the 3-year recertification period.

Qualifying Activities

SHRM-CP and SHRM-SCP credential-holders qualify for recertification credits by participating in professional development activities related to elements of the SHRM BoCK. The SHRM BoCK organizes eight behavioral competencies into three clusters: Leadership (*Leadership & Navigation, Ethical Practice*), Interpersonal (*Relationship Management, Communication, Global & Cultural Effectiveness*) and Business (*Business Acumen, Consultation, Critical Evaluation*). Additionally, the SHRM BoCK organizes the 15 areas of HR knowledge that make up the technical competency *HR Expertise* into three domains: People (HR Strategic Planning, Talent Acquisition, Employee Engagement & Retention, Learning & Development, Total Rewards), Organization (Structure of the HR Function, Organizational Effectiveness & Development, Workforce Management, Employee & Labor Relations, Technology Management) and Workplace (HR in the Global Context, Diversity & Inclusion, Risk Management, Corporate Social Responsibility, U.S. Employment Law & Regulations*).

The SHRM BoCK greatly expands the scope of professional development activities that will qualify for recertification credit. Because competencies are included in the SHRM BoCK, many educational programs not directly tied to human resource management will qualify for PDCs. For example, leadership programs build proficiency in the *Leadership & Navigation* competency, courses in statistics expand capabilities in the *Critical Evaluation* competency, and business education offerings promote the *Business Acumen* competency. All would be eligible for PDCs. Broadening the scope of eligible recertification activities will help individual HR professionals strengthen their core skills, while contributing to a stronger HR profession.

Figure 1: The SHRM Body of Competency & Knowledge™ (SHRM BoCK™)



*Applicable only to examinees testing within the U.S.

Categories of Professional Development Credit

SHRM has addressed the needs of HR professionals by creating three avenues by which SHRM-CP and SHRM-SCP credential-holders earn recertification credits: **Advance Your Education**, **Advance Your Organization** and **Advance Your Profession**. These categories parallel the SHRM BoCK’s three main elements of Strategic Mindset/Effective Individual Performance, Successful Business Outcomes and Advancing the HR Profession, respectively—further evidence of the relevance of these credentials to the contemporary practice of HR.

PDC CATEGORY	DESCRIPTION / EXAMPLES	PDC MAXIMUM (per recertification period)
Advance Your Education	Continuing education activities, including: <ul style="list-style-type: none"> • Conferences • Seminars/workshops • College/university courses • Virtual learning (instructor-led) • Chapter programs 	Instructor-led: No maximum
	<ul style="list-style-type: none"> • E-learning (self-paced) • Videoconferences • Webcasts • Books and e-books 	Self-paced: No maximum
Advance Your Organization	Supervisor-endorsed work projects that: <ul style="list-style-type: none"> • Meet or support organizational goals and demonstrate or advance your capabilities in one or more of the HR competencies 	20 PDCs
Advance Your Profession	Thought leadership and volunteer activities that contribute to the development of the HR profession and the community, including: <ul style="list-style-type: none"> • Professional membership • Volunteer leaderships roles • Speaking at conferences • Research, writing and publishing 	30 PDCs

Advance Your Education

(No PDC maximum for instructor-led or self-paced activities, per 3-year recertification period.)

SHRM recognizes the value of professional development through lifelong learning, as well as the need for different learning formats suited to individual professionals. Both **instructor-led** and **self-paced** continuing education activities qualify for recertification credit and are described separately below.

Instructor-Led Activities

(No PDC maximum)

Includes conferences, seminars/workshops, college/university courses and virtual learning.

CONTINUING EDUCATION

Qualifying continuing education programs must be related to HR competencies or knowledge domains consistent with the SHRM BoCK. You may earn all 60 PDCs required within the 3-year recertification period through continuing education activities.

Calculating PDCs

The number of PDCs for continuing education activities is calculated based on the actual educational time spent in the program. A minimum of 1 educational hour is required for a continuing education activity to qualify for PDC credit.

PDCs are calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter, of one hour.

