

# BECOME A SHRM RE-CERTIFICATION PROVIDER



Become a SHRM Recertification Provider and be recognized as a provider of choice by SHRM-certified professionals.

## WHY BECOME A SHRM RE-CERTIFICATION PROVIDER?

- ▶ Award PDCs for individual HR programs, without pre-approval from SHRM.
- ▶ Use the SHRM Recertification Provider Seal to promote your SHRM-approved status.
- ▶ List your programs in SHRM's Pre-Approved Activities Directory, searchable to over 100,000 SHRM-certified professionals.

### Three types of providers:

#### 1 GENERAL PROVIDER

Third-party organizations that have been in operation offering HR or HR-related programming for at least one year. General Providers must pay a fee to participate and must renew every two years.

#### 2 SHRM CHAPTER/STATE COUNCIL PROVIDER

SHRM-affiliated chapter/state council organizations in good standing that offer HR or HR-related programming. SHRM chapters and state councils are provided with the opportunity to participate free of charge, with an option to auto-renew annually.

#### 3 EDUCATION PARTNER PROVIDER

SHRM-approved organizations, domestic and international, that offer HR or HR-related programming. Education Partners are provided with the opportunity to participate free of charge, with an option to auto-renew, as part of their education partner contracting process.

Programming can include workshops, seminars, college/university courses, conferences, e-learning and webcasts.

All programs must align with one or more areas of the SHRM Body of Competency and Knowledge™ (SHRM BoCK™).



For additional information and resources about the **SHRM Recertification Provider program**, visit [SHRMCERTIFICATION.ORG/PROVIDERS](https://SHRMCERTIFICATION.ORG/PROVIDERS).



# PROVIDER REGISTRATION PROCEDURES



## GENERAL PROVIDERS

Go to [shrmcertification.org/providers/apply](https://shrmcertification.org/providers/apply) to complete and submit the online application. Applicants must:

- ▶ Submit an example of an existing program that substantiates previous delivery of HR-related programming.
- ▶ Provide the name and e-mail address of a primary contact for the program. This individual will be responsible for entering program information into the SHRM database and receiving and responding to program-related correspondence.
- ▶ Agree to abide by all program requirements.
- ▶ Remit the application fee: \$500 for two years (includes \$100 nonrefundable processing fee).

The review process takes up to 15 business days to complete. Send inquiries to [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org) or call **703.548.3440, option 3**.

## SHRM CHAPTERS, STATE COUNCILS AND EDUCATION PARTNER PROVIDERS.

- ▶ Account setup may take up to 10 business days to complete. Send requests to: [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org).