

# SHRM U.S. Employment Immigration Specialty Credential

Talent doesn't have borders. People are an organization's most vital resource and most important investment. In the global competition for skilled workers, a comprehensive understanding of the U.S. immigration system is key. Policy changes and complex immigration requirements require today's professionals to be agile and resourceful in identifying the best talent solutions. Earning SHRM's U.S. Employment Immigration Specialty Credential will increase your effectiveness in managing employment visas, regulations, employment verification processes and audit risks to keep your organization competitive and compliant. Distinguish yourself by demonstrating you can be successful in this highly sought-after field of practice.



## How to earn the SHRM U.S. Employment Immigration Specialty Credential

When you purchase the [SHRM U.S. Employment Immigration Specialty Credential](#), your learning package includes all of the following components:

1. **Global Hiring: Comply with U.S. Visa Requirements Program** – select the program that works best for you.
2. **Three U.S. Employment Immigration eLearning courses** – as your schedule allows, complete the three U.S. Employment Immigration eLearning courses:
  - Employment Eligibility: A Practical Guide to I-9 and E-Verify
  - Hiring Foreign Nationals: Nonimmigrant Visas
  - Hiring Foreign Nationals: Immigrant Visas
3. **U.S. Employment Immigration Knowledge Assessment** - Once the instructor-led program and all eLearning courses are complete, successfully pass an online, U.S. Employment Immigration knowledge assessment.

Upon completion of all components and passing assessment, you will earn 26 PDCs total along with your certificate of achievement and digital badge. Be sure to add your SHRM Specialty Credential achievement to your resume, signature block, and social media profiles to validate your credibility and demonstrate your dedication to the industry.

## Instructor Led Program (in-person or live online)

- **Title: Global Hiring: Complying with U.S. Visa Requirements**

Presented in partnership with Fragomen Worldwide, this engaging program will offer you valuable insights into the best practices employed by expert human resource professionals who recruit and retain highly skilled global talent. You will learn to identify employment-related opportunities and limitations of the U.S. immigration system, and how to maintain compliance with relevant U.S. immigration laws and regulations. Through a final practicum, you will demonstrate the core skills needed to recognize and explain the key considerations for successfully hiring and retaining foreign nationals.

Program Objectives:

- Describe basic immigration terms and concepts and how they apply to the hiring process for U.S. residents and foreign nationals.
- Identify when to use immigrant and non-immigrant visas to manage the visa process and comply with federal laws and regulations associated with temporary and regular employment of foreign professionals.
- Define the I-9 employment verification process and incorporate best practices.
- Comply with federal auditing guidelines and legal requirements.
- Identify and define key considerations when hiring a foreign national by participating in various scenarios via practical lab.

## eLearning Components

- **Title: Employment Eligibility: A Practical Guide to I-9 and E-Verify**

The Employment Eligibility: A Practical Guide to I-9 and E-Verify course gives a comprehensive overview of the employment eligibility statutes, Form I-9 requirements and the E-Verify system. This course includes real-life scenarios and activities based on Form I-9, which will prepare you to effectively manage the employment verification process for your employees. The course utilizes the recently released, 7/17/2017 version of the Form I-9, Employment Eligibility Verification.

No matter if you oversee hiring at a large company with multiple offices across the US or an HR manager at a small business with just one location, it is your role to ensure I-9 compliance at your organization. The course is essential for all HR professionals who are involved in hiring and employment verification.

Learning Objectives:

- Form I-9 employment verification process
- Best practices for completing and maintaining I-9 employee forms
- Employment eligibility and antidiscrimination laws and regulations
- E-Verify, including a protocol for handling typical case results

- **Title: Hiring Foreign Nationals: Nonimmigrant Visas**

This course will take a deep dive into twelve most used non-immigrant visas for temporary employment in the U.S. As a talent acquisition specialist, HR generalist, International Student Services professional or paralegal venturing into the world of immigration, this course will help you identify appropriate visas for foreign nationals you support. You will also learn the steps to follow when applying for the preferred visa type.

Learning Objectives:

- Navigate the nonimmigrant employment visa petition process
- Recognize similarities and differences of employment-based nonimmigrant visas (NIVs), including H-1B, H-1B1, H-2B, O, L, P, E-1/E-2, E-3, TN and F-1 OPT among others
- Select an appropriate nonimmigrant visa based on an applicant's background and the prospective position
- Advise on foreign national eligibility requirements, visa duration, quotas, and extension options for each of the covered visas
- Recall how and when to use Form I-129, Petition for a Nonimmigrant Worker
- Identify nonimmigrant visa classifications that would support your organization's hiring strategy and alternative nonimmigrant visa types for various employment scenarios

- **Title: Hiring Foreign Nationals: Immigrant Visas**

This course explores the lawful permanent resident (LPR) immigration process for foreign nationals who would like to live and work in the United States permanently: EB-1, EB-2, and EB-3 categories. It also explains the petition process your organization will follow and how to navigate the federal agencies you will interact with along the way.

If you are in Human Resources, Talent Acquisition, or Global Mobility and need to/or would like to understand employment-based immigrant visas, then this course is for you.

Learning Objectives:

- Identify the proper use of EB-1, EB-2, and EB-3 Green Card categories available to foreign nationals and US employers, including specific eligibility requirements for each
- Manage the immigrant visa categories and subcategories appropriate to your business strategy
- Know how to handle the key steps of the immigrant visa process: the PERM process and Labor Certification; Form I-140, Immigrant Petition for Alien Worker; and Adjustment of Status vs. Consular Processing.