



# SHRM CERTIFICATION

## RE-CERTIFICATION PROVIDER PROGRAM GUIDE

[shrm.org/certification](https://shrm.org/certification)



# INTRODUCTION

Lifelong learning is a cornerstone of the SHRM Certification Program and a requirement for all SHRM certification holders. To maintain their credentials, SHRM-CP® and SHRM-SCP® credential-holders must recertify every three years. Recertification can be achieved by earning 60 professional development credits (PDCs) or by retaking the certification exam within the three-year cycle.

Activities eligible for PDCs include seminars, workshops, podcasts, college/university courses and conferences in instructor-led, virtual or self-paced formats. For additional information about SHRM recertification, see the [SHRM Recertification Handbook](#).

**The SHRM Recertification Provider Program** was established by SHRM to give participating members the opportunity to award PDCs for the HR knowledge and behavioral competency programming they offer to SHRM-certified professionals working to maintain their SHRM-CP or SHRM-SCP certification.

All programs offered by participants in the SHRM Recertification Provider Program must align with one or more components of the SHRM Body of Applied Skills and Knowledge® (SHRM BASK®). The SHRM BASK serves as the foundation for the SHRM Certification Program.

The SHRM BASK describes the behavioral competencies and HR technical knowledge domains that HR professionals need for strategic focus and effective job performance.

Get additional information about the [SHRM BASK](#).

## SHRM Body of Applied Skills & Knowledge®



# THE BENEFITS OF BECOMING A SHRM RECERTIFICATION PROVIDER

1. Award PDCs for individual HR programs without preapproval from SHRM.
2. Promote your programs using the SHRM Recertification Provider Badge.
3. Have your business and programs listed in the [SHRM Recertification Provider Directory](#) and [SHRM Preapproved Activities Database](#), searchable to over 136,000 SHRM-certified professionals.

## Provider Types

- » **General** – Third-party organizations or sole proprietorships that wish to award PDCs for professional development activities/events provided to SHRM certification-holders. General providers must pay a fee to participate and renew every two years.
- » **SHRM Education Partners (Domestic and International)** – SHRM-approved partner organizations offering SHRM Certification Preparation courses, may also offer HR or HR-related programming. Education Partners must pay a fee to participate with the option to renew annually. Interested in becoming a Education Partner? [Learn more](#).
- » **SHRM Chapters, State Councils and Global Forums** – SHRM-affiliated organizations that wish to award PDCs for professional development activities/events provided to SHRM certification-holders. SHRM chapters, state councils and global forums are provided the opportunity to participate free of charge with an option to renew annually.
- » **SHRM Academic Alignment Program** – Colleges and universities with approved HR programs that are aligned with SHRM's HR curriculum that wish to award PDCs for professional development activities/events provided to SHRM certification-holders. Aligned institutions are provided the opportunity to participate free of charge with an option to renew in accordance with their alignment agreement schedule. Learn more about the [SHRM Academic Alignment Program](#).

# Qualifications

GENERAL PROVIDER*	SHRM EDUCATION PARTNERS	SHRM CHAPTERS AND STATE COUNCILS	SHRM ACADEMICALLY ALIGNED INSTITUTIONS
Must be in operation offering HR programming for at least one year.	Must maintain SHRM Education Partner status.	Must be a SHRM chapter, state council or global forum in good standing.*	Must maintain SHRM academic-alignment status.
<b>Must offer HR programming that is aligned to the SHRM BASK.</b>			
Programming must be high-quality and developed/presented by subject matter experts who know how to design and facilitate learning.			
Must have the resources to appropriately support effective program delivery and evaluation.			
Must comply with SHRM brand, marketing and conduct requirements.			

\* Refer to the Chapter SHAPE Workbook or the State Council SHAPE Workbook for information about good-standing requirements, [Find out more](#).

\* Affiliate and subsidiary businesses must apply independently.

## Program Fees

SHRM is pleased to offer a tiered pricing model for General and Education Partner Providers that offers fee options based on anticipated program use. The model allows participants to pay only for the anticipated number of programs they intend to offer per cycle. Programs are defined as courses, classes or activities that require an individual activity code. When determining your usage, count each program (course, class, or activity) as one offering. Fee options for GP pricing is detailed below. Education Partners should reach out to the SHRM Recertification Provider Team at [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org) for information on Education Partner rates.

As you approach your program limit, you'll have the option to upgrade to the next level if desired.

PARTICIPATION LEVEL	PROGRAMS PER CYCLE	FEE
Bronze	1 to 10 Programs	\$500
Silver	11 to 20 Programs	\$600
Gold	21+ (unlimited) Programs	\$800
2 Conferences	2 per Cycle	\$450

Note: Pricing options include a non-refundable processing fee.

Need assistance with figuring out the level that works best for you? Please contact the SHRM Recertification Provider Team at [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org)

## Registration

All Providers must agree to abide by all program requirements and the SHRM Recertification Provider Program Terms and Conditions.

