



SHRM Certification Exam Acronym List

The following acronyms appear in the SHRM Body of Competency and Knowledge (BoCK) and may appear on the SHRM-CP and SHRM-SCP certification exams. The primary list is applicable to all examinees. On the exam, the term will be spelled out the first time it appears in a test item along with its acronym. Then, within the same test item, the acronym will be used.

ADDIE	Analysis, Design, Development, Implementation, Evaluation	IT	Information Technology
ADR	Alternative Dispute Resolution	KPI	Key Performance Indicator
ATS	Applicant Tracking System	KSAO	Knowledge, Skills, Abilities and Other Characteristics
CBA	Cost-benefit Analysis	M & A	Merger & Acquisition
CHRO	Chief Human Resource Officer	MNC	Multinational Corporation
COE	Center of Excellence	PESTLE	Political, Economic, Social, Technological, Legal and Environmental
CSR	Corporate Social Responsibility	PTO	Paid Time Off
EAP	Employee Assistance Program	RJP	Realistic Job Preview
EI	Emotional Intelligence	ROI	Return on Investment
EVP	Employee Value Proposition	SWOT	Strengths, Weaknesses, Opportunities, Threats
HRIS	Human Resource Information System		
IDP	Individual Development Plan		
IM	Information Management		

Additional U.S. Focused Acronyms

The following acronyms are U.S.-specific laws, regulations or terminology and should be familiar to all U.S.-based test takers. International examinees need not be familiar with these terms.

ADA	Americans with Disabilities Act	FMLA	Family and Medical Leave Act
ADAAA	Americans with Disabilities Amendment Act	FLSA	Fair Labor Standards Act
ADEA	Age Discrimination in Employment Act	GINA	Genetic Information Nondiscrimination Act
BFOQ	Bona Fide Occupational Qualification	HIPAA	Health Insurance Portability and Accountability Act
COBRA	Consolidated Omnibus Budget Reconciliation Act	LMRA	Labor Management Relations Act
EEOC	Equal Employment Opportunity Commission	NLRA	National Labor Relations Act
EPA	Equal Pay Act	OSHA	Occupational Safety and Health Act (Law) or Administration (Agency)
ERISA	Employee Retirement Income Security Act	ULP	Unfair Labor Practice
		WARN Act	Worker Adjustment and Retraining Notification Act