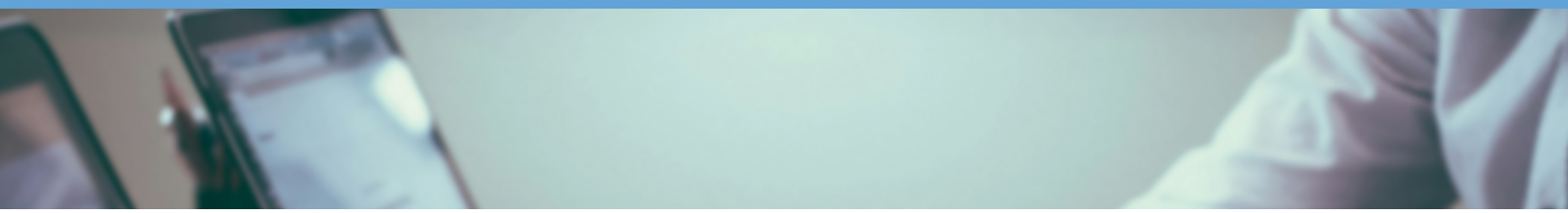
General FAQs about SHRM Certifications



SOUTHWEST WASHINGTON SHRM

AFFILIATE OF SHRM®
SOCIETY FOR HUMAN RESOURCE MANAGEMENT



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Introduction to SHRM Certification

Advance Yourself. Advance Your Organization. Drive Success.

What Makes a Career in HR So Fulfilling?

Becoming a Human Resources (HR) professional can be rewarding for several reasons:

1. Impact on People's Lives
2. Variety of Roles
3. Strategic Partner to Business
4. Continuous Learning and Growth
5. Career Advancement
6. Global Opportunities
7. Job Stability

Overall, becoming an HR professional offers the chance to make a positive impact, pursue diverse career paths, and contribute to the success of organizations and the individuals within them.

What is a SHRM Certification?

A Human Resources (HR) certification is a professional credential that validates an individual's knowledge, skills, and expertise in various aspects of HR management. These certifications are typically awarded by recognized organizations or associations in human resources and are often sought after by HR professionals to enhance their career prospects and credibility.

HR certifications cover a wide range of topics and competencies within the HR domain, including but not limited to:

1. Employment law and regulations
2. Recruitment and talent acquisition
3. Employee relations and labor relations
4. Compensation and benefits
5. Training and development
6. Organizational development and change management
7. HR strategy and planning
8. Diversity, equity, and inclusion (DEI)
9. HR technology and data analytics

Certification programs usually involve meeting certain eligibility criteria, such as educational background and/or professional experience, and passing a comprehensive examination that tests the candidate's knowledge and understanding of HR principles and practices.

Obtaining an HR certification demonstrates a commitment to the HR profession, validates one's expertise and competence in the field, and can enhance career opportunities and earning potential. Additionally, many certification programs require ongoing professional development activities to maintain the certification, ensuring that certified professionals stay current with industry trends and best practices.

Is a SRHM Certification Beneficial for Me?

Obtaining a Human Resources (HR) certification can offer several benefits:

1. **Professional Credibility**: A certification demonstrates your commitment to the HR field and showcases your expertise and knowledge to employers and colleagues.
2. **Career Advancement**: Many employers prefer or require HR professionals to have certifications for higher-level positions. It can open opportunities for promotions and increase responsibility.
3. **Expanded Skill Set**: Certification programs often cover a wide range of HR topics, from employment law to organizational development, enhancing your skills and making you more versatile in your role.
4. **Networking Opportunities**: Joining a certification program connects you with other HR professionals, allowing you to learn from their experiences, share knowledge, and expand your professional network.
5. **Keeping Updated**: HR certification programs typically require continuing education, ensuring that you stay updated on the latest trends, regulations, and best practices in the field.
6. **Higher Earning Potential**: Certified HR professionals often command higher salaries than those without certifications due to their demonstrated expertise and credibility.
7. **Alignment with Competency Model**: By earning a SHRM certification, you demonstrate proficiency in these core areas, including HR expertise, business acumen, relationship management, and leadership.
8. **Global Relevance**: SHRM certifications are recognized globally and validate your HR skills and knowledge regardless of geographical location.

Ultimately, whether you should obtain a certification depends on your career goals, current qualifications, and the specific requirements of your desired or current role.

What Should I Consider When Preparing For My SHRM Certification?

The most important aspects to know about HR certifications include:

1. **Relevance to Career Goals**: Understand how a specific HR certification aligns with your career goals and aspirations. Different certifications cater to various career stages, specialties, and levels of expertise within the HR field.
2. **Eligibility Requirements**: Familiarize yourself with the eligibility criteria for the certification you're interested in, including educational background, professional experience, and any other prerequisites.
3. **Exam Content and Format**: Gain an understanding of the content covered in the certification exam, including key HR concepts, principles, laws, and practices. Know the format of the exam (e.g., multiple-choice questions, case studies) and the duration of the testing period.
4. **Study Resources and Preparation**: Explore available study materials, resources, and preparation strategies to help you effectively prepare for the certification exam. Utilize textbooks, study guides, practice exams, online courses, and study groups to enhance your knowledge and readiness.
5. **Recertification Requirements**: Be aware of the recertification requirements for maintaining your certification status over time. Understand how many recertification credits or professional development activities are needed within the recertification period and what types of activities are eligible.
6. **Cost and Fees**: Consider the costs associated with obtaining and maintaining the certification, including exam fees, study materials, membership dues (if applicable), and recertification fees. Budget accordingly and explore any available financial assistance or reimbursement options.
7. **Industry Recognition and Accreditation**: Research the reputation, recognition, and accreditation status of the certification provider and the certification itself within the HR community and industry. Choose certifications that are widely recognized and respected by employers and HR professionals.
8. **Career Advancement and Opportunities**: Understand how obtaining the certification can benefit your career advancement prospects, including opportunities

for promotions, salary increases, expanded job responsibilities, and professional networking.

By considering these key aspects, you can make informed decisions about pursuing an HR certification that best fits your career path and professional development goals.

What Are My SHRM Certification Options?





