



Your participation in the SHRM Recertification Provider Program (the “Program”) is subject to the Recertification Provider Terms and Conditions below, as well as the SHRM Bylaws and [SHRM Code of Ethics](#).

As a SHRM Recertification Provider (“Provider”) you agree to the following:

Program Requirements

- Adhere to all requirements, standards and guidelines as defined by SHRM, including the current SHRM Recertification Provider Program Guide.
- Designate a contact person who will be responsible for entering relevant educational activities into the online SHRM program database; and notify SHRM if person responsible for entering program information into the SHRM database changes.
- Enter into the online [SHRM program database](#) all required information for each individual program offering before the program start date.
- Have the resources, facilities, and administrative support to effectively deliver HR Competency and/or Knowledge related programming.
- Offer high quality programming, developed and presented by appropriate subject matter experts and utilize presenters/instructors/speakers with proven expertise in the field and the ability to facilitate learning.
- Provide programming that addresses the HR Competencies and/or Knowledge Domains needed for effective job performance, as outlined in the [SHRM BoCK](#).
- Identify both the learning objectives and Competencies/Knowledge areas for each program offering with specific references to the [SHRM BoCK](#).
- Have a participant evaluation process in place and utilize feedback to ensure continuous improvement in program content and quality.
- Have a SHRM-CP or SHRM-SCP be part of the program review process. (Applies to General Providers ONLY)
- Allow SHRM to contact program participants to assess program content and quality.
- Use SHRM methodology to award the appropriate number of PDCs for individual offerings. Credit is awarded based on the actual educational time spent in the program.

Examples:

- » 1-hour educational program = 1 PDC
- » 1-hour and 15-minute concurrent conference session = 1.25 PDCs
- » 3-hour e-learning course = 3 PDCs

- Include a process for determining attendee participation for passive-format programs (e.g., webinars, videoconferences, audiocasts, self-directed e-learning).
- Ensure qualifying programs are at least one hour (e.g., 45-minute presentation with 15 -minute Q&A period). Individual Conference sessions or sessions at a one- or multi-day seminar must follow this same format to qualify.
- Provide program participants with verification of attendance (e.g., certificate of completion, e-mail notification, materials distributed on site) that show the number of PDCs assigned to the educational activity and the date(s) attended.
- Comply with the SHRM Recertification Provider audit process, including compliance with any program verification requests conducted by SHRM, and retaining program documentation for a minimum of three years.

Provider Qualifications

- SHRM reserves the right to accept or reject any applicant in its sole discretion.
- General Providers
 - Provider must have been in operation for at least one year.
 - Provider must have offered training in HR Competencies and/or Knowledge Domains for at least one year. (Applies to General Providers ONLY)
- SHRM Chapter, State Councils and Global Forums must be in good standing
- SHRM Education Partners must maintain Education Partner Status (provided that upon termination or expiration of Education Partner agreement, Education Partners may apply to become General Providers)
- Academically Aligned Institutions must maintain SHRM academic alignment status



Provider Requirements

- Provider must complete all application requirements, including providing accurate and truthful information in the application. In the event SHRM determines Provider failed to provide complete, accurate or truthful information in its application, SHRM may reject Provider application, or if already approved, terminate Provider's participation in the Recertification Provider Program

Provider agrees that Provider is submitting the attached applications on behalf of Provider only. Provider may not submit an application on behalf of another individual or organization. In addition, Provider may not submit program information or offer PDCs for third party programs, Provider may not sublicense any of its rights hereunder, and may not allow any third party to access the SHRM program database or exercise any of Provider's rights hereunder.

Ownership and Trademark Usage

- SHRM is the exclusive owner of the SHRM BoCK, the SHRM certification exams, the SHRM Recertification Provider Program, and any related materials.
- Except as otherwise provided in any agreement between SHRM and Provider, as between SHRM and Provider, Provider is the owner of any Provider programs, which may be offered for PDCs.
- SHRM is the owner of federally registered trademarks for the "Society for Human Resource Management," the "SHRM acronym" and the SHRM Recertification Provider logo and of several other trademarks (hereafter collectively, the "SHRM Trademarks"). Provider may use any of the SHRM Trademarks only as expressly permitted under this Agreement, in which event such use is by license from SHRM and shall be limited to the use expressly allowed hereunder. Any use of the SHRM Trademarks in any written or digital materials shall comply with SHRM graphic standards provided to Provider. Any other uses of the SHRM Trademarks shall require the prior written approval of SHRM in its sole discretion.
- Provider may use the SHRM Recertification Provider logo (or "seal") on its website or in marketing materials (collectively, "publications") related to any programs for which Provider intends to offer PDCs. Provider shall adhere to SHRM Recertification Provider seal usage guidelines when using the SHRM Recertification Provider seal on any publications.
- Provider shall not, and shall not have the right, to sublicense to any third party the Recertification Provider seal or any materials received by Provider in connection with Provider's participation in the Program.

Termination

Once approved, Recertification Providers are eligible to provide PDCs during the Term, as outlined in the SHRM Recertification Provider Guide. Upon the expiration of the Term, depending on the Provider type, Providers may reapply, as applicable, to continue participating in the Program, or the Term may be auto renewed. Except as otherwise expressly provided in the SHRM Recertification Provider Program Guide, SHRM shall have the right to terminate Provider's participation in the Program at any time, at its sole discretion, including upon the occurrence of any of the below events.

- Provider's failure to comply with the Recertification Provider seal usage guidelines.
- Provider's improper or unauthorized use of any SHRM Trademark or SHRM copyrighted materials.
- Provider's violation of these terms and conditions.

Additional Terms

- Provider agrees that it shall comply with all applicable laws, including US trade sanctions, as outlined in the SHRM Recertification Provider Program Guide.
- Provider agrees that Provider's participation in the Program is also subject to the SHRM [Terms of Use](#) and [Privacy Policy](#)