GENERAL PROVIDERS
<p>Go to <a href="http://shrmcertification.org/providers/apply">shrmcertification.org/providers/apply</a> and complete and submit the online application. As part of the application process, applicants must:</p> <ul style="list-style-type: none"> <li>» Submit an example of an existing program that substantiates previous delivery of HR-related programming.</li> <li>» 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.</li> <li>» Agree to abide by all program requirements.</li> <li>» Remit the application fee.</li> </ul> <p>The review process takes up to 15 business days to complete. Incomplete applications may take longer. All notifications will be sent to the primary contact on record.</p> <p>Send inquiries to <a href="mailto:recertificationprovider@shrm.org">recertificationprovider@shrm.org</a></p>
EDUCATIONAL PARTNERS
<p>Educational Partners interested in becoming a SHRM Recertification Provider should contact their representative at the Holmes Corporation for further instruction.</p>
SHRM CHAPTERS, STATE COUNCILS, GLOBAL FORUMS, AND ACADEMICALLY ALIGNED INSTITUTIONS
<p>Participants are auto-enrolled free of charge. Direct questions/inquiries about Recertification Provider Program participation to <a href="mailto:recertificationprovider@shrm.org">recertificationprovider@shrm.org</a>.</p>

# Program Guidelines

SHRM Recertification Providers are required to comply with the following guidelines:

- 1 Provide the name and e-mail address of a primary contact and program administrator and keep this information current.
- 2 Enter the required information for each individual program into the SHRM online database.
  - \* IMPORTANT: Programs must be entered before they occur. Retroactive programs cannot be entered.
- 3 Use the following methodology to award the appropriate number of PDCs to individual program offerings:
  - a. Award credit based on the actual educational time spent in the program (lunch and break time should not be included).
  - b. Time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of 1 PDC.
- 4 Include a process for determining attendee participation for passive-format programming (e.g., webinars, videoconferences, self-directed e-learning).
- 5 Adhere to [SHRM Recertification Provider Digital Badge usage guidelines](#).
- 6 Provide program participants with documentation that verifies their attendance, displays the dates attended and shows the number of PDCs assigned to the activity/event.
- 7 Retain program documentation, including attendance verification information, for a minimum of three years.
- 8 Comply with SHRM-conducted verification review requests.
- 9 Comply with all renewal or auto-renewal policies, processes and procedures.
- 10 Comply with SHRM branding, marketing and conduct requirements.

# Program Renewal

SHRM Recertification Providers are required to renew their participation in the program. An overview of requirements by type is listed in the table below. A renewal e-mail will be sent to the primary point of contact and the program administrator approximately 90 days prior to the end of the provider’s term.

PROVIDER TYPE	TERM	REQUIREMENTS
General	2 years	Must submit a renewal application, reaffirm acceptance of program terms and conditions, update program administrator contact information, and pay the applicable fee. Failure to complete the renewal process within the specified time frame will result in the termination of the organization’s Provider status.
SHRM Chapters, State Councils and Global Forums	1 year	Must reaffirm acceptance of program terms and conditions, and update program administrator contact information. Failure to complete the renewal process within the specified time frame will result in the termination of the organization’s Provider status.
Education Partners	1 year	Must reaffirm acceptance of program terms and conditions, and update program administrator contact information. Failure to complete the renewal process within the specified time frame will result in the termination of the organization’s Provider status.
SHRM Academically Aligned Institutions	In accordance with the alignment agreement schedule	Must reaffirm acceptance of program terms and conditions, and update program administrator contact information. Failure to complete the renewal process within the specified time frame will result in the termination of the organization’s Provider status.

## Program Participation Denial or Termination

SHRM is committed to upholding the integrity of the SHRM Recertification Provider Program and ensuring the delivery of high-quality programming and services for SHRM certification-holders. To achieve these standards, SHRM retains the right to:

- » Grant SHRM Recertification Provider status only to applicants who meet all program qualifications.
- » Perform random reviews of provider programs, marketing pieces, websites, and other types of collateral to ensure compliance with Provider Program requirements.
- » Monitor and enforce proper use of the SHRM Recertification Provider badge.
- » Revoke SHRM Recertification Provider status if there is evidence of non-compliance with SHRM education criteria or program guidelines.

## Denial of Provider Status

Applicants who are denied SHRM Recertification Provider status may appeal the decision in writing within 30 days of notification. Appeal requests should be sent to [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org). If the appeal is unsuccessful, the applicant must wait one year from the original submission date to reapply.

## Non-Compliance by Approved Providers

If a provider's program is found to be non-compliant with SHRM standards or procedures, SHRM will collaborate with the provider to resolve the issue. Upon notification of the infraction, the provider has 30 days to correct the issue and submit proof of compliance.