There are two well-recognized HR certification options available through SHRM:

1. **SHRM Certified Professional (SHRM-CP)**: Offered by the Society for Human Resource Management (SHRM), the SHRM-CP certification focuses on practical, real-life HR knowledge and competencies.
   SHRM Certified Professional | SHRM-CP
2. **SHRM Senior Certified Professional (SHRM-SCP)**: Also offered by SHRM, the SHRM-SCP certification is for HR professionals who operate at a senior level and are responsible for leading HR initiatives.
   SHRM SCP – Senior Certified Professional

These are some of the most prominent HR certifications, each catering to different levels of expertise and specializations within the HR field. It's essential to research each certification's requirements, eligibility criteria, exam structure, and ongoing maintenance requirements to determine which one aligns best with your career goals and aspirations.

What is The Foundation for These Certifications?

The "SHRM Body of Applied Skills and Knowledge" (SHRM BoCK) is a framework developed by the Society for Human Resource Management (SHRM). It outlines the essential competencies and knowledge areas that HR professionals need to possess to effectively perform their roles. The SHRM BoCK covers a wide range of topics including:

1. HR Competencies: These include areas such as Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, and Communication.
2. HR Knowledge Domains: These domains cover the technical knowledge areas HR professionals need, including People, Organization, Workplace, and Strategy.

The SHRM BoCK serves as a guide for HR professionals seeking to enhance their skills and knowledge, as well as for organizations looking to develop their HR staff and align HR practices with organizational objectives.

SHRM Body of Applied Skills and Knowledge (BASK)

What Are the Primary Differences Between The SHRM-CP And SHRM-SCP?

The SHRM-CP (SHRM Certified Professional) and SHRM-SCP (SHRM Senior Certified Professional) are two distinct HR certifications offered by the Society for Human Resource Management (SHRM).

Here's how they differ Choosing the Right HR Certification | SHRM:

Target Audience:

- **SHRM-CP:** Designed for HR professionals involved in operational roles, such as implementing HR policies, programs, and practices within their organizations. It is suitable for individuals at the early to mid-level stages of their HR careers.
- **SHRM-SCP**: Geared towards HR professionals who operate at a senior level, overseeing HR strategy and contributing to the strategic direction of their organizations. It is suitable for individuals in senior HR leadership positions with significant experience and expertise.

Scope of Knowledge:

- **SHRM-CP**: Covers foundational HR knowledge across HR competencies, including people, organization, workplace, and strategy.
- **SHRM-SCP**: Builds upon the knowledge covered in the SHRM-CP exam and includes more advanced HR topics, strategic HR competencies, and leadership skills required for senior HR roles.

Exam Content:

- **SHRM-CP**: The exam content for SHRM-CP focuses on assessing knowledge and competencies relevant to HR operations, such as HR competencies, behavioral competencies, people, organization, workplace, and strategy.
- **SHRM-SCP**: The exam content for SHRM-SCP is more comprehensive and includes advanced topics related to HR leadership, strategy, and business acumen, in addition to the content covered in the SHRM-CP exam.

Experience Requirements:

- **SHRM-CP**: Requires candidates to have a combination of education and HR-related work experience. The specific requirements vary based on the candidate's level of education.
- **SHRM-SCP**: Requires candidates to have more extensive HR-related work experience, typically at a senior level. The specific requirements vary based on the candidate's level of education.

Overall, the SHRM-CP and SHRM-SCP certifications cater to different levels of HR professionals and encompass varying degrees of knowledge, skills, and experience required for their respective roles. Candidates should choose the certification that aligns with their career stage, level of experience, and professional goals.

How Do I Sign Up for My SHRM-CP Or SHRM-SCP?

To sign up for the SHRM-CP or SHRM-SCP exam, you'll need to follow these steps: [Exam Options and Fees - SHRM Certification]

3. **Review Eligibility Requirements**: Before signing up for the exam, make sure you meet the eligibility requirements for the SHRM-CP or SHRM-SCP certification. Eligibility criteria typically include a combination of education and HR-related work experience. You can find detailed eligibility requirements on the SHRM website.
4. **Create an Account**: Visit the SHRM Certification Portal on the SHRM website and create an account if you don't already have one. You'll need to provide basic personal information and create login credentials to access the certification portal.
5. **Select Exam Type**: Once logged in, select the type of exam you wish to register for: SHRM-CP or SHRM-SCP. Ensure you choose the exam that aligns with your level of experience and expertise.

6. **Complete Exam Application**: Fill out the exam application form with accurate and up-to-date information. You'll need to provide details about your education, HR-related work experience, and other relevant information as per the eligibility requirements.
7. **Pay Exam Fee**: Pay the exam fee associated with the SHRM-CP or SHRM-SCP exam. The exam fee varies depending on whether you're a SHRM member or non-member.
8. **Schedule Exam Appointment**: After completing the exam application and paying the exam fee, you'll receive instructions on how to schedule your exam appointment.
9. **Prepare for the Exam**: Once your exam appointment is scheduled, start preparing for the SHRM-CP or SHRM-SCP exam using study materials, resources, and preparation strategies available through SHRM or third-party providers. Take advantage of practice exams, study guides, online courses, and other study aids to help you succeed on the exam.
10. **Take the Exam**: The exam is computer-based and consists of multiple-choice questions.
11. **Receive Exam Results**: After completing the exam, you'll receive your preliminary exam results on-screen immediately. Official exam results and score reports will be available within a few weeks after the exam date. If you pass the exam, you'll receive information on how to claim your SHRM-CP or SHRM-SCP certification.

By following these steps, you can sign up for the SHRM-CP or SHRM-SCP exam and take the first step towards earning your SHRM certification.

How Do I Prepare for My HR Certification?

