

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.** 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, may force you to start over from the beginning. The application should take you approximately 15 minutes to complete, so prepare beforehand. Review the instructions, have your HR-related past program example and supporting documentation ready to upload (ppt slides, pdf. file format or WORD doc.), download references materials and consider your options before starting.

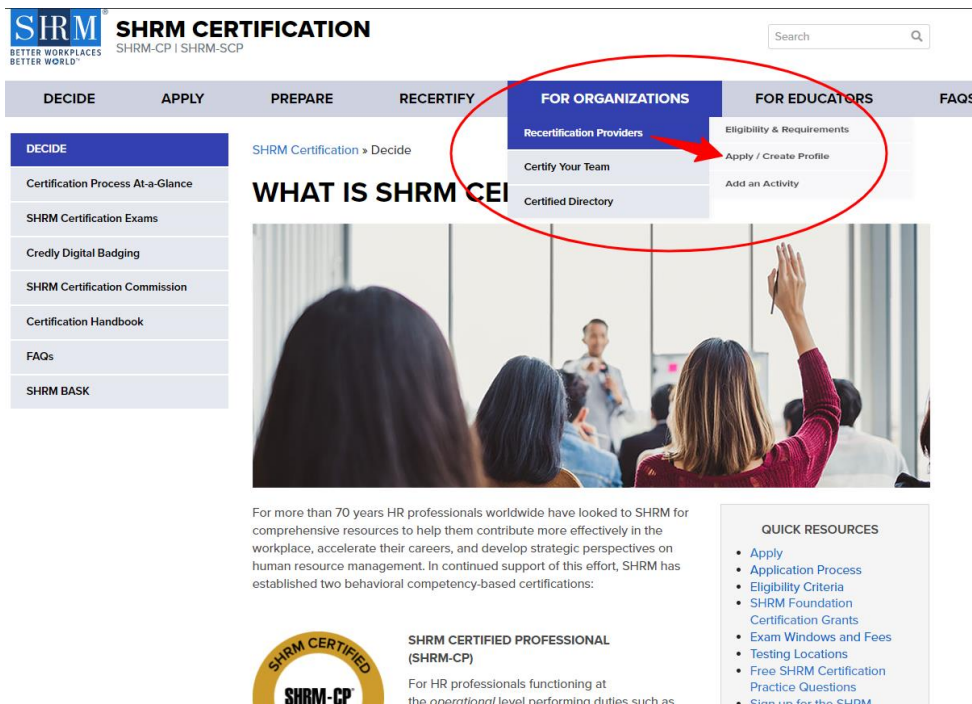
If, during the completion of this process you have questions or run into problems, please feel free to contact us at: RecertificationProvider@shrm.org or call (800) 283-7476 option 3.

IMPORTANT! – POINT OF CONTACT DESIGNATION!

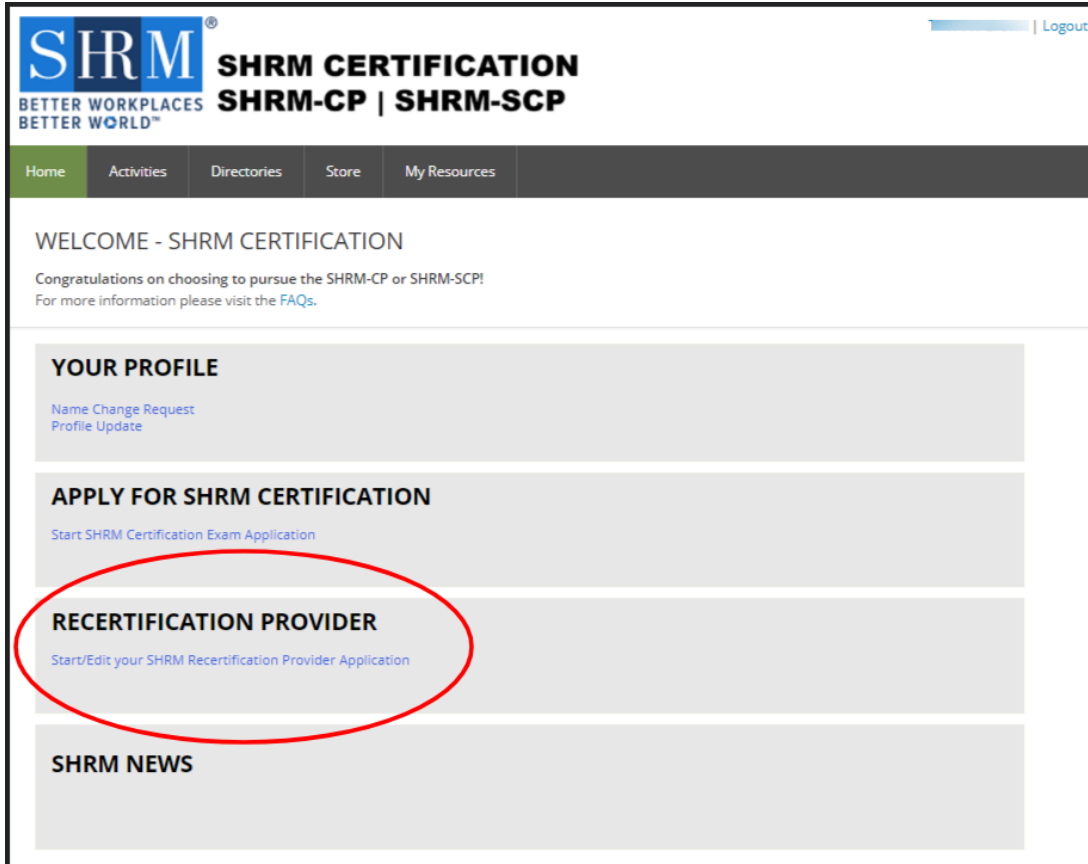
A primary point of contact (POC) must be assigned to manage the program for your organization. This individual will be responsible for entering programs into your provider account and receiving all communications related to the program. The POC is the person that will create the profile for your organization’s 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 hover your mouse on FOR ORGANIZATIONS tab **Recertification Providers** **Apply/Create Profile**.
 - a. **NOTE:** If you already have a SHRM Certification portal login established, 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 under the **RECERTIFICATION PROVIDER** menu tile. Click the link. If you do not see the link, contact us to enable the link at: RecertificationProvider@shrm.org or call (800) 283-7476 option 3.

