

75<sup>TH</sup> ANNIVERSARY



SHRM-CP<sup>®</sup>  
SHRM-SCP<sup>®</sup>

# SHRM Recertification Handbook

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





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## RESOURCES AT A GLANCE

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

For general questions/information:

🌐 [SHRMcertification@shrm.org](mailto:SHRMcertification@shrm.org)

📞 800.283.7476, option 3 (U.S. only)

🌐 +1.703.548.3440, option 3 (International)



## WHY GET RECERTIFIED?

**As the world of work evolves, so must the work of HR.**

Earning your SHRM certification proves your competence in the HR field and your dedication to workplace excellence. Maintaining the certification shows that you are committed to self-improvement, continued growth and development, and HR excellence. With continuing education as its cornerstone, the SHRM recertification process supports your efforts to stay at the top of your game by maintaining your competence and relevance in the field, thereby maximizing the value of your SHRM-CP® or SHRM-SCP® certification.

### SHRM Body of Applied Skills and Knowledge®



The SHRM Body of Applied Skills and Knowledge® (SHRM BASK®) is the foundation of the SHRM certification program. The SHRM BASK describes the behavioral and technical competencies HR practitioners need for effective job performance.

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

# RECERTIFICATION REQUIREMENTS

## There are two ways to recertify:

**Option 1:** Earn 60 professional development credits (PDCs) within your three-year recertification cycle.

**Option 2:** Retake the certification exam within the last year of your recertification cycle.

Whichever option you choose should be completed by your recertification end date, which is the last day of your birth month, three years after you first earn SHRM certification, and every three years thereafter. Your new three-year cycle will begin the day after you recertify.

Example:

| Description                                       | Date                          |
|---|-------------------------------|
| Candidate's birth month                           | July                          |
| Candidate takes and passes the exam               | May 3, 2024                   |
| Initial recertification cycle start date/end date | May 3, 2024 - July 31, 2027   |
| New recertification cycle start date/end date     | July 15, 2027 - July 31, 2030 |

You are encouraged to recertify before your end date. However, if extenuating circumstance prevent you from doing so, you will be provided a 60-day grace period to complete the process for an additional fee (see the fee section for additional details).

Failure to complete the recertification requirements by your end date or by the end of the 60-day grace period will result in the revocation of your certification.

How to recertify in 3 easy steps:

| STEP 1  | STEP 2  | STEP 3   |
|---|---|--|
| Log in to the Certification Portal at <a href="https://portal.shrm.org">portal.shrm.org</a> using your SHRM login email address and password. | Click on "Add PDCs" and indicate whether you have an activity code or not. If you have a code, enter it in the space provided. If you do not have a code, select a PDC category and enter the activity information. | After you are one year into your cycle and have earned 60 PDCs or more, you will be invited to submit your completed recertification record. |



## RECERTIFYING WITH PROFESSIONAL DEVELOPMENT CREDITS (PDCS)

There are three categories from which you may earn PDCs for recertification: Advance Your Education, Advance Your Organization and Advance Your Profession. These categories align with the SHRM BASK's primary premise of supporting HR practitioners' efforts to develop a strategic mindset, drive successful business outcomes and advance the HR profession.

- Advance Your Education:**  
Instructor-led or self-paced continuing education activities.
- Advance Your Organization:**  
Supervisor-endorsed work projects.
- Advance Your Profession:**  
Thought leadership and volunteer activities that contribute to the development of the HR profession and community.

# Advance Your Education

No PDC maximum per three-year recertification cycle.

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

## Qualifying Educational Advancement Activities

- **E-learning** (self-directed) programs, conferences, seminars, webcasts and podcasts
  - » Each 15-minute increment = .25 PDC.
- **Continuing Education Units** (CEU) from International Association for Continuing Education and Training (IACET)
  - » 1 CEU = 10 PDCs.
- **Continuing Legal Education** (CLE) programs
  - » 1 CLE = 1 PDC.
- **Undergraduate or graduate degree programs**
  - » Course must be from an accredited college or university.
  - » Qualifying content need not be related to an HR-specific knowledge domain but must align with the SHRM BASK behavioral competencies.
  - » If the course is graded, you must earn a grade of C or better to receive recertification credit.
  - » It is the responsibility of the certification-holder to determine the credit system the educational institution is using.

|   |                         |
|---|-------------------------|
| 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 |

- **SHRM-approved books or e-books**
  - » Qualifying books can be found in the [SHRM Store](https://www.shrm.org/shrm-store) at shrm.org.
  - » Completed book + summary = 3 PDCs per book.
- **Chapter programming**
  - » As a SHRM chapter member, you may earn PDCs for your participation in chapter or state council activities and events. Dual membership in SHRM and a SHRM local chapter provides even more opportunities to learn and earn. Use the [Chapter Locator](#) on the SHRM website to find a chapter near you.