Examples:

- » 1-hour educational program = 1 PDC
- » 1-hour-and-15-minute concurrent conference session = 1.25 PDCs
- » 3-hour e-learning course = 3 PDCs

CONTINUING EDUCATION UNITS AND CONTINUING LEGAL EDUCATION

SHRM recognizes programs for which the International Association for Continuing Education and Training (IACET) has awarded continuing education units (CEUs). Per IACET guidelines, 1 CEU is awarded for every 10 hours of classroom time. SHRM also recognizes continuing legal education (CLE) programs.

Calculating PDCs

The number of PDCs per IACET CEU-awarded program is calculated as follows:

- » 1 CEU = 10 PDCs

The number of PDCs per CLE program is calculated as follows:

- » 1 CLE = 1 PDC

COURSES TAKEN FOR DEGREE PROGRAMS

(No PDC maximum for graded courses, 10 PDC maximum for ungraded courses, per 3-year recertification period)

You may earn recertification credit by taking an undergraduate or graduate course from an accredited college or university. If the course is graded, you must earn a grade of C or better to receive recertification credit. It is the responsibility of the credential-holder to determine the credit system the educational institution is using.

For audited, ungraded or noncredit-hour courses, one course equals 10 PDCs, the maximum permitted per 3-year recertification period.

Qualifying content need not be related to an HR-specific knowledge domain but must align with the SHRM BoCK. (Courses in leadership, statistics or communications, for example, are potentially eligible for PDCs as they relate to HR competencies.)

Examples:

- » Statistics course (relates to *Critical Evaluation* competency)
- » Communicating Effectively in Organizations seminar (relates to *Communication* competency)

Calculating PDCs

The number of PDCs per course taken for credit is calculated as follows:

- » Semester system: 1 credit hour = 15 PDCs
- » Trimester system: 1 credit hour = 12 PDCs
- » Quarter system: 1 credit hour = 10 PDCs

Example:

- » 3-credit-hour trimester course on Transformational Leadership
(3 x 12) = 36 PDCs

CONFERENCES, SEMINARS AND WORKSHOPS

You may earn recertification credit by attending conferences, seminars or workshops that relate to HR competencies or knowledge domains, as outlined in the SHRM BoCK. You may earn all of the 60 PDCs required within the 3-year recertification period through conferences, seminars and workshops.

Calculating PDCs

The number of PDCs for concurrent sessions at conferences, seminars and workshops is calculated based on the actual time spent in the session. In order for sessions to qualify, they must be at least 1 hour in length. Credit is not awarded for time spent in the exhibit hall or for time spent eating meals or taking breaks. Professional development programs held during working lunches are acceptable as long as the program is a minimum of 1 hour in length.

There are no limits to how many recertification credits can be obtained by attending conferences, seminars and workshops. SHRM-CP and SHRM-SCP credential-holders can obtain all 60 recertification credits by attending conferences, seminars and workshops.

VIRTUAL LEARNING: INSTRUCTOR-LED

Instructor-led virtual programs require a live instructor, as well as real-time interaction and engagement with the instructor and other students. A program that includes a Q&A session, in and of itself, is not considered an instructor-led event. There is no PDC maximum for this type of learning.

Self-Paced Activities

(No PDC maximum)

Activities include e-learning, videoconferences, webcasts, books and e-books.

E-LEARNING: SELF-PACED VIDEOCONFERENCES AND WEBCASTS

Self-paced/self-directed/e-learning programs are programs that do not require real-time interaction or engagement with a live instructor or other participants.

Examples of self-paced e-learning activities include passive learning activities such as videoconferences and webcasts. You may earn all 60 PDCs required within the 3-year recertification period for this type of e-learning.

Calculating PDCs

The number of PDCs for passive learning activities is calculated based on the actual educational time spent in the activity.

BOOKS AND E-BOOKS

You may earn recertification credit by reading books that SHRM has identified as credit-worthy for their appropriate subject matter content, taking the associated quizzes, and scoring 70% or better. Qualifying books will be listed at shrmstore.shrm.org.

