

# SHRM CERTIFICATION AT-A-GLANCE

## SHRM-CP SHRM-SCP

### 2018 SHRM-CP AND SHRM-SCP

#### EXAM SCHEDULE

	SPRING 2018 WINDOW	WINTER 2018 WINDOW
EXAM DATES	May 1–July 15, 2018	December 1, 2018–February 15, 2019
APPLICATIONS ACCEPTED	January 2	May 14
APPLICATION DEADLINE	March 23	October 19
LATE APPLICATION DEADLINE*	April 13	November 9

\*Additional \$75 USD nonrefundable late application fee.

### SHRM-CP AND SHRM-SCP

#### EXAM APPLICATION FEES\*\*

SHRM MEMBER	\$300 USD
NONMEMBER	\$400 USD

\*\*Includes \$50 USD nonrefundable application processing fee.

#### ELIGIBILITY REQUIREMENTS

[shrmcertification.org/eligibility](http://shrmcertification.org/eligibility)

#### APPLY FOR THE EXAM

[shrmcertification.org/apply](http://shrmcertification.org/apply)

#### FIND AN EXAM LOCATION NEAR YOU

[prometric.com/shrm](http://prometric.com/shrm)

### Downloadable Resources

#### SHRM Certification Handbook

Includes exam pricing, testing windows, eligibility requirements and the application process; preparing for the SHRM certification exam; and what to expect on exam day.

[shrmcertification.org/certificationhandbook](http://shrmcertification.org/certificationhandbook)

#### SHRM Recertification Handbook

Learn more about the value of maintaining your credential, what are qualifying activities, what are the categories of professional development credit (PDC) and how to apply for recertification.

[shrmcertification.org/recertificationhandbook](http://shrmcertification.org/recertificationhandbook)

#### SHRM Body of Competency & Knowledge™

Describes the SHRM Body of Competency and Knowledge (SHRM BoCK™), which forms the basis for the SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®) certifications.

[shrmcertification.org/SHRMBOCK](http://shrmcertification.org/SHRMBOCK)

#### SHRM Recertification Provider Guide

Describes the benefits of becoming a SHRM Recertification Provider\*\*\*, qualifications, application process, program guidelines, fees and acceptable programming topics.

[shrmcertification.org/recertificationproviderguide](http://shrmcertification.org/recertificationproviderguide)

\*\*\*SHRM Chapters, State Councils and Education Partners are automatically approved as SHRM Recertification Providers.

# IT'S TIME TO SET YOURSELF APART

It's time to prove that you're prepared for the pivotal role an HR leader plays in transforming the workplace.

Unlike memorization-based certification credentials, SHRM-CP and SHRM-SCP measure an HR professional's most critical skill: the ability to apply HR principles to real-life situations. No other exam compares.

## The SHRM credentials are:

### UNIVERSALLY APPLICABLE

Built upon one comprehensive SHRM Body of Competency and Knowledge, SHRM certification is applicable across industries, geographic borders, job responsibilities and career levels.

### COMPETENCY-BASED

SHRM certification tests your ability to apply your knowledge on the job. After all, HR isn't all facts and figures, but rather how you effectively implement your knowledge in the workplace every day.

### FOCUSED ON ADVANCEMENT

More than 5,000 employers are seeking SHRM credential-holders every month. Boost your confidence to take that next step in your HR career or to distinguish yourself in a job search.

### BACKED BY SHRM

SHRM certification is the only HR certification offered by the world's largest HR membership organization. As the industry leader in HR professional development, SHRM has supported more than 100,000 employers representing 140 million employees worldwide.

## HOW TO PREPARE FOR YOUR EXAM

### SHRM Learning System for SHRM-CP/SHRM-SCP

[shrmcertification.org/learning](http://shrmcertification.org/learning)

The SHRM Learning System® delivers the most effective SHRM-CP and SHRM-SCP certification preparation. Interactive, online study tools and learning modules that reflect current HR content prepare you for the SHRM-CP or SHRM-SCP certification exam. SHRM has created four learning options to meet every learning style:

- » Self-Study Program
- » Instructor-Led Programs
  - » SHRM Certification Preparation Seminars (in-person and virtual options)
  - » SHRM Education Partner Programs
- » SHRM Organizational Training & Development Programs



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