There are several resources available to help you prepare for HR certifications and navigate the certification process effectively How to Get SHRM Certified in 6 Steps:

- **Official Certification Websites**: Visit the Society for Human Resource Management (SHRM) official website. These websites provide detailed information about certification programs, eligibility criteria, exam content, study resources, and application procedures.
    - SHRM HR Certification | SHRM-CP & SHRM-SCP
    - SHRM Certification Handbook

- **Certification Study Materials**: Many certification providers offer study materials, guides, handbooks, and practice exams to help candidates prepare for certification exams. These materials may be available for purchase on the certification provider's website or through third-party vendors.
    - Examples include: "SHRM-CP/SHRM-SCP Exam Preparation Course" provided by SHRM Learning System or SHRM-recognized education partners.
    - SHRM-CP and SHRM-SCP Certification Preparation
- **Books and Publications**: There are numerous books and publications available that cover HR topics and can serve as valuable study resources for certification exams. Look for textbooks, study guides, and reference materials recommended by certification providers or industry professionals. Here are several popular preparatory materials:
    - SHRM All in One Guide
- **Professional Development Events**: Attend workshops, seminars, webinars, and conferences related to HR certification and professional development. These events often feature expert speakers, exam preparation sessions, networking opportunities, and access to valuable resources.
    - SW WA SHRM: Southwest Washington SHRM - Calendar (swshrm.org)
    - National SHRM: SHRM Events & Conferences | Connect with Top HR Pros
- **Online Forums and Communities**: Join online forums, discussion groups, and social media communities dedicated to HR professionals and certification candidates. These platforms provide opportunities to ask questions, share insights, and connect with others who are preparing for or have already obtained HR certifications.
    - **LinkedIn Groups**:
    - **SHRM Certification Study Group**: A LinkedIn group for SHRM certification candidates to connect, share study materials, ask questions, and support each other throughout the certification exam preparation process.
    - Certification Prep: SHRM-CP | LinkedIn Learning
- **HR Certification Provider Forums**:
    - **SHRM Connect**: An online community provided by the Society for Human Resource Management (SHRM), offering discussion forums, study groups, and resources for SHRM certification candidates.
    - SHRM Community

- **Flashcards and Quiz Apps**: Flashcards and quiz apps provide a quick and interactive way to review key concepts, definitions, and terms tested on the certification exam. They help reinforce learning and improve retention of important information. Examples include:
    - Amazon - SHRM CP Flash Cards
- **Practice Exams and Mock Tests**: Take advantage of practice exams and mock tests to familiarize yourself with the format, content, and difficulty level of certification exams. Many certification providers offer official practice exams as part of their study materials.
    - SHRM-CP and SHRM-SCP Exam Questions
    - Study Aids & Add-Ons

By leveraging these resources, you can effectively prepare for HR certifications and increase your chances of success on the certification exams.

What Is the General Recertification Process for HR Certifications?

The recertification process for HR certification typically involves fulfilling ongoing requirements to maintain and renew your certification status. Here's a general overview of the recertification process for some of the major HR certifications:

Recertification:
Both certifications require recertification every three years to maintain their validity. Recertification involves earning a certain number of professional development credits (PDCs) through activities like continuing education, professional development programs, and leadership activities.

- SHRM certifications, such as SHRM-CP and SHRM-SCP, require recertification every three years.
- To recertify, candidates must earn 60 professional development credits (PDCs) within the three-year recertification period.
- PDCs can be earned through activities such as attending conferences, seminars, webinars, completing online courses, and participating in professional development activities.
- Candidates must document and submit their PDCs online through the SHRM recertification portal.
    - SHRM Recertification

It's important to review the specific recertification requirements and guidelines provided by the certification provider for the certification you hold. Certification providers typically offer resources, tools, and support to help candidates track their recertification credits and navigate the recertification process effectively. Failure to recertify within the specified timeframe may result in the loss of certification status.

Additional Resources

Why is Getting Your SHRM Certification So Important
https://www.youtube.com/watch?v=01d9R6sqD-U

Value of SHRM Certification to Your Employer
https://youtu.be/wnAK6l5D3SY

Why Recertify Your SHRM-CP or SHRM-SCP?
https://youtu.be/EK7wvgAV-6w

How To Earn Recertification Credits Toward Your SHRM-CP or SHRM-SCP
https://youtu.be/Yh2U2eewoLo

Continual Development through Recertification
https://youtu.be/ms4jYkTI2PI

Will My Employer Pay for a SHRM Certification?

Click here to check out this handy flyer to help encourage your organization to invest in your SHRM certification.

Who Can I Contact with Questions About HR Initial Certification and Recertification Options?

For more information about HR certifications, you can contact the following organizations:

Local:

- SW Washington SHRM Chapter:
  - Southwest Washington SHRM Contact Page
- Washington State SHRM:
  - Website: Washington State SHRM Certification Information
  - Washington State SHRM Contact Page

National:

- **Society for Human Resource Management (SHRM)**:
  - Website: SHRM.org
  - Email: shrmcertification@shrm.org
  - Phone: +1-800-283-7476 (toll-free within the U.S.)

These organizations can provide you with detailed information about their respective certification programs, eligibility requirements, exam formats, study materials, application procedures, and any other inquiries you may have regarding HR certifications. Feel free to reach out to them directly for assistance and guidance in choosing the right certification for your career goals.

SHRM Certification in 6 Easy Steps!

1
Decide on a SHRM Certification
Choose the best fit certification for you and your career path
SHRM-CP or SHRM-SCP

2
Apply, and Schedule Your Exam
Find information on cost, exam schedules, testing locations and more!

3
Prepare for Your Exam
Discover options for self-paced and online learning and in-person study groups to help you ace!

4
Take the Exam!
Take a deep breath, you are going to do great!

5
Earn your certification
Once you pass your exam, you'll be fully certified! You and employers will be able to view your certifications in SHRM's Certified Directory.

6
Recertify!
Your certification is good for 3 years. Before your certification expires, be sure to obtain and enter your Professional Development Credits (PDCs), and apply for recertification

BENEFITS TO YOUR ORGANIZATION

TOP 5 WAYS

Your Organization Will Benefit From Your SHRM-CP or SHRM-SCP Certification

There are many reasons why you should pursue **SHRM-CP or SHRM-SCP certification**. Once you set your certification or professional development goal, it's time to talk to your manager. Help your manager understand the value of certification and build a business case for certification and training as a worthwhile investment. Schedule a meeting with your manager and arrive prepared with the powerful talking points provided below. They demonstrate why your organization should support your efforts to prepare for and attain SHRM-CP or SHRM-SCP certification.