APPLICATION PROCESS STEPS:

4. Begin entering information into the application, click this link [Application Layout](#) for an overview of all the pages:
 - 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.

NOTE: You must provide at least one program example for EACH program type if you select more than one previously selected under

the (ACTIVITYTYPE section, *Select all that apply*). 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 BASK Checklist](#) or the [SHRM Body of Applied Skills and Knowledge](#) (if more detail is needed) to make this selection notate that fact (along with the learning objectives) in the Learning Objectives space.

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RECERTIFICATION PROVIDER APPLICATION - PROGRAM TYPE

In this section please provide information about an **existing** program or event from the following categories (Conference, Seminar/Workshop/Instructor-led E-learning, College/University Courses, Webcasts/Videoconferences/Audiocasts/Podcasts/Self-directed E-Learning) that your organization has **offered in the past** to substantiate the previous delivery of HR knowledge and behavioral competency-based programming. Examples of programs dated for future implementation/presentation **will not** be accepted. Use the [Recertification Provider Program Guide](#), [SHRM BoCK Checklist](#) and/or the [SHRM Body of Competency and Knowledge Guide](#) as resources to complete this section.

ACTIVITY TYPE
SEMINAR, WORKSHOP, INSTRUCTOR-LED E-LEARNING

ACTIVITY TITLE

DATE ACTIVITY OCCURRED
Only **past** activities are applicable.

ACTIVITY LOCATION

LEARNING OBJECTIVES
Your learning objectives must align to the SHRM BoCK to be eligible. Refer to the Activity Alignment Checklist for more information.

NUMBER OF CREDITS
Indicate the number of Professional Development Credits (PDCs) that your activity would be eligible to receive. PDCs are awarded based on the actual educational time spent in the program - breaks and lunch do not count. Time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of 1 PDC. After one hour, credits accrue in 15-minute increments. Examples: 1 hour equals 1 PDC. 75 minutes equals 1.25 PDCs. 3 hours equals 3 PDCs.

- 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. Activity PDC allotments are calculated in 15-minute increments.
 - iii. Each 15-minute increment = .25, or a quarter of 1 PDC.
 - iv. Examples:
 1. 30-minute educational program = .50 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 BASK Checklist](#) or the [SHRM Body of Applied Skills and Knowledge](#) (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, ppt slides, 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.

INSTRUCTOR/PRESENTER NAME

SHRM ACTIVITY ALIGNMENT

Select all that apply. Refer to the Activity Alignment Checklist link at the top of this page for more information on how your content aligns with the SHRM BoCK. Please note that if you select HR Expertise, you will be asked to further refine your content alignment.

- HR Expertise (HR Knowledge Domains)*
- Business Acumen
- Communication
- Consultation
- Critical Evaluation
- Ethical Practices
- Global & Cultural Effectiveness
- Leadership & Navigation
- Relationship Management

INTENDED AUDIENCE

Select all that apply.

- Early Career
- Mid-Level
- Senior-Level
- All

ACTIVITY DOCUMENTS

Provide materials that show your activity aligns with the SHRM BoCK. Examples include: program agenda, marketing collateral, PowerPoint slides. File format requirements should go here.

+ Add Files...

Upload supporting documentation for example program (e.g., ppt slides, pdf., WORD doc.)

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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. Pay only for the anticipated number of programs you intend to offer per cycle (2-year term). Programs are defined as courses, classes or activities that require an individual activity code.
 - b. When determining your usage, count each program (course, class, or activity) as one offering. Receive an even deeper fee reduction when you renew. Fee options are below. As you near your cap you will be provided with an opportunity to scale up to the next level if you choose to do so.

Participation Level	Programs Per Cycle	New Member Fee	Renewal Fee
Bronze	1 to 10 Programs	\$400	\$300
Silver	11 to 20 Programs	\$500	\$400
Gold	21+ Programs	\$600	\$500
Conference Only	1 Per Cycle	\$175	\$175

Note: Pricing options include a non-refundable processing fee (multiple programs - \$100 / conference only - \$50)

- c. 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 call (800) 283-7476 option 3.

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!