

SHRM-CP®  
SHRM-SCP®

# THE ROAD TO SHRM RECERTIFICATION

## Maintain Your Credential

The SHRM recertification process is about more than just renewing your credential. It's a way to up your game and take your professional expertise to the next level. There are two ways to recertify:

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

**OR**

2. Retake the SHRM certification exam.

**You must complete one of these options by your recertification end date (last day of your birth month).**

Recertify the only credentials supported by SHRM, your career development partner.

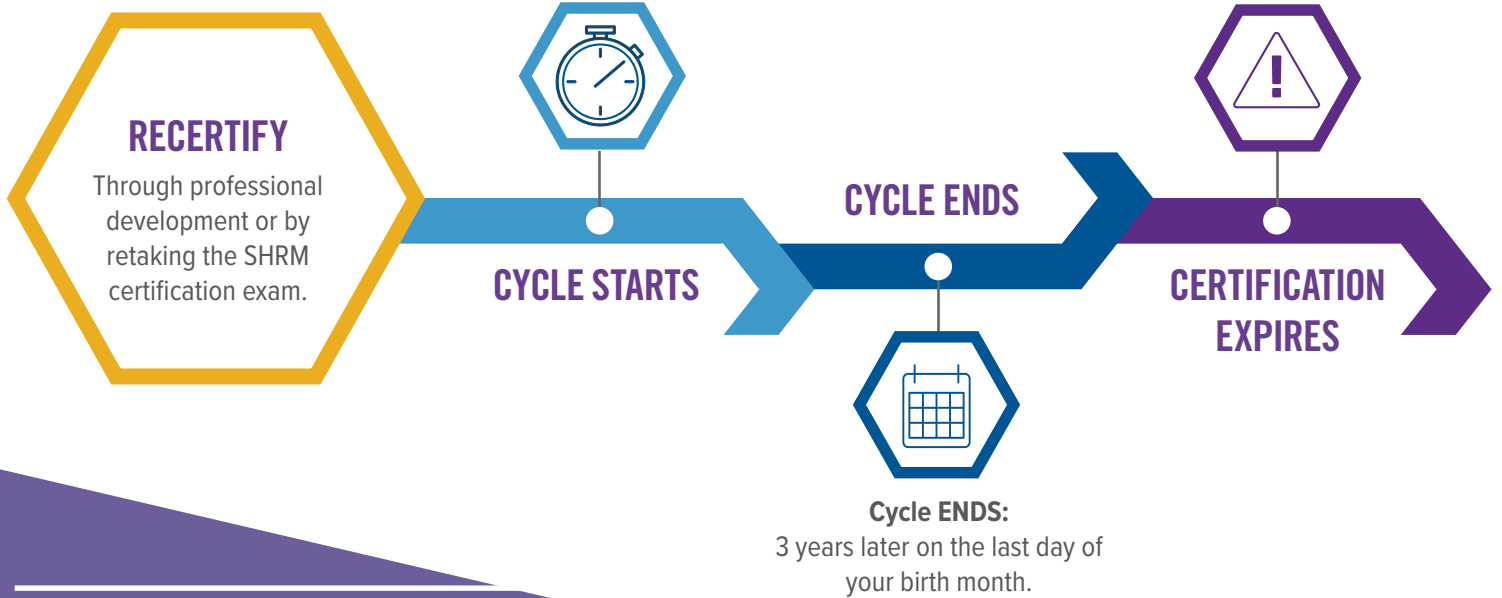


[shrmcertification.org/recertify](https://shrmcertification.org/recertify)

# RECERTIFICATION CYCLE

**Cycle STARTS:**  
When certification or  
recertification is earned.

**Certification EXPIRES:**  
60 days after your end date if  
recertification is not completed.



Refer to the SHRM Certification Program Recertification Requirements Handbook at [shrmcertification.org/recertificationhandbook](http://shrmcertification.org/recertificationhandbook)

## MAINTAIN YOUR SHRM-CP/SHRM-SCP

### THREE SIMPLE STEPS

1

**TRACK** and log your professional development activities in your SHRM Certification Portal.

- Log in to your SHRM Certification Portal at [portal.shrm.org](http://portal.shrm.org).
- Click “Add PDCs,” then choose the related PDC category:
  - Advance Your Education
  - Advance Your Organization
  - Advance Your Profession
- Add your activities.

