



SHRM Certification COVID-19 Response Summary Form

Name: _____ Email: _____

Location: U.S. Based _____ Internationally Based _____

Company/Organization Name: _____

Supervisor Name: _____ Email: _____

Describe your organization's or your community's response to COVID-19 and the part you played in leading the effort. Include a description of the major issues you faced, an overview of the actions taken to address the issues, and a summary of the outcomes of your interventions. Include an estimate of the overall amount of time you devoted to the endeavor. **Limit your write up to no more than 750 words.**

FOR U.S.-BASED SHRM-CP OR SHRM-SCP CREDENTIAL HOLDERS ONLY:

At least one chapter or state council COVID-19 specific program must be attended and the PDC code included in your write up. Click [here](#) for a listing of free Chapter/State Council regional webcasts.

To redeem your 60 professional development credits (PDCs), do the following:

1. Complete this form and retain it until you are asked to submit it.
2. Log in to your certification portal at portal.shrm.org.
3. Click on Add PDCs and select the Advance Your Education category.
4. Input the following activity code: **20-XQJHN**.
5. Submit your recertification record.
6. Please be advised that as a result of entering this code and submitting your recertification record your file will be flagged for verification review. When this happens, you will be asked to upload this COVID-19 Response Summary Form. This document must be uploaded for your credits to be approved.