SHRM CERTIFICATION

SHRM-CP™ AND SHRM-SCP™

THE NEW CREDENTIAL FOR HR PROFESSIONALS

SHRMCertification.org
EVOLUTION OF HR

Business leadership has changed over recent decades. We now live and work in a global economy, in which geographic borders are virtually non-existent, and innovation, agility and strategy are critical success factors. The HR profession operates at the core of this global economy, ensuring the alignment of organizational strategy with a high-performing workforce. This is the reality of today’s HR professional. The new SHRM credentials, SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™), address these new roles.

As the leading advocate for HR professionals worldwide, providing HR research and education, SHRM launched an unparalleled study to define not only the knowledge, but also the competencies required of today’s HR leaders. The result of this rigorous research was the SHRM HR Competency Model, which forms an important foundation for the new SHRM Certification.

NEXT-GENERATION SHRM CERTIFICATION

SHRM-CP & SHRM-SCP

AVAILABLE IN 2015

The new SHRM Certification recognizes that HR professionals are at the core of leading organizational success:

- It is built on one singular Body of Competency and Knowledge (BoCK) designed to elevate the HR profession around the world.

- It tests the HR professional’s competency—the ability to put that knowledge to work through critical thinking and application.

- It demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results.
REALISTIC. ADVANCED. ELEVATED.

Ensure that your qualifications meet the ongoing demands of business with a credential that is relevant, advanced and elevated.

REALISTIC

HR COMMUNITY INPUT
SHRM-CP and SHRM-SCP are based on the latest HR research and emerging knowledge for HR professionals. The SHRM HR Competency Model, an important foundation of the new Certification, reflects the combined input from major corporations and universities—including Walmart, Boeing, Michigan State University, Pennsylvania State University, Lusíada University (Lisbon, Portugal), University of North Carolina-Charlotte, Lake Washington Human Resource Association SHRM Chapter—and over 30,000 members of the HR profession from 33 nations. Through these efforts, a clear picture emerged of what is expected of future global HR professionals and leaders.

EVOLVED KNOWLEDGE
In this ever-changing business world, the knowledge that HR professionals need is growing and evolving. HR professionals are leading organizations, requiring new knowledge to meet these needs. SHRM has responded by adding new HR content to help bridge the gap between today’s professionals and organizations.
SHRM has developed a new Certification that is better aligned to business needs and more meaningfully linked to performance. The addition of HR competencies in the new Certification focuses on teaching and testing the practical, real-life information that HR professionals need to excel in their careers. SHRM conducted an intensive research study to define, in addition to competencies, the body of knowledge that is relevant to today’s global HR professional. As a result of this extensive research, HR knowledge has been grouped by common themes into four knowledge domains: People, Organization, Workplace, and Strategy.

**HR KNOWLEDGE DOMAINS**

1. **People**
   - Talent Acquisition & Retention
   - Employee Engagement
   - Learning & Development
   - Total Rewards

2. **Organization**
   - Structure of the HR Function
   - Organizational Effectiveness & Development
   - Workforce Management
   - Employee Relations
   - Technology & Data

3. **Workplace**
   - HR in the Global Context
   - Diversity & Inclusion
   - Risk Management
   - Corporate Social Responsibility
   - Employment Law & Regulations (U.S. only)

4. **Strategy**
   - Business & HR Strategy
TODAY’S HR COMPETENCIES—DEFINED
To further define how HR professionals apply HR knowledge, skills, and abilities, the following competencies have been identified:

- **HR Expertise (HR Knowledge)**
  The ability to apply the principles and practices of human resource management to contribute to the success of the business.

- **Relationship Management**
  The ability to manage interactions to provide service and support the organization.

- **Consultation**
  The ability to provide guidance to organizational stakeholders.

- **Leadership & Navigation**
  The ability to direct and contribute to initiatives and processes within the organization.

- **Communication**
  The ability to effectively exchange with stakeholders.

- **Global & Cultural Effectiveness**
  The ability to value and consider the perspectives and backgrounds of all parties.

- **Ethical Practice**
  The ability to support and uphold the values of the organization while mitigating risk.

- **Business Acumen**
  The ability to understand and apply information to contribute to the organization’s strategic plan.

- **Critical Evaluation**
  The ability to interpret information to make business decisions and recommendations.
ELEVATED

ACCESSIBLE
Regardless of your job title, geographic location, industry, or organization size, if you perform HR duties, you have the opportunity to become certified. To make certification accessible to all HR professionals, SHRM has created eligibility requirements that minimize participation barriers, reflect current HR roles and expand opportunities for HR practitioners employed in non-traditional work arrangements.

INCLUSIVE AND UNIVERSAL
HR certification must be as inclusive and diverse as the profession itself. The SHRM Certification is applicable across industries, geographic borders, job titles, and career levels.

