

SHRM-CP®
SHRM-SCP®

SHRM CERTIFICATION
RECERTIFICATION
REQUIREMENTS HANDBOOK

shrmcertification.org/recertificationhandbook

SHRM®

BETTER WORKPLACES
BETTER WORLD™

ENTERING YOUR PROFESSIONAL DEVELOPMENT CREDITS (PDCs)

STEP 1

Log in to portal.shrm.org and enter your SHRM login e-mail address and password.

STEP 2

Click on "Add PDCs" and then choose the related PDC category:

- **Advance Your Education**
- **Advance Your Organization**
- **Advance Your Profession**

STEP 3

In the **Advance Your Education** category, input the Activity ID (if one was provided), click "Search" and view the populated activity details. Confirm that this information is correct. Click "Submit" to save the PDCs in your Certification Portal.

If an Activity ID was not provided, or for PDCs that fall under the **Advance Your Organization** or **Advance Your Profession** categories, manually input the information requested.

STEP 4

After you've earned 60 PDCs or more, click on the "Apply for Recertification" link. This link will be visible one year into your recertification cycle.

When entering PDCs, ensure that the activities you enter occurred between the beginning and end dates of your recertification cycle. An activity must be completed before it can be recorded. It is recommended that you enter activities into your portal throughout your cycle versus waiting until the end.



Your 3-year recertification cycle ends on the last day of your birth month.

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SHRM, the Society for Human Resource Management, creates better workplaces where employers and employees thrive together. As the voice of all things work, workers and the workplace, SHRM is the foremost expert, convener and thought leader on issues impacting today's evolving workplaces. With 300,000+ HR and business executive members in 165 countries, SHRM impacts the lives of more than 115 million workers and families globally. Learn more at SHRM.org and on Twitter @SHRM.



THE VALUE OF MAINTAINING YOUR CREDENTIAL

Earning your SHRM certification credential proves your competence in the HR field and your dedication to the profession. Maintaining the credential shows that you are committed to self-improvement, continued growth and development, and to HR excellence. Because the HR profession is constantly evolving, it is important for certified professionals to stay at the top of their game and maintain their relevance.

The SHRM Body of Competency and Knowledge™ (SHRM BoCK™) is the foundation of the SHRM certification program. The SHRM BoCK describes the behavioral and technical competencies that HR professionals need for effective job performance.

SHRM certification credential-holders maintain their credential by engaging in professional development activities that relate to the behavioral competencies and HR knowledge areas identified in the SHRM BoCK. The incorporation of competencies into the SHRM BoCK greatly expands the range of activities that qualify for professional development credits (PDCs).

By encouraging HR professionals to continually enhance their expertise, the SHRM recertification process increases the value of the SHRM credentials to the HR profession and the business community at large. By embodying the twin aspects of modern HR practice, *competency* and *knowledge*, the SHRM-CP and SHRM-SCP represent the highest standard of HR certification.

RECERTIFICATION REQUIREMENTS

AS A SHRM CERTIFICATION-HOLDER YOU HAVE TWO OPTIONS FOR RECERTIFICATION:

- » **Option 1:** Earn 60 professional development credits (PDCs) within your 3-year recertification cycle.
- » **Option 2:** Re-take the certification exam within the last year of your recertification cycle.

Both options must be achieved by your recertification end date (last day of your birth month). Failure to recertify will result in the revocation of your SHRM-CP or SHRM-SCP credential.