Calculating PDCs

The number of PDCs for books and e-books is calculated as follows:

- » Book quiz score of 70% or better
= 3 PDCs per book (10 books maximum per 3-year recertification period)

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation to verify attendance and educational hours spent on continuing education activities such as workshops, conferences and seminars includes:

- » Certificate of successful completion of a workshop, seminar, virtual learning (instructor-led) or chapter program, and/or timed agenda.
- » Onsite program or agenda for a conference.
- » Transcript for a university or college course.
- » Successful completion of an associated quiz or related program material for self-paced activities including e-learning, videoconferences, webcasts, books and e-books.

Please note: Documentation is required for all programs, including those with an activity ID.

Advance Your Organization

(20 PDC maximum per 3-year recertification period)

SHRM recognizes the value of your activities in the workplace that contribute to the continued success of your organization and to your growth as an HR professional.

WORK PROJECTS

You may earn recertification credit for projects you worked on that meet or support organizational goals and provide opportunities to advance your capabilities in HR competencies. You must upload documentation to your Certification Portal to support your work project. To be awarded credit, you must provide the following information about your work project in your recertification application:

- » Clearly defined project objectives and desired outcomes that are aligned to organizational needs and verified by your supervisor
- » A brief description of the project, including your level of involvement and the time you spent on each initiative
- » How stated goals were met or supported
- » Which HR competencies were utilized and how they were applied to achieve the project goals

Calculating PDCs

A qualifying work project will fall into one of only two categories, in which the number of PDCs is calculated as follows:

- » 50+ hours of time spent on the project **and** a minimum period of 3+ months = 10 PDCs

Example:

- » Designing and implementing a new initiative to promote diversity and inclusion (relates to *Global & Cultural Effectiveness* competency)

or

- » 100+ hours of time spent on the project **and** a minimum period of 6+ months = 20 PDCs

Example:

- » Researching, designing and implementing a new compensation program (relates to *Relationship Management* and *Critical Evaluation* competencies)

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation should verify the alignment to organizational goals and the SHRM BoCK as well as the hours spent on the project and over what period of time. Acceptable supporting documentation includes:

- » Executive summary of the work project, including the project objectives, time frame and hours spent.
- » Letter from your supervisor verifying the dates and hours of the project and how it aligned to organizational goals and the SHRM BoCK.

Advance Your Profession

(30 PDC maximum per 3-year recertification period)

SHRM recognizes the value of activities that contribute to the continued development of the HR profession and the community. These include thought leadership activities, such as making presentations, teaching, conducting research and writing, as well as volunteering for nonprofit organizations.

PRESENTATIONS

You may earn recertification credit by:

- » Creating and presenting a course based on HR-related competencies and/or knowledge domains.

Examples:

- » Courses for conferences, seminars, certification preparation, chapter programs, state council programs, webcasts, e-learning
- » Serving as a subject matter expert in a panel discussion.

Presentation activities are subject to the following limitations:

- » Credit is awarded only for the first time the presentation is made during a 3-year recertification period. The same presentation can be made during the next 3-year recertification period if the content has substantially changed.
- » Credit is not awarded for presenting updates on company policies.

Calculating PDCs

The number of PDCs for presentations is calculated as follows:

- » 1 hour of presenting (includes preparation time) = 2 PDCs
- » A maximum of 20 PDCs are awarded for presentations that span more than 10 educational hours

Examples:

- » Teaching a semester-long course on Organizational Leadership = 20 PDCs
- » Presenting a 1-hour-and-15-minute concurrent session at a conference on Social Media in the Workplace = 2.5 PDCs
- » Making a 3-hour presentation on Improving Negotiation Effectiveness = 6 PDCs

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation includes:

- » Course syllabus that includes name, class times and topics for university/college courses.
- » Outline for a workshop or seminar being presented with presenter's name and PowerPoint presentation with the presenter's contact information.

RESEARCHING, WRITING AND PUBLISHING

You may earn recertification credit by:

- » Conducting primary research on an HR-related competency or knowledge domain, and publishing that research.
- » Authoring a book, article, white paper or blog post on an HR-related topic, published by a third party.