GLOBALLY RECOGNIZED
By creating a consistent Certification path for HR professionals around the world, SHRM will deliver a new global standard. To ensure global recognition of the new Certification, SHRM anticipates obtaining accreditation of our program from the American National Standards Institute (ANSI) and/or the National Commission for Certifying Agencies (NCCA).

“SHRM’s new certification supports what HR practitioners seek, both in candidates for employment and in certification itself: the assessment of competencies, directly aligned to a career track, in sync with our focus in business today. I am thrilled with this repositioning of certification to reflect more on competencies.”

– Dave Twitchell, PHR, Vice President of Human Resources, NH Catholic Charities
Universal skills and recognition.
Knowledge and competency.
Developed with employers in mind.
Focus on you.

FEATURES & BENEFITS

Universal skills and recognition: SHRM-CP and SHRM-SCP are based on a single, comprehensive Body of Competency and Knowledge (BoCK) and are relevant worldwide, giving professionals the recognition and flexibility to use their knowledge, skills and competencies anywhere their career takes them.

Knowledge and competency: SHRM-CP and SHRM-SCP test HR knowledge, as well as competencies, and their application to ensure the professional’s ability to demonstrate what they know, and what they can do with their knowledge in the variety of situations they encounter.

Developed with employers in mind: SHRM-CP and SHRM-SCP are based on in-depth research focused on—and backed by—global employers and business leaders. They reflect what HR practitioners need to know to be leaders in their organizations and in the profession.

Focus on you: SHRM-CP and SHRM-SCP are your credentials, based on the current HR landscape. This Certification is 100% focused on the knowledge and competencies all HR professionals need to lead in today’s business community.
**Expanded eligibility and inclusivity:** SHRM-CP and SHRM-SCP recognize diversity in the HR profession. The eligibility requirements minimize barriers to participation and reflect current HR roles. The exam windows provide accessibility and flexibility for all professionals worldwide. In addition, the new exam is affordable, making certification attainable by more professionals.

### ELIGIBILITY REQUIREMENTS

<table>
<thead>
<tr>
<th>Credential</th>
<th>Less than a Bachelor’s Degree</th>
<th>Bachelor’s Degree</th>
<th>Graduate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HR-Related Degree</td>
<td>Non-HR Degree</td>
<td>HR-Related Degree</td>
</tr>
<tr>
<td>SHRM-CP</td>
<td>3 years in HR role</td>
<td>4 years in HR role</td>
<td>1 year in HR role</td>
</tr>
<tr>
<td>SHRM-SCP</td>
<td>6 years in HR role</td>
<td>7 years in HR role</td>
<td>4 years in HR role</td>
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Or you are eligible to sit for the SHRM-SCP exam after one SHRM-CP recertification cycle.

Applicants must show that they have worked in an HR role for more than 1,000 hours within a calendar year, which equates to 1 year of experience.

HR experience can be in an exempt or non-exempt capacity.

SHRM membership is not required to attain the new SHRM Certification.

### WHAT DEGREES QUALIFY AS HR-RELATED?

**GRADUATE (or global equivalent)^**: HR-related degrees may include but are not limited to the following: MA or MS in Industrial and Organizational Psychology, MAM with HR concentration, Organizational Leadership or Leadership Development with HR concentration, Human Capital Development, Organizational Behavior, Labor Relations, or Industrial Relations.

**BACHELOR’S (or global equivalent)^**: HR-related degrees may include but are not limited to the following: BA or BS degree with a concentration in HR, Organizational Behavior, Industrial Relations, Organizational Development, Management and Leadership.

Outside the U.S. HR-related bachelor programs may include the following:

- BBA with emphasis in HRM;
- Bachelor of Commerce with concentration in Managing People and Organizations;
- Bachelor of Business in Pedagogy with a concentration in HR.

**LESS THAN A BACHELOR’S DEGREE**: Applicants with less than a bachelor’s degree may complete an HR Certificate Program from an accredited institution completing 8 courses that cover the fundamentals in HR (i.e., Principles of HRM; Compensation & Benefits; Organizational Development; Recruitment & Selection; Employment Law; Training & Development; Employee Relations; Performance Management).

^For more information on global equivalence evaluation services, visit: www.naces.org/members.html; www.aice-eval.org; www.aacrao.org
“I’M ALREADY CERTIFIED.”

Congratulations on earning an HR certification! We are proud of your achievements and recognize the time, money and energy you have invested. SHRM exists for its members, and we will continue to support and recognize your expertise. We are committed to ensuring that the certification you achieved is recognized as best-in-class and distinguishes you in the marketplace.

SHRM’s new certification path is simple and clear. As a result of your proven knowledge and skills, you are already eligible to earn the SHRM-CP or SHRM-SCP.

WHAT YOU NEED TO KNOW

Gain a credential. Grow your opportunities. Your existing HR certification makes you eligible for the new SHRM certification. Your HR knowledge, skills and competencies will be recognized around the world.