QUALIFYING ACTIVITIES

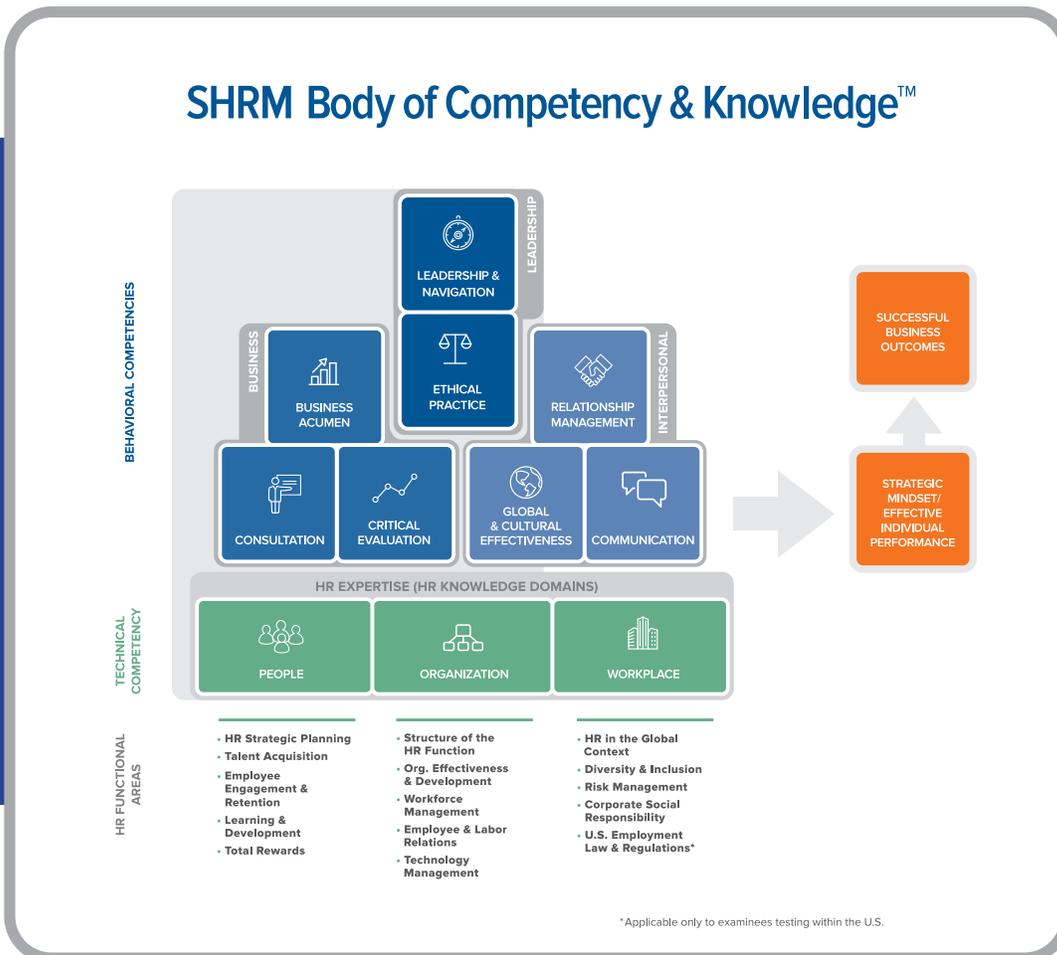
SHRM-CP and **SHRM-SCP** credential-holders earn recertification credits by participating in professional development activities related to elements of the SHRM BoCK. The SHRM BoCK organizes eight behavioral competencies into three clusters:

- **Leadership** (*Leadership & Navigation, Ethical Practice*)
- **Interpersonal** (*Relationship Management, Communication, Global & Cultural Effectiveness*)
- **Business** (*Business Acumen, Consultation, Critical Evaluation*)

And 15 HR functional areas into three knowledge domains:

- **People** (HR Strategic Planning, Talent Acquisition, Employee Engagement & Retention, Learning & Development, Total Rewards)
- **Organization** (Structure of the HR Function, Organizational Effectiveness & Development, Workforce Management, Employee & Labor Relations, Technology Management)
- **Workplace** (HR in the Global Context, Diversity & Inclusion, Risk Management, Corporate Social Responsibility, U.S. Employment Law & Regulations*)

Figure 1: The SHRM Body of Competency & Knowledge (SHRM BoCK)



The SHRM BoCK greatly expands the scope of professional development activities that qualify for recertification credit. Because competencies are included in the SHRM BoCK, many educational programs not directly tied to human resource management will qualify for PDCs.

CATEGORIES OF PROFESSIONAL DEVELOPMENT CREDIT

SHRM has addressed the needs of HR professionals by creating three categories from which SHRM-CP and SHRM-SCP credential-holders may earn recertification credits: Advance Your Education, Advance Your Organization and Advance Your Profession. These categories align with the SHRM BoCK's primary premise of supporting an HR professional's efforts to develop a strategic mindset, drive successful business outcomes and advance the HR profession.