These additional qualifications apply:

- » Research, writing and publishing activities must occur outside of your own organization.
- » The content of the materials must:
 - » Be related to the SHRM BoCK.
 - » Include at least 750 words.
 - » Not be solely opinion-based.
 - » Include factual information and data analysis.
 - » Include at least one reference to an external resource.

Calculating PDCs

The number of PDCs for writing and research related to the SHRM BoCK is calculated as follows:

- » Authoring a book = 20 PDCs
- » Authoring an article for a journal or periodical = 10 PDCs
- » Co-authoring an article or other published work = 10 PDCs
- » Authoring a white paper or blog post = .5 PDCs per quarter (6 PDCs maximum per 3-year recertification period)

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation includes:

- » Copy of or link to a published article, blog post, white paper, book or research conducted.

VOLUNTEERING

SHRM recognizes the value of providing your time and services to help support volunteer organizations, which in turn helps develop your leadership capabilities and other competencies. Volunteer activities that qualify for recertification credit are those in which you perform:

- » An HR services role
- » Without compensation
- » For an HR association, HR membership organization or another nonprofit.

Examples:

- » Serving as a membership chair for your local chapter
- » Providing HR expertise while serving on the board of a nonprofit organization
- » Providing compensation and benefits services for a religious organization

Calculating PDCs

The number of PDCs for volunteering is calculated on an annual basis (not per 3-year recertification period). You must wait until the end of your volunteer commitment before entering PDCs into the portal. Activities include but are not limited to:

- » Actively participating in exam or item development = 10 PDCs per activity
- » Serving as a board member, officer or committee chair = 5 PDCs per year
- » Serving as a committee/panel member = 3 PDCs per year
- » Participating in a formal mentorship program = 3 PDCs per year
- » Participating in a focus group = 1 PDC per activity, up to 2 PDCs per year
- » Writing an HR-related letter or making a call to Congress/state legislature = 1 PDC per year
- » Peer-reviewing white papers or articles = 1 PDC per year

- » Participating in an HR survey = 1 PDC per year
- » Participating in the SHRM Advocacy Team (A-Team) = 3 PDCs per year
- » Participating in Capitol Hill visits = 3 PDCs per year
- » Becoming an HR advocacy captain = 5 PDCs per year
- » Participating in a research workshop = 2 PDCs per activity per year
- » Participating in a standard-setting/item review meeting = 3 PDCs per year
- » Judging a student case competition or HR games event = 1 PDC per activity, up to 3 PDCs per year

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation includes:

- » Documentation verifying volunteer position, including name and time frame.
- » Letter from organization supporting certificant's volunteer leadership position.
- » Certificate of appreciation.

PROFESSIONAL MEMBERSHIP

SHRM recognizes the value of joining the wider community of HR professionals, which can expose you to new ideas and broaden your perspectives. You can earn recertification credit by being a SHRM member, including global membership, or a member of a:

- » SHRM affiliate organization (HR People + Strategy or the Council for Global Immigration).
- » National membership organization whose primary focus is HR.
- » World Federation of People Management Associations (WFPMA) affiliate organization (applicable to SHRM-CP and SHRM-SCP credential-holders outside the U.S.).

Calculating PDCs

The number of PDCs for professional membership is calculated as follows:

- » 3 PDCs per year (9 PDCs maximum per 3-year recertification period)

Please note: When entering PDCs, ensure that the activities you enter occurred between the beginning and end dates of your 3-year recertification period. You must wait until the activity end date to record any activity. Additionally, your SHRM membership will be auto-populated at the end of each year of membership reflected within your 3-year recertification period.

Acceptable Audit Documentation

If you are selected for audit, acceptable supporting documentation includes:

- » SHRM membership number.
- » Copy of membership card.

Applying for Recertification

SUBMITTING YOUR RECERTIFICATION CREDITS

To track your recertification PDCs, please go to portal.shrm.org.

If you attend SHRM conferences, seminars or workshops, or participate in SHRM eLearning programs, the applicable PDCs will be auto-populated into your Certification Portal.* Once your recertification application is complete and has been approved, your next 3-year recertification period will begin from your existing end date.

