

This document is designed to guide you through the SHRM Recertification General Provider application process. The online application must be completed in its entirety to be considered for approval. As you work to complete the application please be aware that the database has some idiosyncrasies that require some special handling on your part. To ensure success, we recommend the following:

- **Work to complete the application in one sitting.** Unfortunately, the database is not setup to save your work until your completed application is submitted, so it is important that you are prepared to complete it at the time that you start.
- **Complete the application as quickly as possible.** If left idle for too long, the application will not allow you to submit, forcing you to start over from the beginning. The application should take you approximately 15 minutes to complete, so prepare beforehand. Review the instructions, download references materials and consider your options before starting.

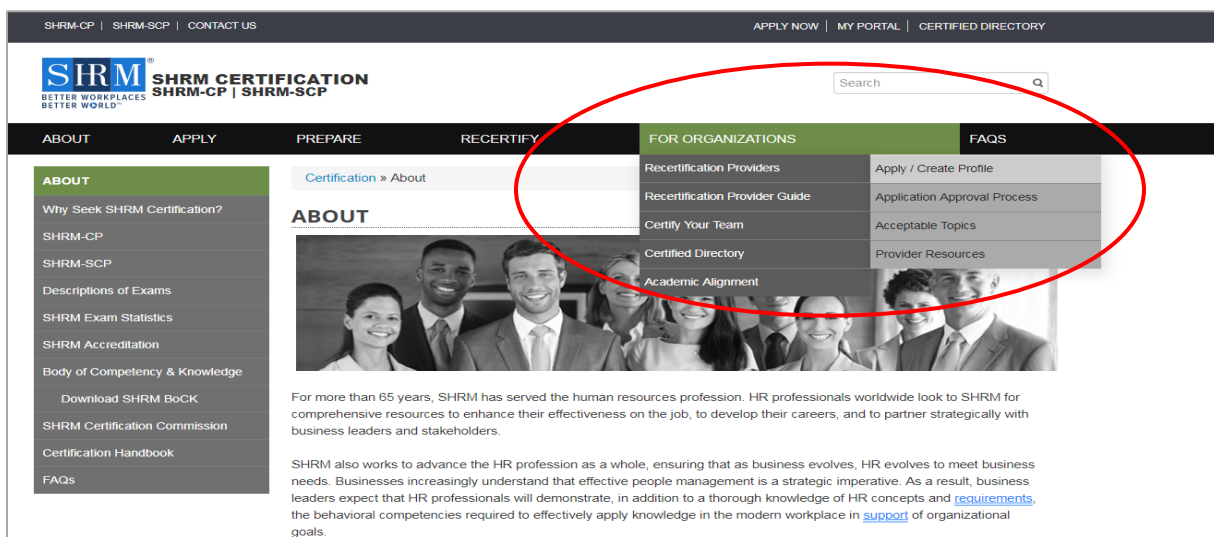
If, during the completion of this process you have questions or run into problems, please feel free to contact us at: recertificationprovider@shrm.org or 1-703-535-6250.

IMPORTANT! – POINT OF CONTACT DESIGNATION!

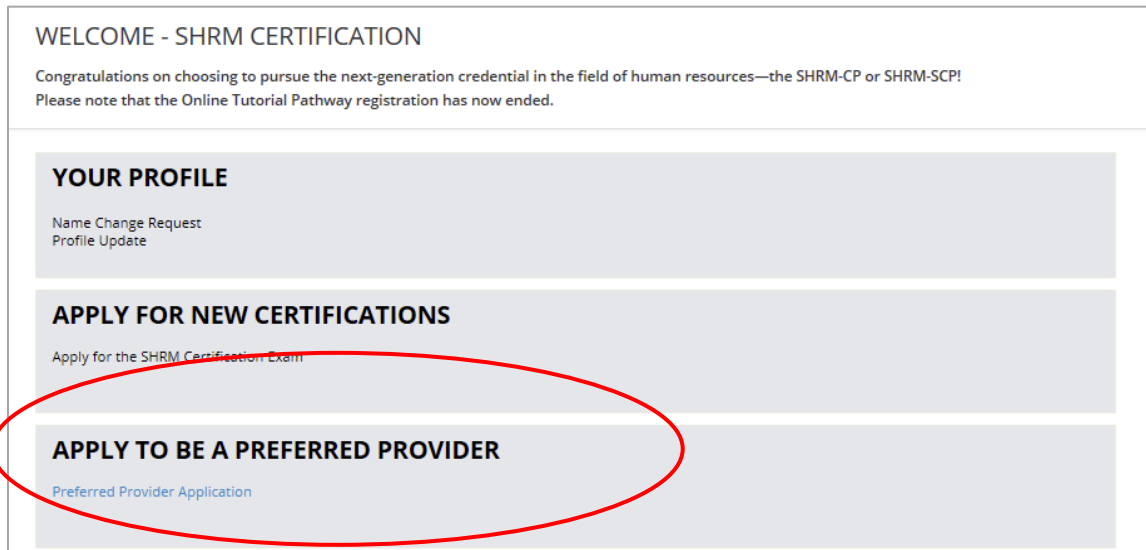
A primary point of contact (POC) must be assigned to manage the program for your organization. This individual will be responsible for entering programs into your provider account and receiving all communications related to the program. The POC is the person that will create the profile for your organization’s account. The name and contact information of the POC should be kept current to ensure your organization receives program information on a timely and consistent basis. Please make sure to keep this information up to date.