# Advance Your Organization

30 PDCs maximum per three-year recertification cycle

## Qualifying Organizational Advancement Activities

- Earn credits for completing and documenting project work that supports organizational goals and provides opportunities to advance your capabilities in one or more HR behavioral competency areas.

| Option 1   | Option 2  | Option 3   |
|--|---|--|
| 10 PDCs  | 20 PDCs   | 30 PDCs  |
| 40+ hours of work  | 80+ hours of work   | 120+ hours of work   |
| Example  | Example   | Example  |
| Designing and implementing a new initiative to promote inclusion and diversity (relates to Global Mindset competency). | Researching, designing and implementing a new compensation program (relates to Relationship Management and Analytical Aptitude competencies). | Leading your organization through a merger or acquisition effort (relates to Leadership, Business Acumen, Analytical Aptitude and Communication competencies). |

## Leverage Learning from Advance Your Education Programming to Advance Your Organization

Any educational program that you complete can serve as the basis for an Advance Your Organization work project following the same PDC allocation criteria noted above. Refer to the [\*\*Recertification webpage\*\*](#) for specific project ideas, including project ideas based on learning objectives from SHRM Specialty Credentials and other events.



# Advance Your Profession

30 PDCs maximum per three-year recertification cycle.

## Qualifying Professional Advancement Activities

- **Presentations**

- » Earn credits for creating and presenting educational content based on the behavioral competencies and/or HR functional areas outlined in the SHRM BASK.
- » 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.
- » 1 hour of presentation time (including preparation time) = 2 PDCs.
- » Maximum of 20 PDCs are awarded for presentations that span more than 10 hours.

- **Researching, writing and publishing**

- » Earn credits for conducting and publishing primary research on an HR-related topic or authoring a book, article, white paper or blog post on an HR topic published by a third party.
- » Activities in this area must occur outside of your own organization and contain content that is related to the SHRM BASK. Content must be at least 750 words in length, must not be solely opinion-based, must include factual information and data analysis, and must include at least one reference to an external resource.

|   |                        |
|---|------------------------|
| 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) |

- **Volunteering**

|  |                 |
|--|-----------------|
| Serving as a SHRM or Member Advisory Council board member or officer                       | 5 PDCs per year |
| Serving as a SHRM affiliate leader (i.e., SHRM chapters, state councils and global forums) | 5 PDCs per year |
| Serving as a SHRM or affiliate committee or council chairperson                            | 5 PDCs per year |
| Serving as a SHRM or affiliate committee, council or panel member                          | 5 PDCs per year |



|  |                                   |
|--|-----------------------------------|
| Serving as a board member or officer for another HR/HR-related organization                            | 4 PDCs per year                   |
| Mentoring in a formal HR/HR-related mentorship program   | 3 PDCs per activity               |
| Peer-reviewing white papers or articles  | 1 PDC per activity                |
| Writing an HR-related letter or making a call to Congress/state legislature                            | 0.25 PDC per activity             |
| Participating in a SHRM research workshop  | 2 PDCs per activity               |
| Participating in a SHRM focus group  | 0.25 PDC per 15-minute time frame |
| Taking a SHRM survey   | 0.25 PDC per 15-minute time frame |
| Serving as a SHRM Advocacy Team (A-Team) member  | 3 PDCs per year                   |
| Participating in a SHRM Capitol Hill visit   | 3 PDCs per year                   |
| Participating in a SHRM Certification Knowledge Item Writing Workshop                                  | 15 PDCs per activity              |
| Participating in a SHRM Certification Situational Judgment Item Response Options Writing Workshop      | 10 PDCs per activity              |
| Serving as a SHRM Certification Item Technical Reviewer  | 2 PDCs per activity               |
| Serving as a SHRM Certification Knowledge Item Bias and Cultural Sensitivity Reviewer                  | 6 PDCs per activity               |
| Serving as a SHRM Certification Knowledge Item Content Validity Reviewer                               | 6 PDCs per activity               |
| Serving as a Situational Judgment Item Response Item Bias and Cultural Sensitivity Reviewer            | 6 PDCs per activity               |
| Participating in a Situational Judgment Item Response Options Effectiveness and Linkage Rating session | 7 PDCs per activity               |

- **Professional Membership**

|   |                                  |
|---|----------------------------------|
| <p>SHRM recognizes the value of joining the wider community of HR professionals by becoming a member of SHRM and other HR-related organizations such as:</p> <ul style="list-style-type: none"> <li>» World Federation of People Management Associations (WFPMA)</li> <li>» Chartered Professionals in Human Resources Canada (CPHR)</li> <li>» Institute for Human Resource Professionals Singapore (IHRP) <ul style="list-style-type: none"> <li>» Association for Talent Development (ATD)</li> </ul> </li> <li>» Other national or international HR membership organizations including local member only of a SHRM chapter</li> </ul> | 3 PDCs per year (9 PDCs maximum) |
|---|----------------------------------|

Note: SHRM membership credits are auto-uploaded after a full year of membership is completed, provided you use the same single sign-on ID for your SHRM Certification Portal account that you use for SHRM membership. PDCs can also be manually entered at the time of initial purchase or renewal.



## RECERTIFICATION BY EXAMINATION

You have the option to maintain your SHRM certification 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 certification will be revoked, and you will need to reapply and test as a new candidate. You will also not be able to pursue recertification through PDCs.