PDC CATEGORY	DESCRIPTION/EXAMPLES	PDC MAXIMUM (per recertification period)
Advance Your Education	Instructor-led or self-paced continuing education activities, including: <ul style="list-style-type: none"> • Conferences • Seminars/workshops • College/university courses • Virtual learning (instructor-led) • Chapter programs • E-learning (self-paced) • Videoconferences • Webcasts • Books and e-books • Podcasts • <i>HR Magazine</i> articles 	No maximum
Advance Your Organization	Supervisor-endorsed work projects that: <ul style="list-style-type: none"> • Meet or support organizational goals and demonstrate or advance your capabilities in one or more of the HR competencies 	20 PDCs
Advance Your Profession	Thought leadership and volunteer activities that contribute to the development of the HR profession and the community: <ul style="list-style-type: none"> • Professional membership • Volunteer leadership roles • Speaking at conferences • Research, writing and publishing • Test-item development project work 	30 PDCs

TRACK YOUR PDCs IN YOUR
CERTIFICATION PORTAL AT
PORTAL.SHRM.ORG

ADVANCE YOUR EDUCATION

No PDC maximum for instructor-led or self-paced continuing education activities, per 3-year recertification cycle.

SHRM recognizes the value of professional development through lifelong learning and supports formats that cater to individual learning needs and preferences. Activities that fall within this category are described below. Qualifying continuing education programs must be related to the HR behavioral competencies or knowledge domains outlined in the SHRM BoCK.

CONFERENCES, SEMINARS AND WORKSHOPS

You may earn recertification credit by attending conferences, seminars or workshops that relate to the behavioral competencies or HR knowledge domains outlined in the SHRM BoCK.

PDC Allocation

In cases where activity codes are not provided, the number of PDCs is calculated based on the actual time spent in session(s). Sessions must be at least 1 hour in length. Beyond the first hour, additional time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of one hour.

Credit is not awarded for time spent eating meals or taking breaks. Professional development programs held during working lunches are acceptable provided they are a minimum of 1 hour in length.

COURSES TAKEN FOR DEGREE PROGRAMS

No PDC maximum for graded courses, 10 PDC maximum for ungraded courses, per 3-year recertification cycle

You may earn recertification credit by taking an undergraduate or graduate course from an accredited college or university. If the course is graded, you must earn a grade of C or better to receive recertification credit.

Qualifying content need not be related to an HR-specific knowledge domain but must align with the SHRM BoCK behavioral competencies.

Examples:

- » Statistics course (relates to *Critical Evaluation* competency)
- » Communicating Effectively in Organizations seminar (relates to *Communication* competency)

PDC Allocation

The number of PDCs per course is calculated as follows:

Semester system	1 credit hour = 15 PDCs
Trimester system	1 credit hour = 12 PDCs
Quarter system	1 credit hour = 10 PDCs
Audited, ungraded or noncredit-hour courses	1 credit hour = 10 PDCs (1 course maximum per recertification cycle)

NOTE: It is the responsibility of the credential-holder to determine the credit system the educational institution is using.

CONTINUING EDUCATION UNITS AND CONTINUING LEGAL EDUCATION

SHRM recognizes programs for which the International Association for Continuing Education and Training (IACET) has awarded continuing education units (CEUs). SHRM also recognizes continuing legal education (CLE) programs.

PDC Allocation

The number of PDCs per IACET CEU-awarded program is calculated as follows:

» 1 CEU = 10 PDCs

The number of PDCs per CLE program is calculated as follows:

» 1 CLE = 1 PDC

E-LEARNING, VIDEOCONFERENCES, WEBCASTS AND PODCASTS

Self-paced/self-directed/e-learning programs are programs that do not require real-time interaction or engagement with a live instructor or other participants.

PDC Allocation

The number of PDCs for self-paced learning activities is calculated based on the actual educational time spent in the activity. Activity must be at least 1 hour in length. Beyond the first hour, additional time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of one hour.

Chapter membership equals more PDC earning opportunities!

Dual membership in SHRM and a SHRM local chapter provides greater opportunities to network, connect, learn and earn PDCs!

Use the Chapter Locator on shrm.org/chapters to find a chapter near you.