1. **MY KNOWLEDGE WILL BE CURRENT AND RELEVANT**

   Now, more than ever, HR teams are required to assume a greater leadership role, contributing to and advancing their organizations' strategic direction. The SHRM-CP and SHRM-SCP credentials recognize this trend and take a fresh and current look at what HR professionals need to know—and how to put that knowledge to work. The certification program covers behavioral competencies and functional knowledge areas within the themes of HR Competencies, People, Organization and Workplace. Attaining and maintaining my credential means I'll be ready to take on new roles and responsibilities.

2. **I WILL LEARN PRACTICAL SKILLS THAT WILL IMPACT MY JOB IMMEDIATELY**

   SHRM certification measures an HR professional's most critical skill: the ability to apply HR principles to actual, everyday situations. It is among the first to focus on practical, real-life HR information, teaching, and testing competencies and knowledge. When I prepare for the certification exam with the SHRM Learning System, I won't be simply memorizing a textbook; I'll be applying concepts, using behavioral judgment and understanding best practices for handling day-to-day business as well as unexpected scenarios. I'll be learning from the experiences of other HR professionals, sharpening my skills, and boosting my productivity and effectiveness.

3. **THESE CERTIFICATIONS WERE DEVELOPED WITH EMPLOYERS IN MIND**

   SHRM conducted global research, including outreach to major corporations, universities and over 35,000 members of the profession worldwide. Based on its findings, SHRM determined that, in addition to technical knowledge, a successful HR career will also be determined by behavioral competencies—the SHRM-CP and SHRM-SCP include both of these essential elements. This credential will reflect what I need to know and how to apply it to be a leader in our organization. Growing the influence of HR leaders through certification is a worthwhile investment that also improves our reputation as an organization that takes HR seriously.

4. **MY KNOWLEDGE AND SKILLS WILL BE GLOBALLY APPLICABLE AND UNIVERSALLY RECOGNIZED**

   We live and work in a global economy, and my skills need to be globally applicable and accepted. The skills shortage of today's workforce is a global issue requiring a scalable response. Based on one single SHRM Body of Applied Skills and Knowledge™(SHRM BASK™), the SHRM-CP and SHRM-SCP credentials are relevant and applicable worldwide. Earning this credential will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future. And the SHRM-CP and SHRM-SCP exams are accredited by the Buros Center for Testing, asserting that the HR Credentials meet the highest standards in testing.

5. **MY CERTIFICATION AND TRAINING IS PROVIDED BY THE LEADING ADVOCATE FOR HR PROFESSIONALS**

   SHRM has represented the HR community for nearly seven decades, and has more than 300,000 members in 165 countries. It is a well-respected organization at the forefront of HR trends and emerging professional knowledge. The SHRM BASK, the foundation of my credential and recertification, is supported by SHRM, is kept current and relevant, and encourages lifelong learning. Training of this caliber and reliability cannot be replicated, and it provides an opportunity for our entire HR team from which our whole organization can benefit—ultimately saving our organization time and money on training and professional development.

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WHY GET CERTIFIED?

Set yourself apart as a recognized expert and leader in HR.

Enhance Credibility | Boost Earning Potential | Advance Your Career

DID YOU KNOW?

SHRM-certified professionals report earning salaries an average of

25%

higher than peers who are not SHRM-certified.*

*Source: 2022 HR Careers Survey, SHRM

63%

of SHRM-certified professionals report that their credential played a key role in their promotion

* Based on SHRM Study of HR Careers (Sample of more than 1,000 HR professionals from 2015-17)

For complete eligibility criteria and other details about the program, download a copy of the SHRM Certification Handbook at shrm.org/certification.

Which SHRM Certification Is Right for You?

	SHRM Certified Professional®	SHRM Senior Certified Professional®
EXPERIENCE LEVEL	Ideal for individuals with basic working knowledge in HR.	Suited for those with at least three years of strategic HR experience or SHRM-CP holders with three years of experience transitioning to a strategic role.
NATURE OF CURRENT HR WORK	Operational role (implements policy, handles day-to-day HR tasks).	Strategic role (develops HR policies, directs HR enterprise, aligns HR strategies with organizational goals).
SPECIALIZATION VS. GENERALIZATION	Specialized or general HR duties.	Typically involved in specialized HR work.

HOW TO PREPARE

SHRM Learning System®

The cornerstone of SHRM certification preparation.

Interactive content designed to **meet your unique needs, busy schedule and learning style.**

Creates a personalized study path as you learn the entire SHRM Body of Applied Skills and Knowledge (SHRM BASK®).

Featuring Dynamic Tools:

- Online flashcards
- Expert guidance
- 2,700 practice questions
- And more

STAY RELEVANT WITH RECERTIFICATION EVERY 3 YEARS

Recertifying is essential for:

- Continuing professional growth in HR
- Keeping up with industry trends and knowledge

2 Ways to Recertify

A.
Earn 60 professional development credits (PDCs)

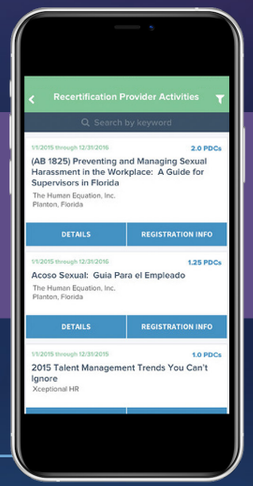
B.
Retake the exam

Learn more about recertification activities and access resources at shrm.org/recertification.

DOWNLOAD THE SHRM CERTIFICATION APP

Keep track of your recertification records, add PDCs and more.

To download to your device, search for "SHRM certification" in the App Store or the Google Play Store.



Get Started by Applying Today

Take Your Exam

Virtually or In Person

Apply online at shrm.org/certification.

EXAM FEE

$410
SHRM MEMBER

$510
NONMEMBER

OFFSET COSTS WITH SHRM FOUNDATION GRANTS

The SHRM Foundation awards certification, academic and professional development grants to HR professionals and students.

Learn more at shrmfoundation.org/scholarships.