2

**SUBMIT** your completed recertification application as early as one year into your recertification cycle.

- Recertify early and begin earning for the next cycle right away.
- 60+ PDCs is all you need, but if you earn more, carry over up to 20 additional credits to your new cycle.
- Can't complete the process by your end date? Take advantage of the 60-day grace period to get it done.

3

**PAY** the recertification application fee.

**\$100**      **\$150**  
for SHRM members      for nonmembers

### QUESTIONS?

Go to:  
[shrmcertification.org/recertificationhandbook](http://shrmcertification.org/recertificationhandbook)

Contact us at [recertification@shrm.org](mailto:recertification@shrm.org).

# DEMONSTRATE LEARNING

THREE CATEGORIES TO EARN PDCs

## SELF-PACED AND INSTRUCTOR-LED OPTIONS NO PDC MAXIMUM

### CONFERENCES

SHRM offers an array of conferences as do our affiliate partners.

12+ PDCs each

### EDUCATION PROGRAMS

SHRM Education Programs are available virtually, in person and via our network of SHRM Education Partners.

7.5-36 PDCs each

### COLLEGE/UNIVERSITY COURSES

Undergraduate or graduate courses from an accredited college or university. Must earn a C or better.

10+ PDCs each

### WEBCASTS

SHRM offers FREE hour-long webcasts by subject matter experts, followed by Q&As. Available live or on-demand.

1 PDC each

### SHRM ON DEMAND

SHRM On Demand is available in one-year subscriptions. Receive access to 700+ continually updated SHRM conference session recordings.

1 – 60 PDCs

### ELEARNING

SHRM offers a variety of competency-specific eLearning options.

1-5 PDCs each

### PODCASTS

SHRM's Honest HR podcast is grouped into competency-specific miniseries. Listen to the complete series to earn PDCs. Available wherever you listen to podcasts.

1-2 PDCs each

ADVANCE  
YOUR  
EDUCATION

### SHRM SPECIALTY CREDENTIALS

SHRM Specialty Credentials provide in-depth education in focused fields of practice.

- SHRM California Law HR Specialty Credential
- SHRM Talent Acquisition Specialty Credential
- SHRM People Analytics Specialty Credential
- SHRM U.S. Employment Immigration Specialty Credential
- SHRM HR Department of One Specialty Credential
- SHRM Inclusive Workplace Culture Specialty Credential

17-26 PDCs each

### BOOKS AND E-BOOKS

Read SHRM-identified credit-worthy books and pass an associated quiz with a score of 70% or better.

3 PDCs/book

### SHRM CHAPTER PROGRAMMING

SHRM-affiliated chapters offer local in-person and virtual program opportunities.

1+ PDCs each

Tailor your learning to *your* personal and professional goals.

Find recertification activities at [shrmcertification.org/recertify](https://shrmcertification.org/recertify)

Build your knowledge  
with deliberate focus.

## ADVANCE YOUR PROFESSION

### THOUGHT LEADERSHIP AND VOLUNTEER ACTIVITIES 30-PDC MAXIMUM

#### PRESENTATIONS

Create and present a course based on HR-related competencies and/or knowledge domains.

**1 – 20 PDCs**

#### RESEARCH, WRITING AND PUBLISHING

Conduct primary research on an HR-related competency or knowledge domain and publish that research, and/or write a book, article, white paper or blog post (published by a third party).

**Up to 30 PDCs**

#### VOLUNTEER ACTIVITIES

Perform HR-related duties free of charge for an HR association, membership organization or other nonprofit.

**1 – 10 PDCs**

#### PROFESSIONAL MEMBERSHIP

Earn credit by being a SHRM national member or a member of a SHRM affiliate organization.

**3 PDCs/year**

## ADVANCE YOUR ORGANIZATION

### SUPERVISOR-ENDORSED WORK PROJECT 20-PDC MAXIMUM

Spend 50-100 hours and a minimum of 3-6 months on a work-related project.