SHRM-APPROVED BOOKS AND E-BOOKS

You may earn recertification credit by reading books that SHRM has identified as credit-worthy for their appropriate subject matter content, taking the associated quizzes, and scoring 70% or better. Qualifying books are listed at shrmstore.shrm.org.

PDC Allocation

PDC calculation for books and e-books is as follows:

Book quiz score of 70% or better = 3 PDCs per book

Acceptable Documentation for Advance Your Education

If your recertification record is selected for verification, examples of acceptable documentation include:

- » Certificate of successful completion of a workshop, seminar, virtual learning (instructor-led) or chapter program, and/or timed agenda.
- » Copy of conference program guide or agenda.
- » Transcript for a university or college course.
- » Record documenting successful completion of an associated quiz or related program material for self-paced activities, including e-learning, videoconferences, webcasts, books and e-books.

ADVANCE YOUR ORGANIZATION

20 PDC maximum per 3-year recertification cycle

SHRM recognizes the value of your activities in the workplace that contribute to the continued success of your organization and to your growth as an HR professional.

WORK PROJECTS

You may earn recertification credit for projects you worked on that meet or support organizational goals and provide opportunities to advance your capabilities in the HR behavioral competency areas.

To be awarded credit, you must provide a brief write-up detailing the specifics of the project including information about the project's effect on your organization's goals and objectives, the role you played supporting the effort, which HR behavioral competencies were used, and how they were applied.

A template for your write-up is included in the instructions of the Advance Your Organization section of the certification portal.

PDC Allocation

Qualifying projects fall into one of two categories. The number of PDCs for each type of work project is as follows:

10 PDCs for the completion of an HR-related project that involved 50+ hours of work

Example:

Designing and implementing a new initiative to promote diversity and inclusion (relates to *Global & Cultural Effectiveness* competency)

or

20 PDCs for the completion of an HR-related project that involved 100+ hours of work

Example:

Researching, designing and implementing a new compensation program (relates to *Relationship Management* and *Critical Evaluation* competencies)

NOTE: Due to the COVID-19 situation, SHRM has revised work project requirements to focus only on the number of hours dedicated to the implementation and completion of a qualified project. System adjustments are in progress. As a short-term workaround, please enter a 3-month or 6-month date span that aligns with your cycle when adding your work project activity to your record.

Acceptable Documentation for Advance Your Organization

If your recertification record is selected for verification, examples of acceptable documentation include:

- » Executive summary of the work project, including the project objectives, time frame and hours spent.
- » Letter from your supervisor verifying the dates and hours of the project and how it aligned to organizational goals and the SHRM BoCK.

ADVANCE YOUR PROFESSION

30 PDC maximum per 3-year recertification cycle

SHRM recognizes the value of activities that contribute to the continued development of the HR profession and the community. These include thought leadership activities, such as making presentations, teaching, research, authorship and volunteering.

PRESENTATIONS

You may earn recertification credit by creating and presenting educational content based on the behavioral competencies and HR functional areas outlined in the SHRM BoCK.

The following limitations apply:

- ›› Credit is awarded only for the first time the presentation is made during a recertification cycle. The same presentation can be made during the next recertification cycle if the content has substantially changed.
- ›› Credit is not awarded for presenting updates on company policies.

PDC Allocation

The number of PDCs for presentations is calculated as follows:

- ›› 1 hour of presenting including preparation time = 2 PDCs
- ›› A maximum of 20 PDCs are awarded for presentations that span more than 10 educational hours.

Examples:

- ›› Teaching a semester-long course on organizational leadership = 20 PDCs
- ›› Presenting a 1-hour-and-15-minute concurrent session at a conference on social media in the workplace = 2.5 PDCs
- ›› Making a 3-hour presentation on improving negotiation effectiveness = 6 PDCs

Acceptable Documentation for Presentations

If your recertification record is selected for verification, examples of acceptable documentation include:

- ›› Course syllabus that includes name, class times and topics for university/college courses.
- ›› Outline for a workshop or seminar being presented with presenter's name and PowerPoint presentation with the presenter's contact information.

