A continued commitment to lifelong learning is a critical component of the SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®). Recertification is a way for certified HR professionals to demonstrate that they are staying current, advancing their HR Competencies and developing their skills in HR Knowledge.

SHRM-CP or SHRM-SCP credential-holders continue to build their skills and capabilities by earning professional development credits (PDCs) for qualified activities that relate to the SHRM Body of Competency and Knowledge™ (SHRM BoCK™). They must earn 60 PDCs within a 3-year recertification period that ends on the last day of the credential-holder’s birth month, or retake the certification exam, in order to maintain their credentialed status. (For more details, refer to the Recertification Handbook at shrmcertification.org/recertificationhandbook.)
Benefits of SHRM Recertification Provider Status

SHRM has established the SHRM Recertification Provider Program to give SHRM Chapters and State Councils that offer HR-related Competency and Knowledge programming the opportunity to award PDCs, without pre-approval by SHRM. Participation is free for SHRM Chapters and State Councils in good standing.

Key benefits to being a SHRM Recertification Provider include being able to:

›› Award PDCs for individual HR programs, without pre-approval from SHRM.
›› Publicize yourself as a SHRM Recertification Provider.
›› Use the SHRM Recertification Provider seal on materials.
›› Include program offerings in a searchable database.
›› Be listed in a directory of SHRM Recertification Providers.

In addition, being identified as a SHRM Recertification Provider eliminates the guesswork for credential-holders, who will know by your status that your program qualifies for recertification credits. Qualified activities may include conferences, college/university courses, seminars, workshops, videoconferences, webcasts, e-learning and other programs.

Qualifications

A SHRM Chapter or State Council “in good standing” (see Appendix A) is eligible to become a SHRM Recertification Provider by meeting the following qualifications, which ensure that sound learning principles are incorporated into program offerings:

1. SHRM Chapters or State Councils must maintain their “in good standing” status.
2. SHRM Chapters or State Councils must designate a contact person who will be responsible for entering relevant educational activities into the online SHRM program database.
3. SHRM Chapters or State Councils must have the resources, facilities and administrative support to effectively deliver HR-related Competency and/or Knowledge programming.
4. SHRM Chapters or State Councils must offer appropriate high-quality programming, developed and presented by appropriate subject matter experts.
5. Programming should address the HR Competencies and/or Knowledge Domains needed for effective job performance, as outlined in the SHRM BoCK (refer to the SHRM BoCK at shrmcertification.org/shrmbock).
6. Each program offering must describe both learning objectives and Competencies/Knowledge areas to be taught, with specific references to the SHRM BoCK.
7. Each presenter/instructor/speaker must have proven expertise in the field and the ability to facilitate learning.
8. SHRM Chapters or State Councils must have a participant evaluation process in place and utilize feedback to ensure continuous improvement in program content and quality.
SHRM Recertification Provider Registration Process: SHRM Chapters and State Councils

A SHRM Chapter or State Council seeking SHRM Recertification Provider status:

1. Must confirm its intent to participate in the SHRM Recertification Provider Program and acknowledge adherence to all program qualifications and guidelines via the online SHRM program database.
2. Must identify a single contact person responsible for entering relevant program information into the online SHRM program database.

ENROLL YOUR CHAPTER/STATE COUNCIL AT shrmcertification.org/providers/chapters.

Program Guidelines

SHRM Recertification Providers must adhere to the following program guidelines:

