Order Form

Ship to:

Last Name | First Name | M.I.

Street Address

City | State/Province | Country | ZIP/Postal Code

Phone Number (Country Code) (City Code) (Area Code) | Fax Number

E-mail (Required for web access and notification of upcoming webcasts and product updates)

SHRM Member Number

Company Name | Title

Bill to:

Street Address

City | State/Province | Country | ZIP/Postal Code

Method of Payment:

☐ Check enclosed (USD/U.S. bank) for $ _____ *(Make checks payable to SHRM)*

☐ P.O. Number (attached)

I authorize SHRM to charge $ _____ to my ☐ VISA ☐ Mastercard ☐ American Express

Credit Card # | Expiration Date | Card Code (back of card by signature)

Signature | Name as it appears on credit card bill

By ordering delivery of the SHRM Learning System you agree to the following license terms: (i) That the Society for Human Resource Management (SHRM) is the exclusive copyright owner of the SHRM Learning System. (ii) Provided that the required fee for use of the SHRM Learning System by User has been paid to SHRM or its agent, User has the right, by license from SHRM, to use the SHRM Learning System solely for his/her own educational use. (iii) User has no right to print or make any copies, in any media, of the SHRM Learning System or sell, sublicense, loan, or to otherwise convey or distribute the SHRM Learning System or any copies thereof in any media.

PROGRAM	NONMEMBER PRICE	MEMBER PRICE	QUANTITY	TOTAL
Self-Study Program – shrmcertification.org/learning/self	**$950** (USD)	**$725** (USD)		$
SHRM Learning System Printed Learning Modules	**$125** (USD)	**$125** (USD)		$
Join SHRM Now! One-year membership at a special rate of $199 (Offer valid for new SHRM members only)	**Membership: $199** (USD)			$
SHRM-CP/SHRM-SCP Certification Preparation Program (in-person or virtual options) – Contact SHRM at 800.283.7476 or +1.703.548.3440, option 3, or visit shrmcertification.org/learning/seminars.				
Onsite Training & Development Programs – Training led by SHRM, contact +1.703.535.6496; training led by your instructor, contact Colin Moylan at +1.651.905.2617 or visit shrmcertification.org/orgtraining.				
SHRM Education Partner Programs – Program fees vary by institution. Visit shrmcertification.org/learning/partners to find the location nearest you.				
			Subtotal:	$
			Sales tax: Please add applicable local and state sales tax on orders shipped to AZ, CA, CO, DC, FL, GA, IL, IN, KY, MA, MD, MN, MO, NC, NE, NJ, NV, NY, OH, OK, PA, TN, TX, VA, WA and WI.*	$
			Shipping and Handling (for printed modules only):	$
			Total Due:	$

Important: Your VIP Number – **VIP** ☐☐☐☐☐

Fill in your VIP number as it appears above the name on the mailing label. (Record the number even if the label is addressed to another individual.)

Member Number: Please indicate your SHRM member number on this form to receive your member discount. You can find your member number at shrm.org/forgotid.

Address: Please provide a street address, not a PO Box. FedEx Ground cannot deliver your merchandise to a PO Box.

Phone Number: Your complete phone number is required in case we need to contact you about your order.

Payment: Orders should be accompanied by check (company or personal; make check payable to SHRM), money order, or credit card number (VISA, Mastercard or American Express). Written purchase orders are accepted by mail or by fax. Please include SHRM order form with purchase orders.

Shipping and Handling: Please add the appropriate shipping costs for the products ordered. Refer to the Shipping and Handling Information to determine the correct amount. Typically, orders are shipped via FedEx Ground unless specified otherwise. SHRM reserves the right to utilize alternate shippers when necessary. Orders outside the continental United States will be shipped via airfreight. Orders shipped via FedEx Ground will normally arrive within 5-7 business days of processing the order.

SHRM Pricing Policy: Prices subject to change. Volume discounts are available. For more information, call +1.651.905.2617 or e-mail Colin.Moylan@shrm.org.

Return Policy: Unused items may be returned for a full refund (less shipping and handling) within 30 days. No items will be accepted after 30 days or if they are not in a condition to be resold.

Please Note: SHRM membership is not active until payment has been received.

* We reserve the right to adjust tax amounts to reflect actual state/local tax rates. If you are unsure of your appropriate sales tax, please call us at 800.444.5006, option 2, or order online at shrmcertification.org/learning.

How to Order:

ONLINE
shrmcertification.org/learning

E-MAIL
CertPrep@shrm.org

MAIL
SHRM Distribution Center
2975 Lone Oak Dr
Suite 180
Eagan, MN 55121-1553

PHONE
800.444.5006, option 2; or
+1.651.905.2663
Please have credit card and membership number ready to receive member discount.

FAX
+1.651.905.2669

SHIPPING AND HANDLING INFORMATION
For printed modules only (rates based on FedEx Ground shipment)

DOMESTIC
First program: $25 (USD)
Additional programs: $11 (USD) each
(Orders in Alaska and Hawaii will be charged an additional $12 [USD] per order.)

INTERNATIONAL
Please contact us for international shipping rates or purchase online at shrmcertification.org/learning.