SHRM CERTIFICATION

The only competency-based HR certification backed by the world's largest HR membership organization.

SHRM CERTIFIED PROFESSIONAL — SHRM-CP®

SHRM SENIOR CERTIFIED PROFESSIONAL — SHRM-SCP®



SHRM.org/certification

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Introduction to SHRM Certification

Advance Yourself | Advance Your Organization | Drive Success

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SHRM CERTIFIED SHRM-CP PROFESSIONAL

SHRM SENIOR CERTIFIED SHRM-SCP PROFESSIONAL

SW WA SHRM Chapter
2024

SOUTHWEST WASHINGTON SHRM

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SHRM Certification

134,000+
Credential Holders

140+
Countries Represented

72,000+
Recertified

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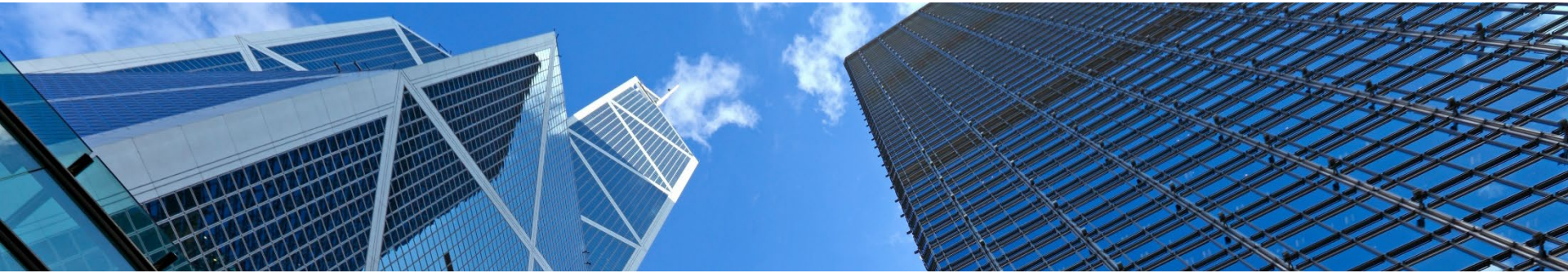


The World of HR is Changing

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What We'll Discuss



1 **The SHRM Certification Difference**

2 **SHRM Certification Impact**
What the Stats Say

3 **The SHRM Certification Process**

4 **SHRM Certification Preparation**
Tools To Help You Succeed

5 **Brief Overview of SHRM Recertification**

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SHRM Certification Fast Facts







Credentialing process designed to **verify** and **validate** an HR professional's expertise

Based and built upon the competencies and behaviors outlined in the SHRM Body of Applied Skills and Knowledge (the SHRM BASK®)

Two levels of credentialing

SHRM – CP
SHRM – SCP

Achieved through testing / Maintained through ongoing professional development

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SHRM Certification – Key Differences



Behavioral
Competency-based



Relevant



Universally Applicable
and Globally Recognized



Employer Focused



Mapped For
Lifelong Learning

Backed by SHRM

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The Impact of SHRM Certification

The 4 Cs

Competence

74%

Satisfied With Learning Trajectory

Confidence

78%

Higher Job Satisfaction

Credibility

58%

Greater Emphasis on Leadership

Competitiveness

68%

Attribute Promotions

21%

Attribute Increased Salaries

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The SHRM Certification Process



Decide → Apply → Prepare → Test → Certify → Recertify

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Decide

Which Credential is Right For You?



Choose SHRM-CP if…

You are **performing HR/HR-related duties or pursuing a career in Human Resources** (basic working knowledge in HR is recommended).

Your current or most recent work in HR is **operational** in nature (i.e., implements policy, serves as HR day-to-day point person, etc.)

Your duties tend to be **specialized** versus general

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Decide

Which Credential is Right For You?



Choose SHRM-SCP if…

You have a work history of at **least 3 years performing strategic level HR/HR-related duties**; or for SHRM-CP credential holders who have held the credential for at least 3 years and are working in, or are in the process of transitioning to, a strategic level role.

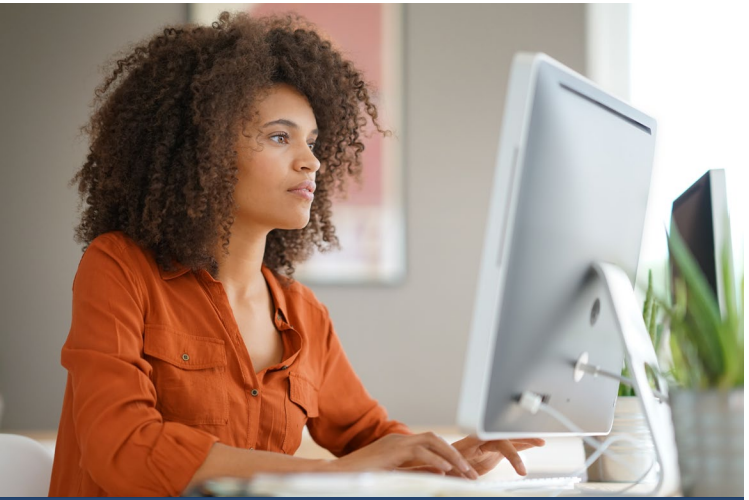
Your current or most recent work in HR is **strategic** in nature (i.e., drives culture, creates HR strategy, develops policy, etc.)