1. Award PDCs for its individual program offerings.
2. Use SHRM methodology to award the appropriate number of PDCs for individual offerings. Credit is awarded based on the actual educational time spent in the program. A minimum of 1 educational hour is required for a continuing education activity to qualify for PDC credit. PDCs are calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter, of one hour.
   Examples:
   - 1-hour educational program = 1 PDC
   - 1-hour-and-15-minute concurrent conference session = 1.25 PDCs
   - 3-hour e-learning course = 3 PDCs
3. Enter into the online SHRM program database all required information for each individual program offering. Programs must be entered before they occur. Retroactive programs cannot be entered.
4. Include a process for determining attendee participation for passive-format programs (e.g., webinars, videoconferences, self-directed e-learning).
5. Ensure that qualifying programs are at least one hour (e.g., 45-minute presentation with 15-minute Q&A period). Individual conference sessions or sessions at a one- or multi-day seminar must follow this same format to qualify.
6. Have a SHRM-CP or SHRM-SCP credential-holder be part of the program review process.
7. Adhere to SHRM Recertification Provider seal usage guidelines when using the SHRM Recertification Provider seal on any publications (refer to the SHRM Recertification Provider Seal Guide at shrmcertification.org/recertificationprovidersealguide for seal usage details), and add one of the following statements:
   - FULL STATEMENT: “[SHRM Chapter or State Council Name] is recognized by SHRM to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). This program is valid for [XX] PDCs. For more information about certification or recertification, please visit shrmcertification.org.”
   - ABBREVIATED STATEMENT: “This program is valid for [XX] PDCs toward SHRM-CP and SHRM-SCP recertification.”
8. Provide program participants with verification of attendance (e.g., certificate of completion, e-mail notification, materials distributed onsite) that also shows the number of PDCs assigned to the educational activity and the date(s) attended.
9. Comply with any verification requests conducted by SHRM and retain program documentation for a minimum of three years (see Compliance & Verification).
10. Contact SHRM if the person responsible for entering program information into the SHRM database changes.
11. Retain attendance verification information for a 3-year period.
Fees
None.

Reaffirmation
Each year, SHRM Chapters or State Councils will be required to reaffirm adherence to program standards and guidelines and provide the name of the contact person for the following calendar year. A reminder notification e-mail will be sent approximately 90 days prior to the end of each year requesting this information.

Compliance & Verification
SHRM has a responsibility to maintain and protect the integrity of the SHRM Recertification Provider Program and the quality of educational offerings of SHRM Recertification Providers. Therefore, SHRM reserves the right to:

1. Award SHRM Recertification Provider status only if a SHRM Chapter or State Council is an affiliate “in good standing” as defined by SHRM, including the requirements in SHRM’s Chapter and State Council SHAPE programs.
2. Monitor program submissions as part of the SHRM verification process.
3. Regularly select a random percentage of SHRM Recertification Providers for verification.
5. Request supporting documentation for specific programs from a SHRM Recertification Provider chosen for verification. 
   Examples:  
   ›› Course Details (e.g., event agenda, course syllabi)  
   ›› SHRM BoCK Alignment  
   ›› Presenter’s Biography  
   ›› Educational Hours = PDCs awarded  
   ›› Course Evaluation
6. Terminate SHRM Recertification Provider status if there is evidence of the provider’s failure to uphold SHRM education criteria or comply with program guidelines (see Denial & Termination).

Denial & Termination
In the event that SHRM finds a SHRM Recertification Provider Chapter or State Council not in compliance with program standards or procedures, the SHRM Chapter or State Council will be notified by SHRM staff. The SHRM Chapter or State Council will have 30 days within which to comply with any conditions identified and to provide verification of corrective action taken. Failure to comply by the end of the 30-day probationary period may result in suspension or revocation of SHRM Recertification Provider status.
SHRM Body of Competency & Knowledge (SHRM BoCK)

SHRM-CP and SHRM-SCP credential-holders qualify for recertification credits by participating in professional development activities that relate to the SHRM BoCK. The SHRM BoCK describes the behavioral competencies and HR knowledge that HR professionals need for strategic focus and effective job performance. Figure 1 provides an overview of the SHRM BoCK.

The SHRM BoCK greatly expands the scope of professional development activities that will qualify for recertification credit. By including Competencies in the SHRM BoCK, many educational programs not directly tied to human resource management will qualify for PDCs. For example, leadership programs build proficiency in the Leadership & Navigation Competency, courses in statistics expand capabilities in the Critical Evaluation Competency, and business education offerings promote the Business Acumen Competency. All would be eligible for PDCs. Broadening the scope of eligible recertification activities will help individual HR professionals strengthen their core skills, while contributing to a stronger HR profession.