CREATE APPLICANT PROFILE – COMPLETED BY THE POC:

1. Go to the SHRM Certification website at SHRMcertification.org and click on FOR ORGANIZATIONS → Recertification Providers → Apply/Create Profile.
 - a. **NOTE:** If you already have a SHRM Certification portal login established please skip to Step #3



2. Follow the prompts in the template to create a profile:
 - a. Enter the email address that you want associated with the account.
 - b. Complete the “Profile Setup” section including the creation of a password for the account.
 - c. When the “Profile Setup” section is completed, you will be direct to go to the “Homepage”. You will also receive an account creation confirmation email (please check your spam filter if it does not appear in your inbox).
3. When you arrive at the “Homepage” you will see the Provider Application link at the bottom of the screen. Click the link.



APPLICATION PROCESS STEPS:

4. Begin entering information into the application:
 - a. Provide information about your organization and the programming offered.
 - b. Provide specific information about the program types that you have indicated you offer (i.e., Conference, Seminar/Workshop/Instructor-led E-learning, College/University Courses, Webcasts/Videoconferences/Audiocasts/Podcasts/Self-directed E-Learning, Other). Include program name, date delivered, location and learning objectives.
 - i. In this section you are asked to provide information about an **existing** program or event (a program/event **offered in the past**) to substantiate your previous delivery of HR knowledge and behavioral competency-based programming. Examples of future programs will not be accepted.
 1. **NOTE:** You **must provide at least one program example for EACH program type** you previously selected. Please note multiple program types are not required to become a Provider.
 - ii. **TIP:** If the program aligns with one or more of the HR Functional Domains (use the [SHRM BoCK Checklist](#) or [the SHRM Body of Competency and Knowledge Guide](#) (if more detail is needed) to make this selection notate that fact (along with the learning objectives) in the Learning Objectives space.

Patricia Byrd | Logout

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RECERTIFICATION PROVIDER APPLICATION - PROGRAM TYPE

You will be asked to provide information for each program type you indicated your organization offers. Program types will be listed at the top of the page. Be sure to complete the information for each type.

PROGRAMMING TYPE
Seminar, Workshop, Instructor-led E-Learning

PROGRAM TITLE

PROGRAM DATE

LOCATION

LEARNING OBJECTIVES

Program must be an example of an **existing program offered in the past**. The date entered here must reflect a past date.

Notate Learning Objectives and HR Functional Domain alignment here.

- c. Enter in the number of Professional Development Credits (PDCs) this program would receive if it were being offered today using the following methodology (this information is also provided in the SHRM Recertification Provider Program Guide):
- i. Award credit based on the actual educational time spent in the program (lunch and break time should not be included).
 - ii. A minimum of one educational hour is required for a continuing education activity to qualify for PDC credit.
 - iii. PDCs above and beyond one hour are calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter, of one hour.
 - iv. Examples:
 1. 1-hour educational program = 1 PDC
 2. 1-hour and 15-minute program = 1.25 PDCs
 3. 3-hour e-learning course = 3 PDCs
- d. Provide the name of the individual who taught the course.
- e. Identify the Primary and Secondary (if applicable) HR behavioral competencies that the program addresses. Use the [SHRM BoCK Checklist](#) or [the SHRM Body of Competency and Knowledge Guide](#) (if more detail is needed) to make this selection.
- i. **NOTE:** The identification of a **Primary** competency is **mandatory**. The selection of a **Secondary** competency is **optional**. Failure to provide this information will result in the delayed processing or even the denial of your application.
 - ii. **TIP:** If your program aligns with one of the HR Functional Domains be sure to notate that fact (along with the program Learning Objectives) in the Learning Objectives space.
- f. Indicate the intended audience type.
- g. Upload program documentation. (i.e., program agenda, description or overview documentation, marketing collateral pieces, etc.).

- i. **NOTE:** program documentation must be included for your application to be accepted for review. Failure to provide this information will result in the delayed processing or even the denial of your application.

Use the methodology described in the previous paragraph to calculate the number of PDCs this program would receive if being presented today.

INDICATE NUMBER OF PDCS THIS PROGRAM WOULD RECEIVE

INSTRUCTOR/PRESENTER

WHAT COMPETENCY WILL BE ACQUIRED BY PARTICIPATION IN THIS PROGRAM? (PRIMARY) [OPTIONAL]

WHAT COMPETENCY WILL BE ACQUIRED BY PARTICIPATION IN THIS PROGRAM? (SECONDARY) [OPTIONAL]

INTENDED AUDIENCE [OPTIONAL]

All

Early Career

Mid-Level

Senior-Level

UPLOADED ACTIVITY DOCUMENTS

No files have been uploaded yet.

Primary HR Competency information must be provided. this is not optional.

Upload program support documents such as an agenda, marketing collateral pieces, etc.

5. Read/agree to the Terms and Conditions and to the SHRM Code of Ethics and Bylaws.
- a. **NOTE:** You must agree to both to move forward in the process.
6. Pay the SHRM Recertification General Provider application fee:
- a. \$500 for a two-year term (\$400 initial fee + \$100 non-refundable processing fee).
- b. Select a payment method (Pay by credit card – preferred method or pay by check/ACH/wire).
- i. If you choose to **pay by credit card** a screen will appear providing you with space to enter your credit card information. Once that information has been submitted, you will receive a confirmation number indicating your payment has been received.
- ii. If you choose to **pay by check/ACH/wire**, an option to print an invoice containing payment information and instructions will appear. If it does not, please contact recertificationprovider@shrm.org or 1-703-535-6250.
1. **NOTE:** This method of payment may significantly delay the processing of your application. Pay by credit card is recommended in order to expedite the process.

7. Upon completion of this process (completed application submitted and fee paid) you will receive an email notification letting you know your application has been received and is being reviewed.
 - a. **NOTE:** The application review process takes up to 15 business days to complete. Incomplete applications may take longer. All notifications will be sent to the primary POC on record.

Thank you for your interest in becoming a SHRM Recertification General Provider and we look forward to working with you!