You **lead** HR operations

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Apply and Schedule



- Apply on-line
- Receive authorization to test
- Schedule test date and Prometric test location

2024 Schedule and Fees

Exam Windows	Early-Bird Application Period	Standard Application Period	Testing
First Test Window	Jan. 3 - Mar. 31	April 1 - April 19	**May 1- July 15**
Second Test Window	June 3 - Sep. 11	Sep. 12- Nov. 9	**Dec. 1, 2024 - Feb.15, 2025**
Fees*	$335 Member $435 Non-member	$410 member $510 Non-member	

*Includes non-refundable $50 application fee

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SHRM Foundation Professional Development Grants



Offered to active SHRM members seeking their SHRM-CP or SHRM-SCP certifications

Provides each recipient with one exam and access to the online SHRM Learning System

220 Grants awarded each year!

Learn more at:
https://www.shrm.org/foundation/ourwork/scholarships/certification/Pages/default.aspx

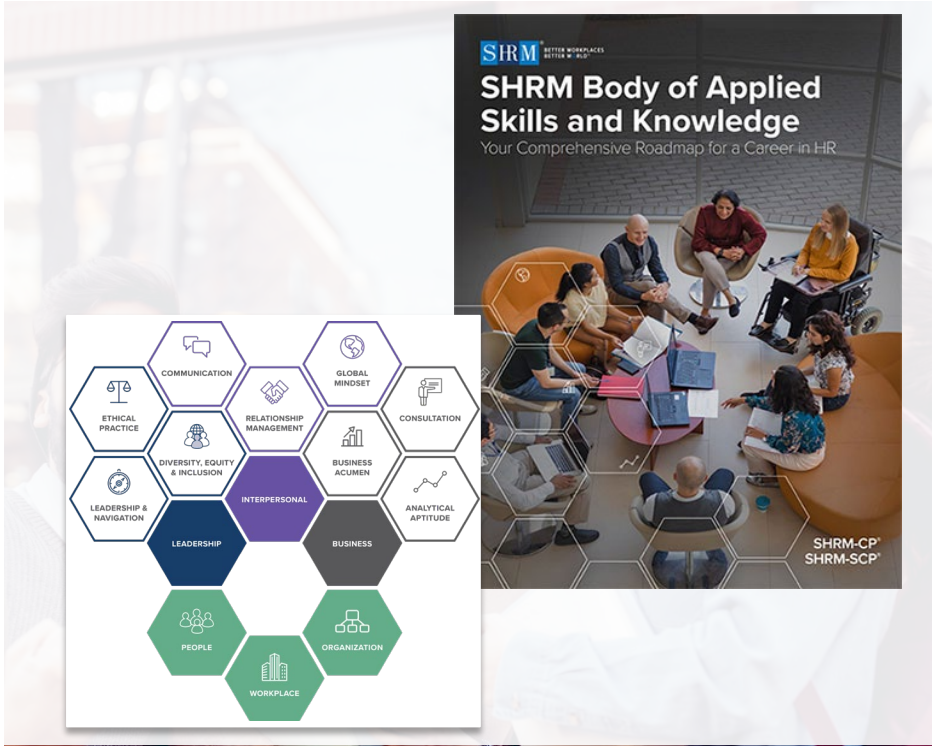
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Prepare

The SHRM Body of Applied Skills and Knowledge (SHRM BASK) is the **blueprint** for the SHRM certification exams

Outlines the **9 behavioral competency areas** and **14 HR functional areas** HR professionals need to know to be successful

Provides **definitions, key concepts and performance indicator** information for each competency/HR functional area



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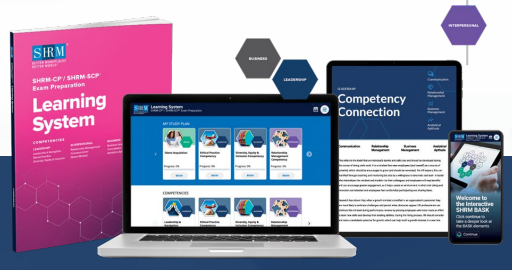
SHRM 2024 Learning System

Mobile access and e-reader capability

Online resource aligned to the SHRM BASK that provides a personalized learning experience

SmartPath™ tools that help with the planning, tracking and adjustment of learning progress

More than 2,500 situational judgment and knowledge practice questions



shrmcertification.org/learning/demo

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Other Preparation Options

Choose from four learning options

and start your certification path, your way



Self-Study Option



SHRM Certification Prep Courses



Organizational Training and Development



SHRM Education Partners

shrmcertification.org/learning/demo

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Test

Computer-based

Administered by Prometric at a testing site or through Remote Proctoring

3 hours & 40 minutes

134 questions

- knowledge-based items
- situational judgment items
- field-test items

Covers 9 behavioral competencies and 14 HR functional areas of the SHRM BASK

Must achieve a score of 200 to pass

SHRM Certification Sample Questions

https://lp.shrm.org/SHRMCertificationPracticeQuestions.html

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Certify



1. Use designation letters after your name
2. Receive digital certificate and badge
3. Name listed in SHRM Certification Directory
4. Begin the recertification process

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Recertify

Every 3 Years, Two Options

Earn PDC – 60 Per Cycle



Advance Your Education



Advance Your Organization



Advance Your Profession

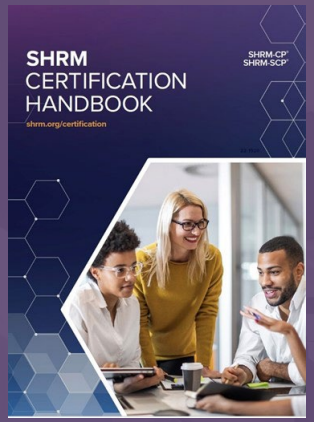
Retake the Test



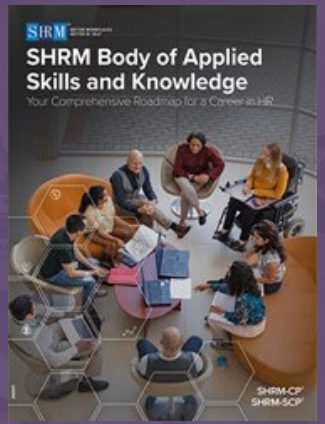
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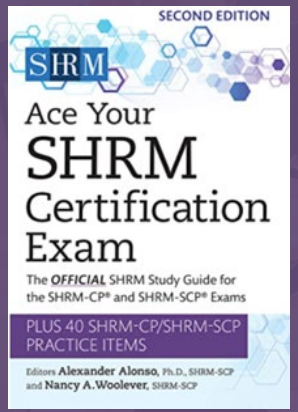
Additional Resources



SHRM Certification Handbook



SHRM BASK Guide



Ace Your SHRM Certification Exam Guide



SHRM Recertification Handbook

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Questions



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Start Your Certification Journey Today

http://SHRMCertification.org

WA State Council:
Home | Washington State SHRM (wastateshrm.org)

SW WA SHRM Chapter:
Southwest Washington SHRM - Home Page (swshrm.org)



Chapter Locator:
https://www.shrm.org/search/pages/LocalChapter.aspx

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Maintaining Your SHRM Certification

SHRM Certification Recertification Process

SHRM

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SHRM CERTIFIED PROFESSIONAL
SHRM-CP

SHRM SENIOR CERTIFIED PROFESSIONAL
SHRM-SCP

SOUTHWEST WASHINGTON SHRM

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Congratulations!