Failure to meet this deadline may result in suspension or termination of SHRM Recertification Provider status. Ethical violations will lead to the permanent revocation of provider status and may result in additional disciplinary measures if the provider is a SHRM member.

## Legal Restrictions

The U.S. Treasury Department Office of Foreign Assets Control (OFAC) is responsible for the enforcement of U.S. economic sanctions. These sanctions make it illegal for SHRM or anyone on SHRM's behalf, such as SHRM Recertification Providers, to offer SHRM courses or other SHRM materials that are approved for SHRM professional development credits (PDCs) to any individual who is prohibited from receiving them. For this reason, if any individual registers for a course and desires to obtain SHRM PDCs for his/her attendance, and the individual is located in or is ordinarily a resident of countries listed on the [OFAC list](#), the SHRM Recertification Provider must screen the individual against the OFAC Specially Designated Nationals (SDN) List prior to conducting the course(s). (The list is updated frequently. SHRM strongly recommends that you check the online list frequently as well to ensure compliance.) In the event an individual is listed on the SDN List, the SHRM Recertification Provider agrees that it will not permit such individual to receive PDCs or any certificate stating that the individual is eligible to claim SHRM PDCs for participation in the course(s). SHRM Recertification Providers agree to promptly comply with any changes or additions to the above listed countries or requirements upon notification by SHRM.

# ACCEPTABLE TOPICS FOR EDUCATIONAL PROGRAMMING

The following are examples of subject areas related to the SHRM BASK that may be awarded PDCs:

## Behavioral Competencies



### Leadership & Navigation

- » Improving negotiation effectiveness
- » Leading change



### Business Acumen

- » Advancing business acumen
- » Understanding organizational metrics



### Consultation

- » Effective consultation
- » Applying creative problem-solving



### Global Mindset

- » Cross-culture and cross-border issues
- » Global strategic leadership



### Ethical Practice

- » Business ethics
- » Dealing with unethical behavior or conflicts of interest



### Relationship Management

- » Customer relationship management
- » Managing internal and external relationships



### Analytical Aptitude

- » Critical thinking
- » Data analysis



### Communication

- » Communicating up, down and across the organization
- » Constructive feedback for developmental opportunities



### Inclusion & Diversity

- » Creating work environments where individuals are treated fairly and respectfully
- » Providing equal access to opportunities and a sense of belonging to all regardless of individual characteristics

## HR Technical Knowledge Domains

### People

- » Goal-setting approaches
- » Quality assurance techniques
- » Strategic management considerations
- » Strengths, Weaknesses, Opportunities, Threats (SWOT) and environmental scan techniques
- » Talent management
- » Recruitment and selection techniques
- » Retention techniques
- » Job analysis
- » Employee engagement
- » Compensation and benefits
- » Conflict management
- » HR metrics
- » Change management
- » Training and development
- » Remuneration data analysis
- » Understanding external labor market factors

### Organization

- » Balanced score cards philosophy
- » Motivational theories
- » Organizational behavior theories
- » HR organizational structure and design
- » Needs assessment techniques
- » Succession planning
- » Employee relations
- » HRIS
- » Data analytic techniques

### Workplace

- » Global mindset techniques
- » Visa and work permit considerations
- » Managing international assignments
- » Emotional intelligence
- » Glass-ceiling prevention
- » High- and low-context cultures
- » Drug prevention
- » Duty of care
- » Safety auditing techniques
- » Terrorism prevention and responses
- » Privacy concerns
- » Corporate citizenship and governance programs and legislation
- » Legal update

# SHRM RECERTIFICATION PROVIDER RESOURCES

The following resources are available to support SHRM Recertification Provider efforts. Please contact us at [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org) if you have questions or need additional information.

- [SHRM Recertification Provider Application Instructions](#)
- [SHRM Recertification Provider Guide Policy Agreement](#)
- [SHRM Recertification Provider Program Terms and Conditions](#)
- [SHRM Body of Applied Skills and Knowledge \(SHRM BASK\) Guide](#)
- [SHRM BASK Checklist](#)
- [SHRM Recertification Provider Badge Usage Guidelines](#)
- [SHRM Recertification Provider Activity Submission Instructions](#)
- [Sample Certificate of Completion](#)
- [Sample Program Evaluation](#)

## ADDITIONAL RESOURCES

- [SHRM Recertification Handbook](#)

FOR MORE INFORMATION:  
[shrmcertification.org/providers](http://shrmcertification.org/providers)



QUESTIONS:  
E-mail: [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org)

## WHAT IS SHRM?



SHRM is a member-driven catalyst for creating better workplaces where people and businesses thrive together. As the trusted authority on all things work, SHRM is the foremost expert, researcher, advocate, and thought leader on issues and innovations impacting today's evolving workplaces. With nearly 340,000 members in 180 countries, SHRM touches the lives of more than 362 million workers and their families globally. Discover more at [SHRM.org](http://SHRM.org).