

INTRODUCING

SHRM-CP™ AND SHRM-SCP™ CERTIFICATIONS

NEXT-GENERATION HR 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™) and SHRM Senior Certified Professional (SHRM-SCP™), 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™ (SHRM BoCK™)—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 around the world. These HR professionals identified the skills needed to grow and succeed in HR careers. Studies were conducted with four major corporations and four major research universities, including Walmart, Boeing, Michigan State University, Pennsylvania State University, Lusiada University (Lisbon, Portugal), and University of North Carolina-Charlotte.

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.

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 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 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 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:

ELIGIBILITY REQUIREMENTS

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
	Or you are eligible to sit for the SHRM-SCP exam after one SHRM-CP recertification cycle.					

» Applicants must show that they have worked in an HR role for more than 1,000 hours within a calendar year, which equates to 1 year of experience.

» HR experience can be in an exempt or non-exempt capacity.

» SHRM membership is not required to attain the new SHRM certification.

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

A: Candidates for the SHRM-CP exam will have 3 to 3-1/2 hours to answer a total of 160 questions. Candidates for the SHRM-SCP exam will have 3-1/2 to 4 hours to answer a total of 180 questions.

Q: How does the exam test HR Competencies?

A: Situational Judgment Tests (SJTs) measure Knowledge, Skills, Abilities and Other characteristics (KSAOs) and decision-making skills that cannot be easily measured by other aptitude tests (e.g., numerical, abstract or verbal). SJTs describe a work-related scenario that the test-taker might experience on the job and for each scenario, a variety of behavioral-based approaches to resolving the issue are suggested. Test-takers are asked to identify the most appropriate approach to resolving or addressing the scenario. Several questions may be based on the same scenario. SHRM has partnered with a premier test development organization with deep expertise in the design of situational judgment-based exams.

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: What are the benefits of preparing for my exam with a SHRM Education Partner Program?

A: SHRM Education Partner programs combine the comprehensive SHRM Learning System® for SHRM-CP/SHRM-SCP—together with a structured classroom environment that ensures you stay on track with your studies. The program will be led by an experienced and SHRM-CP/SHRM-SCP certified instructor, and peer discussion will help reinforce your learning materials. Plus, tuition reimbursement may be available from your employer.

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. View the full Recertification Handbook at shrm.org/recertificationhandbook.