You've earned your SHRM-CP or SHRM-SCP credential!

Up Next:

Recertification.

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Maintaining and Expanding Your HR Knowledge



Recertification

The mandatory process **all** SHRM Certification credential holders must go through to maintain/retain their credential.

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Why Recertify?



https://www.shrm.org/certification/recertification/Pages/default.aspx

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The Evolving World of Work



Globalization



Multigenerational Workforce



Technology



Gig Economy

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Every 3 Years, Two Options

Earn PDC – 60 Per Cycle



Advance Your Education



Advance Your Organization



Advance Your Profession

Retake the Test



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Recertification Cycle Schedule



Cycle Starts

When certification or recertification is achieved



Cycle Ends

3 years later on the last day of your birth month



Credential Expires

60 days after your end date if recertification is not completed

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Recertification Cycle Examples

Initial Certification Cycle	
Birth Month	July
Certified	April 15, 2024
Cycle Begins	April 15, 2024
Cycle Ends	July 31, 2027

First Recertification Opportunity	
Birth Month	July
Recertified	May 20, 2027
New Cycle Begins	May 21, 2027
Cycle Ends	July 31, 2030

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Other Considerations

1. Early application submissions are accepted one year into your three-year cycle.

2. Late application submissions are accepted up to 60 days after your end date. A $50 fee will apply.

Important!

Failure to recertify by the last day of your 60-day grace period will result in the repeal of your credential.

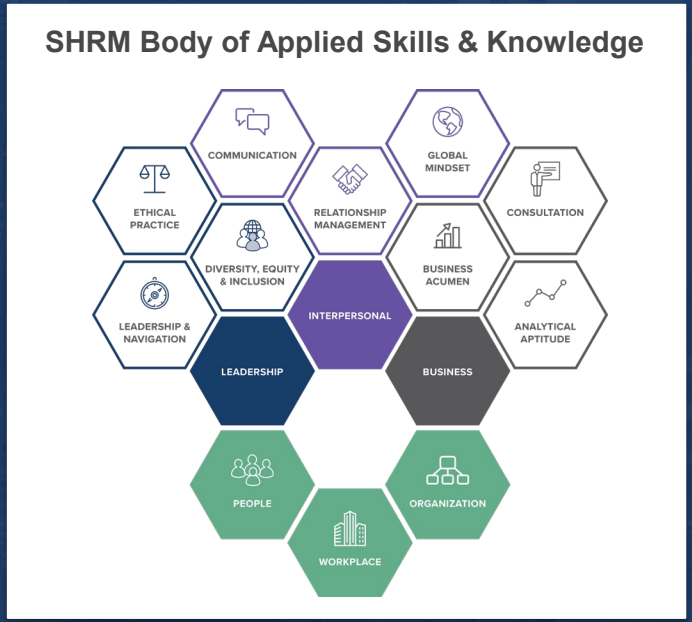
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Earning Professional Development Credits

Advancing Your Education

Advancing Your Organization

Advancing Your Profession



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Advance Your Education



No PDC Maximum

Instructor-led or self-paced activities or events which support continuous learning.

Activities Include:
Conferences, seminars, workshops, college/ university courses, webcasts, SHRM approved books, podcasts, etc.

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Advance Your Organization

Earn PDCs at Work

Work projects that support organizational goals and demonstrate capabilities in one or more of the HR competency areas

Those involving 40–120 hours of time.



30 PDCs Maximum

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Advance Your Profession



30 PDCs Maximum

Thought leadership and volunteer activities that contribute to the development of the HR profession and community.

Includes:

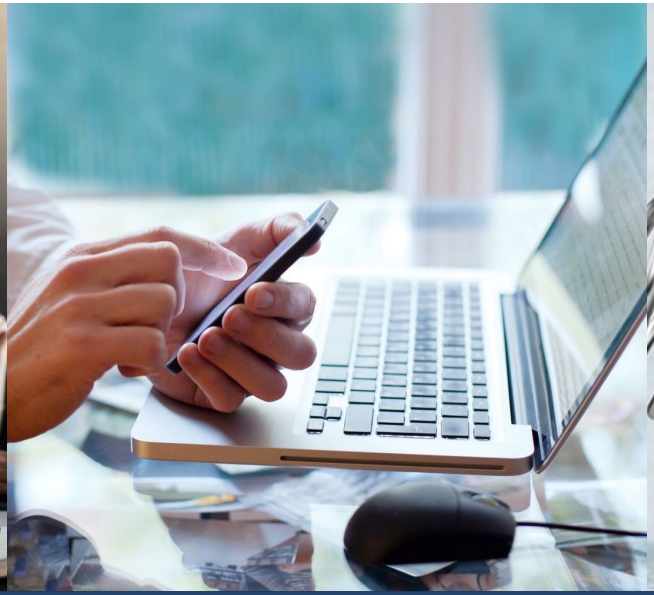
1. Presentations
2. Research, writing and publishing
3. Volunteerism
4. Professional membership

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The SHRM Recertification Process







Supportive | **Convenient** | **Flexible**

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SHRM Recertification Provider Program



Our robust provider pool offers a multitude of learning options in a variety of learning formats

- Conferences
- Podcasts
- Seminars or Workshops
- Instructor-Led Courses
- College Courses
- Chapter Programs
- E-Learning Courses
- Webcasts
- Video Conferences