Simple process. No cost. If you have earned an existing certification (PHR®, SPHR®, GPHR®, HRBP® or HRMP®*) and are in good standing, you will be eligible for SHRM’s new certification—at no cost—by completing the following three simple steps between January 1 and December 31, 2015:

➊ Document that your current certification is in good standing.

➋ Sign the Code of Ethics.

➌ Complete a brief online tutorial focusing on HR competencies, which will take approximately one hour to complete.

Once you complete this process, you will earn the new SHRM credential and begin a three-year recertification cycle.** It’s that easy!

California specialty designation is coming. If you have the California certification (PHR-CA® or SPHR-CA®*), SHRM plans to develop a special designation specific to California to supplement your new SHRM certification in the future.

Recertification. Now and in the future. Recertification is key to ensuring that your knowledge is current and skills are sharp. SHRM has always focused on making sure HR practitioners are maintaining certification and we strongly encourage you to complete your recertification credits. SHRM will continue to apply to HRCI for recertification credits for all current SHRM programs and events scheduled through 2015. By maintaining your existing credentials in good standing, you will be eligible for the new SHRM Certification in 2015.

Beginning in 2015, we will offer recertification credits for the SHRM-CP and SHRM-SCP at SHRM programs and will also authorize other program providers to offer recertification credits.

Please visit SHRMCertification.org for the most up-to-date details on recertification credits.

*PHR, SPHR, GPHR, HRBP, HRMP, PHR-CA, and SPHR-CA are registered trademarks of the HR Certification Institute and are not SHRM Certifications.

**You will not lose or have to give up any of your current credentials in order to obtain the new SHRM Certification.
“I’M SEEKING CERTIFICATION.”

Certification is a great choice for HR professionals who want to increase their knowledge, advance their skills and earn recognition from the global HR community. We applaud your dedication and commitment to the profession and recognize the time, money and energy you may have already invested in your certification goal.

Whether you are looking into the new SHRM Certification, or you’ve already started preparing for the existing credentials, we want to support you in your efforts. We are 100% behind you as you prepare for your exam.

WHAT YOU NEED TO KNOW

SHRM-CP and SHRM-SCP. The new standard for HR professionals. The new SHRM Certification is designed to ensure that your qualifications meet the ongoing demands of global business and prepare you to drive organizational success. Preparation materials will be available for the new Certification in December 2014 and registration for the first exam will begin in January 2015.

Current preparation. Future success. If you have already begun preparing for the existing certifications, or have company-sponsored approval to do so, SHRM supports your decision to prepare for and take the current exam for the existing credentials. By passing your exam and earning an existing certification (PHR®, SPHR®, GPHR®, HRBP® or HRMP®) by January 31, 2015, you will be eligible to complete a simple three-step process to earn the new SHRM Certification—at no additional cost.

If you do not pass your exam during the December 2014–January 2015 window, and you purchased the current 2014 SHRM Learning System®, we will provide the new 2015 SHRM Learning System® for SHRM-CP/SHRM-SCP free of charge following your registration for the SHRM-CP or SHRM-SCP spring 2015 exam window.

Simple process. No cost. After you pass your exam and earn your credential, you will be eligible for SHRM’s new Certification—at no cost—by completing the following three simple steps between January 1 and December 31, 2015:

➊ Document that your current certification is in good standing.

➋ Sign the Code of Ethics.

➌ Complete a brief online tutorial focusing on HR competencies, which will take approximately one hour to complete.

Once you complete this process, you will earn your new SHRM credential and begin a three-year recertification cycle.** It’s that easy!

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**You will not lose or have to give up any of your current credentials in order to obtain the new SHRM Certification.
The new HR Certification will provide recognition wherever your career takes you.

Visit SHRMCertification.org for updates.
HR PROFESSIONALS MUST LEAD SUCCESS

The HR field has evolved and grown dramatically since SHRM was founded 66 years ago. SHRM and the HR community that drives the profession have experienced this shift together, and together we will change HR certification to better reflect the global nature of HR, the core role of HR in business strategy and the knowledge and competencies required of today’s HR professional.

We are excited about the future of HR certification and its ability to advance, serve and lead the global HR community. Join us in this evolution.

FOR MORE INFORMATION:
SHRMCertification.org

QUESTIONS:
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Phone (U.S. only): 800.283.7476, option 3
Phone (International): +1.703.548.3440, option 3

WHAT IS SHRM?

Founded in 1948, the Society for Human Resource Management (SHRM) is the world’s largest HR membership organization devoted to human resource management. Representing more than 275,000 members in over 160 countries, the Society is the leading provider of resources to serve the needs of HR professionals and advance the professional practice of human resource management. SHRM has more than 575 affiliated chapters within the United States and subsidiary offices in China, India and United Arab Emirates. Visit us at shrm.org.