## WHAT TO EXPECT AFTER EARNING YOUR RECERTIFICATION

Approximately four weeks after earning your recertification, two things will occur:

1. You will receive a digital copy of your recertification sent to the email address in your portal account.
2. Our vendor partner, The Award Group, will contact you with purchase options for certificates and other collateral you may wish to order to display your certification.

## RECORDING AND TRACKING YOUR PDCS

1. Log in to the Certification Portal at [portal.shrm.org](https://portal.shrm.org) using your SHRM login email address and password.
2. Click on “Add PDCs” and indicate whether you have an activity code or not. If you have a code, enter it in the space provided. If you do not have a code, select a PDC category and enter the activity information.
3. After you are one year into your cycle and have earned 60 or more PDCs, you will be invited to submit your completed recertification record.

### If you participate in SHRM-sponsored activities or events:

The applicable PDCs will be auto-uploaded to your Certification Portal, provided you use the same single sign-on ID for your SHRM Certification Portal account that you use for SHRM membership. Auto-uploaded activities will appear as bold italicized items in the Advance Your Education and Advance Your Profession categories.

### If you participate in activities or events that are not sponsored by SHRM:

For activities such as those from third-party providers or SHRM affiliates, like chapters/state councils and education partners, you will need to enter each activity into 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 after recertification is earned.

## RECERTIFICATION PROCESSING FEES

| Fee Type | Member    | Nonmember |
|----------|-----------|-----------|
| Regular  | USD \$135 | USD \$175 |
| Late     | USD \$185 | USD \$225 |

- » Fees are nonrefundable and nontransferable.
- » **Late fee applies to completed records submitted after the cycle end date and before the revocation date (i.e., during the 60-day grace period).**

# VERIFICATION PROCESS

To ensure the SHRM certification program's integrity, SHRM conducts random verification reviews of completed recertification records. If your record is selected, you must verify your activities and PDCs with documentation. It is recommended that you keep your records for six months after your recertification cycle ends. Failure to comply may result in revocation of your SHRM certification.

Here are examples of acceptable documentation for each category:

## Advance Your Education:

- Copy of conference program guide or agenda.
- Certificate of completion or timed agenda for an attended workshop, seminar or course.
- Official or unofficial transcript for a university or college course.
- Program materials for self-paced activities.
- Copy of book review for completed SHRM-approved books or e-books.

## Advance Your Organization:

- Completed work project summary document.

## Advance Your Profession:

- Presentation
  - » Course syllabus, workshop/seminar outline or presentation slides/materials with presenter's name and session date(s).
- Researching, writing and publishing
  - » Copy of or link to published article, blog post, white paper, book or research.
- Volunteer work
  - » Documentation verifying volunteer position, including name and time frame.
  - » Letter from organization confirming the individual's volunteer leadership position.
  - » Certificate of appreciation or dated thank-you letter from supported organization.
- Professional memberships
  - » Copy of membership card.

# SPECIAL CIRCUMSTANCES

## Hardship Extension Requests

SHRM understands that exceptional circumstances might prevent a certification-holder from completing their recertification obligation in the allotted three-year time frame. Hardships may include, but are not limited to, personal illness, family member illness, long-term unemployment or military deployment. In such cases, SHRM certification-holders can apply for a hardship extension.

### To request a hardship extension:

- Complete the SHRM Certification Recertification Hardship Extension Form in the “My Resources” section of the portal.
- Your request should be submitted at least 30 days before your recertification end date but no earlier than the final year of your recertification cycle.
- If your hardship request is approved, your certification may be extended for up to 12 months.
- During this extension period, you may not use the SHRM-CP/SHRM-SCP certification after your name until you fulfill your recertification requirements.

## Revoked Status

SHRM certification-holders who do not complete recertification by the end of the 60-day grace period, comply with the verification process or complete the required PDCs within an approved hardship extension period will forfeit the right to hold the certification 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-holders who fully retire from the profession may apply for retired status. A retired-status certification-holder will not be required to recertify.

### To apply for retired status:

- Complete and submit the SHRM Certification Retired Status Form, which can be found in the “My Resources” section of the portal.
- Certification-holders who hold a retired status must add the word “Retired” in parentheses after their earned SHRM-CP or SHRM-SCP designation, and a retired-status digital badge will be issued.

# SHRM CERTIFICATION APP

Take care of recertification record-keeping anytime and anywhere with the SHRM Certification App. With the app, you can also:

- » Add PDCs in the Advance Your Education category.
- » 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.

Download the SHRM Certification App  
in both the Apple and Google app stores.



## SHRM RECERTIFICATION PROVIDER PROGRAM

The SHRM Recertification Provider Program gives participating members the opportunity to award preapproved 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.

To find out how your organization can become a SHRM Recertification Provider:

1. Visit [shrm.org/recertification](https://shrm.org/recertification).

OR

2. Email [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org) to request information.



## ABOUT SHRM

SHRM 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 nearly 325,000 members in 165 countries, SHRM impacts the lives of more than 235 million workers and families globally. Learn more at [SHRM.org](https://SHRM.org).