RESEARCHING, WRITING AND PUBLISHING

You may earn recertification credit by:

- » Conducting primary research on an HR-related competency or knowledge domain and publishing that research.
- » Authoring a book, article, white paper or blog post on an HR-related topic published by a third party.

PDC Allocation

The number of PDCs for research, writing and publishing is as follows:

Authoring, co-authoring or editing a book	20 PDCs
Authoring, co-authoring or editing an article or other published work	10 PDCs
Authoring a white paper or blog post	1 PDC (6 PDCs maximum)

- » Research, writing and publishing activities must occur outside of your own organization.
- » The content of the materials must:
 - » Be related to the SHRM BoCK.
 - » Include at least 750 words.
 - » Not be solely opinion-based.
 - » Include factual information and data analysis.
 - » Include at least one reference to an external resource.

Acceptable Documentation for Research, Writing and Publishing

If your recertification record is selected for verification, examples of acceptable documentation include:

- » Copy of or link to a published article, blog post, white paper, book or research conducted.

VOLUNTEERING

SHRM recognizes the value of volunteering your time and talent to support HR/HR-related initiatives for nonprofit organizations. Volunteer activities that qualify for recertification credit are those in which you provide HR services without compensation.

Examples:

- » Serving as a membership chair for your local chapter
- » Providing HR expertise while serving on the board of a nonprofit organization
- » Providing compensation and benefits services for a religious organization

PDC Allocation

A sampling of volunteer activities with PDC allocations are listed below. You must wait until your volunteer commitment is complete before entering PDCs into the portal.

Serving as a board member or officer	5 PDCs per year
Serving as a committee chair	5 PDCs per year
Serving as Chapter/State Council Leader	5 PDCs per year
Serving as a committee or panel member	3 PDCs per year
Participating in a formal mentorship program	3 PDCs per year
Participating in an HR-related focus group	1 PDC per activity
Participating in an HR survey	1 PDC per activity
Participating in a research workshop	2 PDCs per activity
Writing an HR-related letter or making a call to Congress/state legislature	1 PDC per activity
Peer-reviewing white papers or articles	1 PDC per activity
Participating as a member of the SHRM Advocacy Team (A-Team)	3 PDCs per year
Participating in Capitol Hill visits	3 PDCs per year
Serving as an HR Advocacy Captain	3 PDCs per year
Participating in a SHRM exam or item-development activity	10 PDCs per activity
Participating in a SHRM standard-setting or item-review activity	3 PDCs per activity

Acceptable Documentation for Advance Your Profession Volunteer

If your recertification record is selected for verification, examples of acceptable documentation include:

- » Documentation verifying volunteer position, including name and time frame.
- » Letter from organization supporting individual's volunteer leadership position.
- » Certificate of appreciation from supported organization.

PROFESSIONAL MEMBERSHIP

SHRM recognizes the value of joining the wider community of HR professionals by becoming a member of SHRM or of other HR-related organizations such as:

- » SHRM HR People + Strategy
- » World Federation of People Management Association (WFPMA)
- » Chartered Professionals in Human Resources Canada (CPHR)
- » Human Resources Professionals Association (HRPA)
- » Association for Talent Development (ATD)
- » Other national or international HR membership organizations

PDC Allocation

The number of PDCs for professional membership is as follows:

- » 3 PDCs per year (9 PDCs maximum)

Note: SHRM membership credits are auto-uploaded after a full year of membership is completed. PDCs can also be manually entered at the time of initial purchase or renewal.

Acceptable Documentation for Professional Membership

If your recertification record is selected for verification, examples of acceptable documentation include a copy of your membership card.

SUBMITTING YOUR COMPLETED RECERTIFICATION RECORD

RECERTIFICATION CYCLE DATES

Your initial recertification cycle begins the day you pass the exam and ends 3 years later, on the last day of your birth month. If you fail to recertify by your end date, you are provided with a 60-day grace period during which to complete the recertification process. Your certification will expire if your recertification process is not completed by the end of your grace period.

Example:

- » Candidate's birth month is July
- » Candidate takes and passes the exam on May 3, 2019
- » Initial Recertification Cycle Start Date: May 3, 2019
- » Cycle End Date: July 31, 2022
- » Cycle Expiration Date: September 30, 2022

If you have earned 60 or more PDCs, you may submit your completed recertification record one year into your 3-year recertification cycle. If you recertify early, your end date will not change.