Figure 1: The SHRM Body of Competency & Knowledge
Acceptable Topics for Educational Programming

The following is an illustrative list of examples of subject areas relating to the SHRM BoCK that may be awarded PDCs:

**Competencies**

**Leadership & Navigation**
- Improving negotiation effectiveness
- Leading change

**Ethical Practice**
- Business ethics
- Dealing with unethical behavior or conflicts of interest

**Business Acumen**
- Advancing business acumen
- Understanding organizational metrics

**Relationship Management**
- Customer relationship management
- Managing internal and external relationships

**Consultation**
- Effective consultation
- Applying creative problem solving

**Critical Evaluation**
- Critical thinking
- Data analysis

**Global & Cultural Effectiveness**
- Cross-culture and cross-border issues
- Global strategic leadership

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

**HR Knowledge**

**People**
- Goal-setting approaches
- Quality assurance techniques
- Strategic management considerations
- 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 scorecards philosophy
- Motivational theories
- Organizational behavior theories
- HR organizational structure and design
- Understanding individual differences and perceptions
- 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
Ineligible Programming

The following is a list of examples of offerings/course titles that do not relate to the SHRM BoCK:
- Marketing skills techniques
- Specific software tools
- Basic office skills
- Time management

In addition, the following activities do not qualify for PDCs, regardless of topic:
- Programs that are less than 1 hour long.
- Time spent in exhibit hall at a conference.
- Presentations on the certification or recertification process.

Appendix A

CHAPTER “IN GOOD STANDING”
(Refer to VLRC and SHAPE Planning Workbook for complete details and specific due dates and timeframes)

- Chapter must have on file at SHRM all completed and required charter paperwork including but not limited to bylaws, chapter charters and charter addendums.
- Chapter meets and maintains the minimum SHRM chapter membership affiliation requirements pertaining to their chapter.
- Submits a Chapter Leader Information Form (CLIF) by December 1 of the year prior to the calendar year board transition or the 15th of the month immediately prior to the date if the chapter board transition occurs during the year.
- Chapter president is a SHRM member in good standing during his or her entire term of office.
- Utilizes the Chapter Financial Support Program funds appropriately.
- Provides year-end financial results for the calendar year period annually in the SHAPE submission.
- Correctly, consistently and prominently displays the SHRM “AFFILIATE OF” logo in accordance with the Graphics Standards Manual for Affiliates.
- When requested, submit the chapter’s membership roster for auditing by SHRM staff.
- Holds a minimum of four chapter programming events and four chapter board meetings either in person or virtually during the calendar year. At least one of the board meetings must include an opportunity for the leadership to transition and to conduct strategic planning, succession planning and a chapter bylaw review (these may be done simultaneously).
- Chapter submits annual SHAPE year-end document via the online reporting tool by January 31 and affirms completion of all required items in section 1.
- Chapter’s operations must adhere to the SHRM Bylaws and its chapter charter (including any amendments thereto).

STATE COUNCIL “IN GOOD STANDING”
(Refer to VLRC and SHAPE Planning Workbook for complete details and specific due dates and timeframes)

- State Council must have on file at SHRM all completed and required state council paperwork including but not limited to bylaws, state council charters and charter addendums.
- Submits a State Council Leader Information Form by December 1 of the year prior to the calendar year transition.
- All State Council members are SHRM members in good standing during their entire term of office.
- Provides year-end financial results for the calendar year period annually in the SHAPE submission.
- Correctly, consistently and prominently displays the SHRM “AFFILIATE OF” logo in accordance with the Graphics Standards Manual for Affiliates.
- Utilizes the State Council Financial Support Program funds appropriately.
- Holds a minimum of two state council board meetings either in person or virtually during the calendar year and provides SHRM staff the opportunity to present a SHRM update for a minimum of 15 minutes during each. Four are preferred. At least one of the board meetings must include an opportunity for the leadership to transition, conduct strategic planning, succession planning and review the state council bylaws (these may be done simultaneously).
- State Council submits annual SHAPE year-end document via the online reporting tool by January 31 and affirms completion of all required items in section 1.
- State Council’s operations must adhere to the SHRM Bylaws and its state council charter (including any amendments thereto).

FOR MORE INFORMATION:
shrmcertification.org/providers

QUESTIONS:
E-mail: recertificationprovider@shrm.org
Phone (U.S. only): 800.283.7476, option 3
Phone (International): +1.703.535.6250

WHAT IS SHRM?
The Society for Human Resource Management (SHRM) is the world’s largest HR professional society, representing 300,000 members in more than 165 countries. For nearly seven decades, the Society has been the leading provider of resources serving the needs of HR professionals and advancing the 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