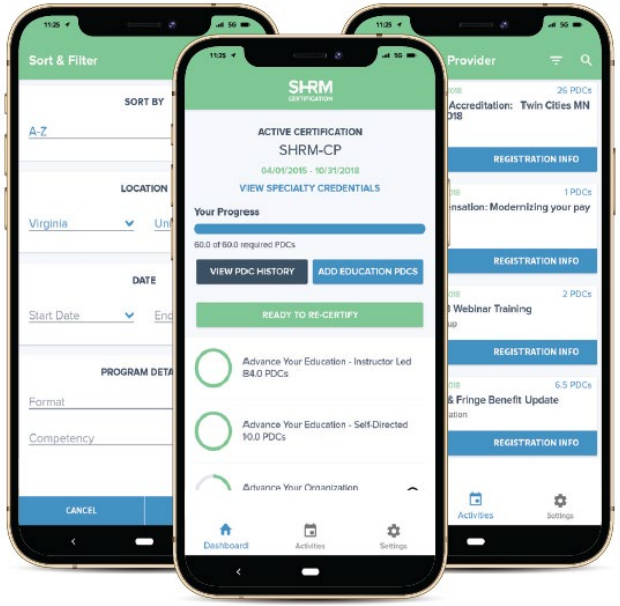
3,400+ Providers

11,000+ Offerings

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SHRM Recertification App

Recordkeeping Anytime/Anywhere



- Add and Track PDCs
- Search for Activities
- Confirm Your Status
- Download from the Apple App or Google Play Store

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Flexible Policies and Procedures

- Earn all 60 credits in the Advance Your Education category.
- Earn PDCs during your grace period.
- Earn PDCs in your new cycle right away.
- Carry over credits to your new cycle.



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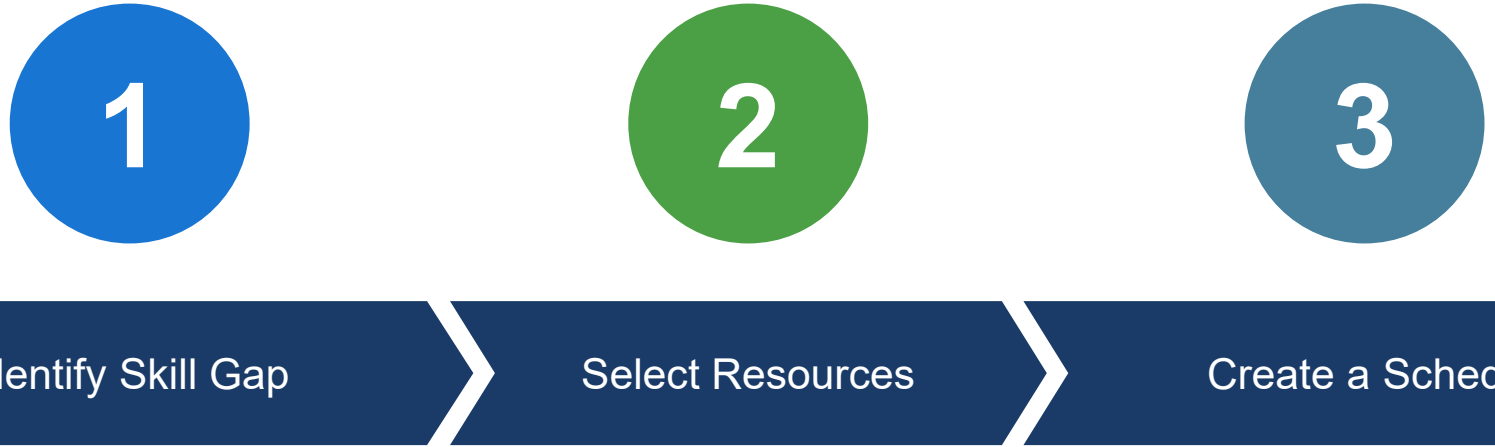


Getting Started

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Plan Ahead

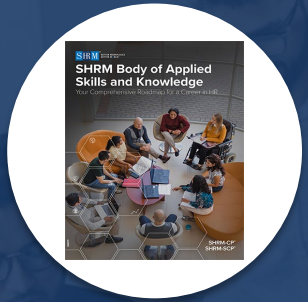


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1. Identify Skills Gaps



Use Your
Exam Score Report



Review the SHRM Body
of Applied Skills &
Knowledge



Ask Your
Supervisor



Review Your
Organization's Strategy
and Business Plan

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2. Select Resources

- Volunteerism
- Work Projects
- Learning Activities/Events
- Authorship
- Speaking
- Professional Membership



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3. Create a Schedule

Year 1

1 year of SHRM Membership **(3 PDCs)**

Attend 10-week online course **(10 PDCs)**

Read 2 SHRM approved books **(6 PDCs)**

Attend 4 one-hour HR related webcasts **(4 PDCs)**

23 PDCs Total

Year 2

1 year of SHRM Membership **(3 PDCs)**

1 work project involving 80+ hours of work **(20 PDCs)**

23 PDCs Total

Year 3

1 year of SHRM Membership **(3 PDCs)**

Serve as a Chapter board, chair or committee member **(5 PDCs)**

Do a one-hour HR related presentation **(2 PDCs)**

Participate as a SME in a SHRM Certification exam/item development event **(10 PDCs)**

20 PDCs

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5 Simple Steps to Recertify



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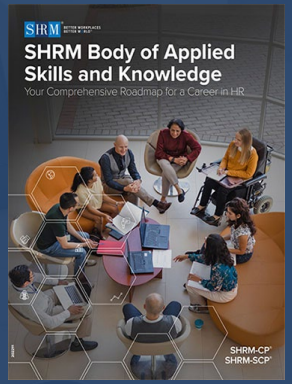
Recertification Resources



The Road to SHRM Recertification Brochure



SHRM Certification Recertification Requirements Handbook



The SHRM BASK Handbook

Also Visit
shrmcertification.org

Qualifying Credit Activities
https://shrm.co/82zjyy

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Questions



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Start Your Recertification Journey Today

WA SHRM State Council:
Home | Washington State SHRM (wastateshrm.org)

SW WA SHRM Chapter:
Southwest Washington SHRM - Home Page (swshrm.org)



SHRM Certification:

https://www.shrm.org/credentials/certification/recertification



Chapter Locator:

https://www.shrm.org/community/chapters

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