New Recertification Cycle Start Date

Once your recertification record is complete and has been approved, your new 3-year recertification cycle will begin the NEXT DAY. Your certification end date will remain the last day of your birth month.

Example:

- » Candidate's current recertification cycle starts May 3, 2019, and ends July 31, 2022
- » Candidate recertifies on April 28, 2022
- » Candidate's NEW 3-year cycle starts April 29, 2022, and ends July 31, 2025

SUBMITTING YOUR RECERTIFICATION CREDITS

To track your recertification PDCs, please go to portal.shrm.org.

If you participate in SHRM-sponsored activities or events, the applicable PDCs will be auto-uploaded to your certification portal. Auto-uploaded activities will appear in your portal in bold italic.

If you participate in activities or events that are not sponsored by SHRM (for example, those from third-party providers or SHRM affiliates, such as Chapters/State Councils and Education Partners), each activity must be manually added to your account.

Carryover Credits

If you recertify with more than 60 credits, you are able to carry over up to 20 credits to your new cycle. Carryover credits will be auto-uploaded to the Advance Your Education category in your file following your recertification on a quarterly basis according to the following schedule:

- » Q1 (Jan., Feb., March) – by April 30
- » Q2 (April, May, June) – by July 31
- » Q3 (July, Aug., Sept.) – by Oct. 31
- » Q4 (Oct., Nov., Dec.) – by Jan. 31

RECERTIFICATION SUBMISSION FEE

SHRM members = \$100

Nonmembers = \$150

The fee is nonrefundable.

RECERTIFICATION BY EXAMINATION

You have the option to maintain your SHRM certification credential by retaking the certification exam. If you choose this option, you must:

- » Take the exam no earlier than 12 months prior to the end of your recertification cycle.
- » Retest at your current level.
- » Complete the exam application process.
- » Pay the full examination fee.

If you do not pass the exam, your credential will be revoked, and you will have to reapply to take the exam. Additionally, you will not be able to pursue recertification through PDCs should you be unsuccessful in passing the exam for recertification.

VERIFICATION PROCESS

To protect the integrity of the SHRM certification program, it is SHRM's practice to conduct verification reviews on a percentage of completed recertification records. If your record is selected for review, you will be required to verify the activities and PDCs entered in your record by providing documentation. With this in mind, we recommend you document your activities and retain your files for up to six months after the end of your recertification cycle. Your SHRM certification credential may be revoked if you are unable to comply with the request.

LATE SUBMISSION

Completed recertification records are due three years from the date of certification, on the last day of the credential-holder's birth month. Every effort should be made to recertify within that time frame. However, should you fail to complete the recertification process by your recertification end date, you will have 60 days to do so before your credential expires. The 60-day grace period may be used to accumulate additional PDCs. A \$50 nonrefundable late fee will be applied, in addition to the recertification submission fee, at the time of your submission. Failure to complete recertification requirements by the end of the 60-day grace period will result in the revocation of your credential.

HARDSHIP EXTENSION STATUS

SHRM recognizes that extenuating circumstances may prevent a credential-holder's attainment of 60 PDCs within the 3-year recertification cycle. In those instances, SHRM certification credential-holders may apply for a hardship extension status. To request hardship status, please complete the SHRM certification Recertification Hardship Extension Form, which can be found in the "My Resource" section of the portal. The request must be made at least 30 days before your recertification end date but no earlier than the final year of your recertification cycle. Examples of hardships include, but are not limited to, serious personal illness, serious illness of a family member, long-term unemployment and military deployment.

If your hardship request is approved, your certification may be extended for up to 12 months. During this time, you may not use the credential after your name until you complete your PDC requirements.

EXPIRED STATUS

SHRM certification credential-holders who do not submit a recertification record by the late submission date, comply with the verification process or complete the required PDCs within an approved hardship extension period will forfeit the right to hold the credential and will no longer be certified. To become certified again, you will be required to begin the process as a new candidate.