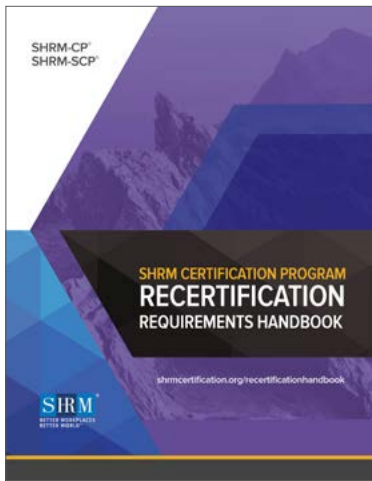
**10 – 20 PDCs**

Look for this seal  
to confirm that  
the activity will  
count toward  
recertification.



Participate in local programs offered  
by more than 575 affiliated chapters.  
Visit the Chapter Locator on [shrm.org](http://shrm.org)  
to find a SHRM chapter near you.

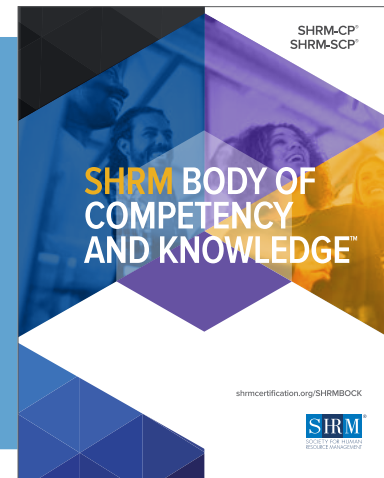
# RESOURCES



Get detailed information in the SHRM Certification Program Recertification Requirements Handbook at [shrmcertification.org/recertificationhandbook](http://shrmcertification.org/recertificationhandbook)

Engage in activities that relate to the behavioral competencies and HR knowledge areas identified in the SHRM Body of Competency and Knowledge™ (SHRM BoCK™).

Download the SHRM BoCK at [shrmcertification.org/SHRMBoCK](http://shrmcertification.org/SHRMBoCK)

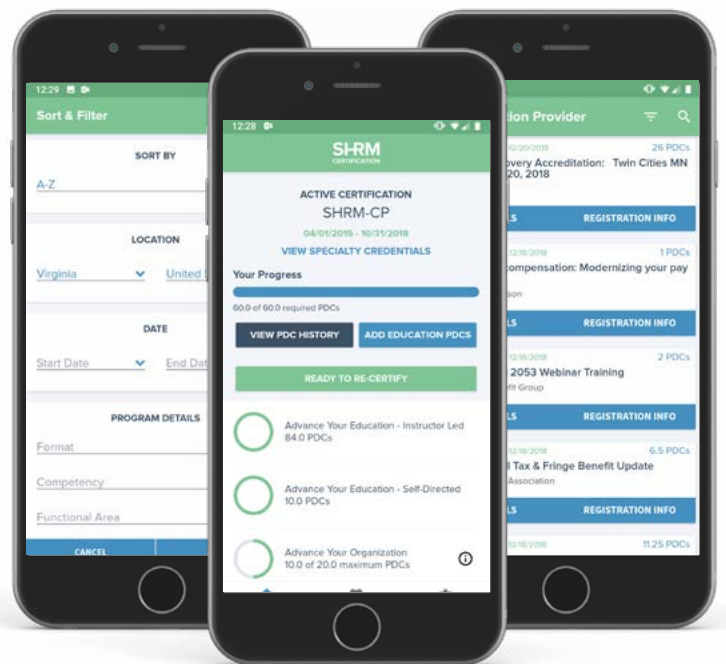


## FOCUS ON LEARNING AND GROWING, NOT ON PAPERWORK.

The SHRM Certification app is a convenient way to manage your professional development efforts.

Add and track PDCs in addition to easily sorting, filtering and locating preapproved activities provided by **thousands of SHRM Recertification Providers**. Enter activities whenever and wherever you are.