You may submit your completed recertification application one year into your 3-year recertification period. If you complete your recertification cycle early, your end date will not change, and any unused or subsequent professional development activities completed within your current certification period cannot be carried over to the next.

Example:

- » Initial certification period:
May 2016 (took exam)
July 2019 (birth month)**
- » Recertified: December 2018
- » Next 3-year recertification period:
July 2019–July 2022

RECERTIFICATION APPLICATION FEE

SHRM members = \$100

Nonmembers = \$150

The application fee is nonrefundable, whether or not your application is approved.

RECERTIFICATION BY EXAMINATION

You have the option to maintain your SHRM-CP or SHRM-SCP by retaking the certification exam. If you choose to do so, you must:

- » Take the exam no earlier than within the last 12 months prior to the end of your 3-year recertification period.
- » Recertify only at the certification level you currently hold.
- » Complete the exam application process.
- » Pay the full examination fee.

If you do not pass the exam for recertification, your credential will be removed, and you will have to reapply and take the exam during a future exam window to become certified again. Additionally, you will not be able to pursue recertification through PDCs should you be unsuccessful in passing the exam for recertification.

AUDIT PROCESS

In order to protect the integrity of the SHRM-CP and SHRM-SCP certification program, SHRM will audit a percentage of recertification applications. It is important to document your professional development activities and retain these records for up to six months after the end of your 3-year recertification period. If you are audited, you will be required to verify, with supporting documentation, the activities and PDCs listed on your recertification application.

Please submit all supporting documentation to satisfy the audit in one submission. You will have 30 days to submit your audit documentation. From the time all audit documentation is received, notification as to the outcome of the audit review will occur within 30 days.

Your SHRM-CP or SHRM-SCP credential may be revoked if you are unable to provide supporting documentation when audited, or if you do not meet the 60-PDC minimum per 3-year recertification period. (Supporting documentation is not required unless you are chosen for audit.)

**Note: This feature only applies to SHRM events and programs and will not incorporate affiliate activities. Auto-populated activities will appear in your portal in bold italic.*

***Recertification period ends on the last day of the credential-holder's birth month.*

LATE SUBMISSION

Recertification applications are due three years from the date of certification, on the last day of the credential-holder's birth month. Every effort should be made to recertify within that time frame. Should you fail to enter your PDCs into your Certification Portal by your recertification end date, you will have 60 days to do so before your credential expires. You may not use the 60-day grace period to accumulate additional PDCs. A \$100 nonrefundable late fee will be applied, in addition to the recertification application fee, at the time of submission.

HARDSHIP EXTENSION STATUS

SHRM recognizes that extenuating circumstances may prevent a credential-holder's attainment of 60 PDCs within the 3-year recertification period. In those instances, a SHRM-CP or SHRM-SCP credential-holder may apply for a hardship extension status. This request must be made in writing at least 30 days before a credential-holder's recertification end date but no earlier than the final year of the 3-year recertification period. An explanation of the hardship must be included in the request. Examples of hardship include, but are not limited to, serious personal illness, serious illness of a family member, long-term unemployment and military deployment for an extended period of time.

If SHRM approves the hardship extension, your certification will be extended for up to 12 months. During hardship status, you may not use the credential after your name until you complete your PDC requirements within the extension period. The credential-holder's certification period end date will not change upon reinstatement to active status. Hardship extension requests may be sent to certification@shrm.org.

