

**INTRODUCING**

# SHRM-CP<sup>SM</sup> AND SHRM-SCP<sup>SM</sup> CERTIFICATIONS

## NEXT-GENERATION SHRM CERTIFICATION

### Frequently Asked Questions

**Q: Why has SHRM created its own credentials?**

A: SHRM is committed to ensuring that the certification HR professionals achieve is the best in class and distinguishes them in the marketplace. Therefore, SHRM determined that it was necessary to move forward independently with the development of a competency-based certification, which is urgently needed for the advancement of the HR profession and HR practitioners.

**Q: What are the credentials?**

A: The new SHRM credentials, SHRM Certified Professional (SHRM-CP<sup>SM</sup>) and SHRM Senior Certified Professional (SHRM-SCP<sup>SM</sup>), are competency and knowledge-based credentials that will be universally recognized.

**Q: What is the foundation for the new SHRM-CP and SHRM-SCP?**

A: SHRM conducted an intensive research study to define the Competencies and Knowledge relevant to today's global HR professional. Through these efforts, a clear picture emerged of what is expected of future HR professionals and leaders. The SHRM Body of Competency & Knowledge<sup>TM</sup> (SHRM BoCK<sup>TM</sup>)—designed to elevate the HR profession around the world—forms the foundation for the new SHRM certification.

**Q: Who was involved in the research study?**

A: This certification is the culmination of over three years of research, and based on the SHRM Competency Model, which was validated by more than 35,000 HR professionals from 33 countries. These HR professionals identified the skills needed to grow and succeed in HR careers.

**Q: Do I have to retest if I already hold an HR generalist certification?**

A: No, SHRM understands the time and energy you've invested in obtaining your existing credentials. Beginning January 5, 2015, HR professionals with existing HR generalist\* certifications (you must have obtained your certification on or before January 31, 2015) that are in good standing, will be eligible for SHRM certification—at no cost—by completing the following by December 31, 2015:

- Document that your current certification is in good standing.
- Sign the SHRM Code of Ethics.
- Complete a brief online tutorial on HR competencies.

\*Eligible HR generalist certification programs include: PHR, SPHR, GPHR, HRBP, HRMP, and IPMA-CP.

Please note: PHR, SPHR, GPHR, HRBP and HRMP are registered trademarks of the HR Certification Institute and are not SHRM certifications. SHRM has no rights in the "IPMA" trademark, and IPMA-CP is not a SHRM certification. Other HR generalist credentials may also qualify based on SHRM's review, please e-mail [shrmcertification@shrm.org](mailto:shrmcertification@shrm.org) for more information.

**Q: What is the cost to take the exam?**

A: The SHRM-CP and SHRM-SCP exams are each \$300 for SHRM members and \$400 for nonmembers. (This price includes a \$50 nonrefundable processing fee.)

**Q: When can I take the exam?**

A: The first exam window will be May 1-July 15, 2015. Applications will be accepted January 5-March 14, 2015. The late application deadline is April 17 (a late nonrefundable fee of \$75 will occur for applications submitted after March 14.) The winter exam window will be December 1, 2015-February 15, 2016. Applications will be accepted May 1-October 16, 2015. The late application deadline is November 13 (a late nonrefundable fee of \$75 will occur for applications submitted after October 16.)

**Q: Where can I take the exam?**

A: The exam will be offered at test centers around the world via Prometric. Visit [prometric.com](http://prometric.com) to find the exam location nearest you.

**Q: Am I eligible for the new SHRM certification?**

A: Eligibility for the SHRM-CP and SHRM-SCP is determined based on a combination of education and experience:

CREDENTIAL	LESS THAN A BACHELOR'S DEGREE*		BACHELOR'S DEGREE		GRADUATE DEGREE	
	HR-Related Degree	Non-HR Degree	HR-Related Degree	Non-HR Degree	HR-Related Degree	Non-HR Degree
SHRM-CP	3 years in HR role	4 years in HR role	1 year in HR role	2 years in HR role	Currently in HR role	1 year in HR role
SHRM-SCP	6 years in HR role	7 years in HR role	4 years in HR role	5 years in HR role	3 years in HR role	4 years in HR role
A SHRM-CP credential holder is eligible to sit for the SHRM-SCP exam after successful completion of one three-year SHRM-CP recertification cycle.						

\*Less than a bachelor's degree includes: working toward a bachelor's degree; associate's degree; some college; qualifying HR certificate program; high school or GED.

**THE FOLLOWING GENERAL ELIGIBILITY CRITERIA ALSO APPLY:**

- Applicants must show that they have worked in an HR role for more than 1,000 hours within a calendar year, which equates to one year of experience.
- HR experience may be classified directly, as working in an HR role, or indirectly, by consulting, educating or researching HR practices linked specifically to human resource management.
- HR experience may be in an HR exempt or nonexempt capacity.
- SHRM membership is not required.

Determining whether to seek the SHRM-CP or SHRM-SCP credential is a significant decision with multiple factors worthy of consideration. While eligibility to take either certification exam is based on one's years of experience and level of education, it is equally important to assess one's *type* of professional experience.

To ensure a successful test-taking experience, first assess your eligibility, then download the [SHRM Certification Handbook](#) to learn more about which exam to take.

**Q: How long will the exam be? How many questions?**

A: Candidates for the SHRM-CP exam will have up to 4 hours to answer a total of 160 questions. Candidates for the SHRM-SCP exam will have up to 4 hours to answer a total of 180 questions.

**Q: How does the exam test HR Competencies?**

A: Situational judgment items assess candidates' KSAs and decision-making skills, which are not easily measured using traditional knowledge-based questions. Examinees are presented with realistic work-related scenarios and asked to choose the best of several possible strategies to resolve or address the issues described in each scenario. Because more than one strategy may be effective for addressing actual work-related scenarios, examinees will receive full credit for choosing the best possible answer, or partial credit for choosing the second-best possible answer. Incorrect answers, which reflect ineffective strategies, will receive no credit.

Learn more about the exams policies and procedures by downloading the [SHRM Certification Handbook](#).

**Q: Is there a credential for HR professionals whose organizational work is on a global scale?**

A: There is not a separate credential—because the SHRM-CP and SHRM-SCP are applicable across geographic borders, industries, job titles, and career levels. The exams cover the new global Body of Competency and Knowledge and are relevant worldwide, giving professionals the recognition and flexibility to use their knowledge, skills and competencies anywhere their career takes them.

**Q: Will I need to recertify once I've earned my SHRM-CP or SHRM-SCP?**

A: Yes, SHRM believes that recertification is key to ensuring that your knowledge is current and skills are sharp. Credential holders must earn 60 Professional Development Credits (PDCs) within a 3-year recertification period that ends on the last day of the credential holder's birth month (or retake the certification exam at the end of the 3-year recertification period.)

SHRM has addressed the needs of HR professionals by creating three avenues by which SHRM-CP and SHRM-SCP credential holders earn recertification credits: Advance Your Education, Advance Your Organization, and Advance Your Profession. These categories parallel the SHRM BoCK's three main elements of Effective Individual Performance, Successful Business Outcomes, and Advancing the HR Profession.

Learn more about maintaining your credentials by downloading the [SHRM Recertification Handbook](#).