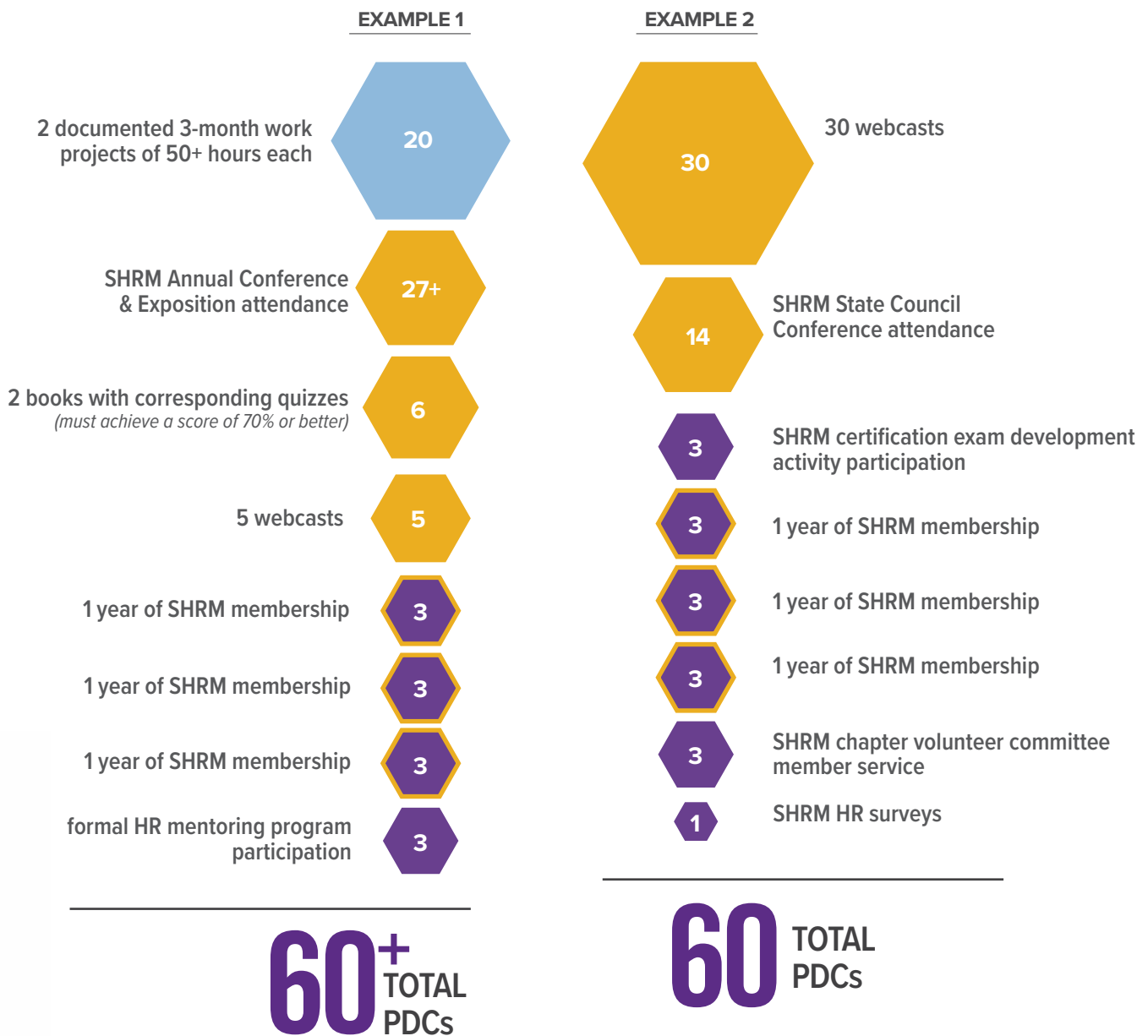
Search for “SHRM Certification” in the App Store or Google Play Store.



**LOCATE AND TRACK PDCs.**  
**Download the SHRM Certification App.**

# EXAMPLE PATHS TO 60 PDCs

TRACK YOUR PDCs IN YOUR SHRM CERTIFICATION PORTAL



◆ ADVANCE YOUR EDUCATION    
 ◆ ADVANCE YOUR PROFESSION    
 ◆ ADVANCE YOUR ORGANIZATION

Earning more than 60 PDCs in your cycle allows you to carry over up to 20 PDCs toward your new cycle.



Professional development is easier with SHRM membership—earn PDCs and save \$\$!