RETIRED STATUS

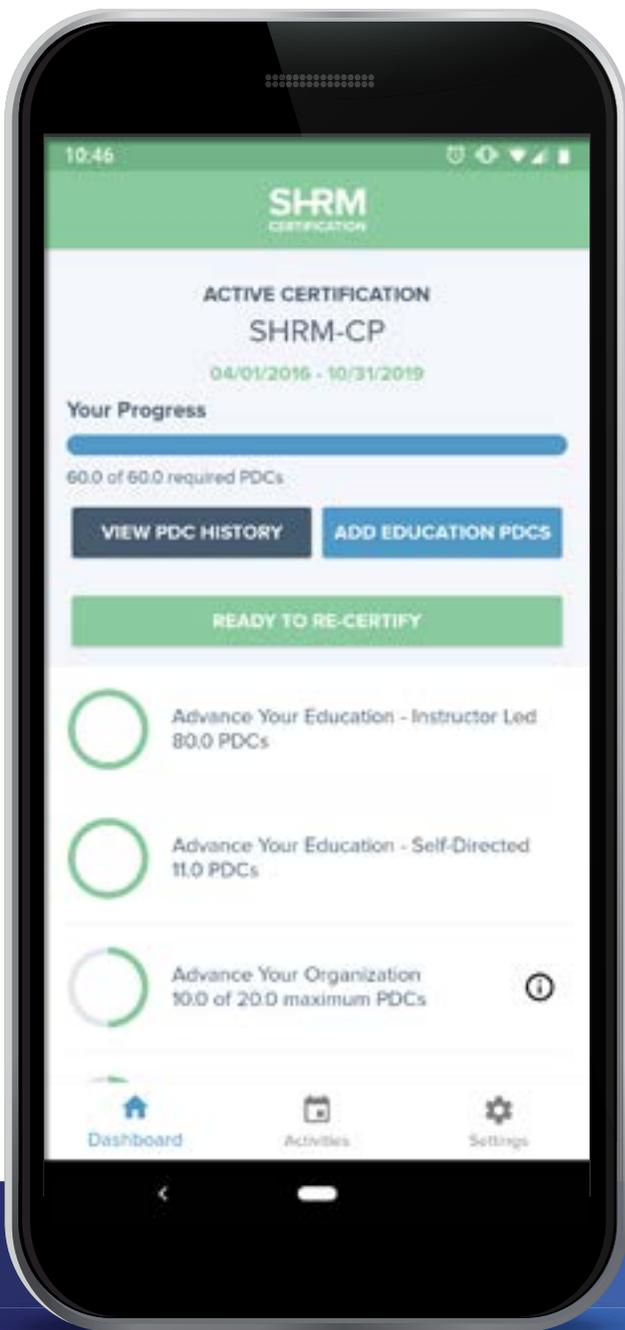
SHRM certification credential-holders who fully retire from the profession may apply for retired status.

To apply for retired status, please complete and submit the SHRM certification Retired Status Form, which can be found in the "My Resource" section of the portal.

Credential-holders who hold a retired status must add the word "Retired" in parentheses after their earned SHRM-CP or SHRM-SCP designation. A retired-status credential-holder will not be required to recertify.

Note: Individuals pursuing part-time HR work (for example, consulting or teaching) are not eligible for this status.

SHRM CERTIFICATION APP



THE SHRM CERTIFICATION APP ALLOWS YOU TO:

- » Easily add your PDCs under the **Advance Your Education** section.
- » Track all the activities you have already added to your record.
- » Search and filter approved activities by competency, date and location.
- » Discover upcoming activities in your area.
- » Find out when you're ready to apply for recertification.

Search for "SHRM certification" in the App Store on iTunes and the Google Play Store or visit shrmcertification.org/app to download.

SHRM RECERTIFICATION PROVIDER PROGRAM

The SHRM Recertification Provider Program gives participating members the opportunity to award pre-approved professional development credits (PDCs) for the HR knowledge and behavioral competency programming they offer to SHRM-certified professionals working to maintain their SHRM-CP or SHRM-SCP credential.

To find out how your organization can become a SHRM Recertification Provider, please visit shrmcertification.org or e-mail recertificationprovider@shrm.org to request information.

Questions?

E-mail: recertification@shrm.org

Phone (U.S. only): **800.283.7476, option 3**

Phone (International): **+1.703.535.6360**

For more information:

shrmcertification.org