EXPIRED STATUS

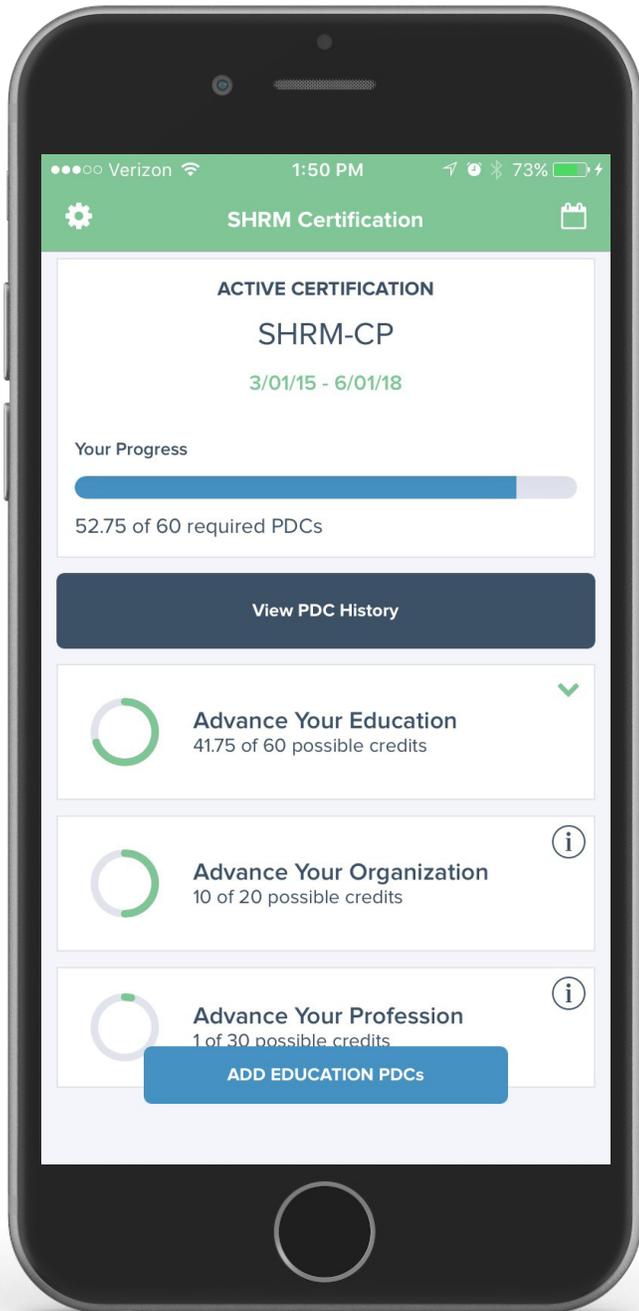
The certification of a credential-holder who does not submit a recertification application by the late submission date, who does not comply with an audit or who does not complete the required PDCs within the approved 1-year hardship extension period is considered expired. This status means you are no longer certified. To become certified again, you must begin a new application process, pay the required exam fees and retake the exam.

RETIRED STATUS

A credential-holder who is actively certified and retires from the profession may apply for retired status. A credential-holder who plans to continue doing part-time HR work (i.e., consulting, teaching) is not considered retired and is not eligible for retired status.

In order to apply for retired status, please send a request to recertification@shrm.org. A retired status form will be sent to you to complete and return for review and processing. Credential-holders who have retired from the HR profession and hold a retired status must add the word "Retired" in parentheses after their earned designation, SHRM-CP or SHRM-SCP. A retired-status credential-holder will not be required to submit recertification credits.

SHRM Certification App



THE SHRM CERTIFICATION APP ALLOWS YOU TO:

- » Easily add your PDCs under the **Advance Your Education** section.
- » Track all the activities you have already added to your record.
- » Search and filter approved activities by competency, date and location.
- » Discover upcoming activities in your area.
- » Find out when you're ready to apply for recertification!

Search for "SHRM Certification" in the App Store on iTunes and the Google Play Store or visit shrmcertification.org/app to download.

SHRM Recertification Provider Program

SHRM has established the SHRM Recertification Provider Program to allow chapters, state councils, colleges, universities, education and/or training providers, and other organizations to award PDCs for their programming, without preapproval by SHRM. This removes the guesswork over which activities meet recertification requirements.

To find out how your organization can become a SHRM Recertification Provider, please e-mail recertificationprovider@shrm.org or visit shrmcertification.org for more information.



Questions?

E-mail: recertification@shrm.org
Phone (U.S. only): 800.283.7476, option 3
Phone (International): +1.703.535.6360

For more information:

shrmcertification.org

