

MAINTAIN YOUR SHRM-CP OR SHRM-SCP

Attaining your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential is the first step. Recertifying demonstrates your commitment to the profession, to your organization and to yourself through lifelong education and professional development.

HR professionals attain recertification by engaging in professional development activities that relate to the behavioral competencies and HR knowledge identified in the SHRM Body of Competency and Knowledge™ (SHRM BoCK™). The incorporation of competencies into the SHRM BoCK greatly expands the range of activities that will qualify for professional development credits (PDCs).

By embodying the twin aspects of modern HR practice, competency and knowledge, the SHRM-CP and SHRM-SCP represent the standard of HR certification.

Recertification Requirements

SHRM-CP OR SHRM-SCP CREDENTIAL-HOLDERS MUST:

» Earn 60 PDCs within a three-year recertification period

OR

» Retake the certification exam.

The recertification period ends on the last day of your birth month.

Categories of Professional Development Credit

SHRM created three avenues by which SHRM-CP and SHRM-SCP credential-holders can earn recertification credits: **Advance Your Education**, **Advance Your Organization** and **Advance Your Profession**. These categories parallel the SHRM BoCK's three main elements of **Strategic Mindset/Effective Individual Performance**, **Successful Business Outcomes** and **Advancing the HR Profession**.

PDC CATEGORY	DESCRIPTION / EXAMPLES	PDC MAXIMUM (per recertification period)
Advance Your Education	Continuing education activities, including: <ul style="list-style-type: none">• Conferences• Seminars/Workshops• College/University courses• Virtual learning (instructor-led)• Chapter programs	Instructor-led: No maximum
	<ul style="list-style-type: none">• E-learning (self-paced)• Videoconferences• Books and e-books• Webcasts	Self-paced: No maximum
Advance Your Organization	Supervisor-endorsed work projects that: <ul style="list-style-type: none">• Meet or support organizational goals and demonstrate or advance capabilities in one or more HR competencies	20 PDCs
Advance Your Profession	Thought leadership and volunteer activities that contribute to the development of the HR profession and the community, including: <ul style="list-style-type: none">• Professional membership• Volunteer leadership• Speaking at conferences• Research, writing and publishing	30 PDCs

Entering Your Professional Development Credits

STEP 1

Keep track of your professional development activities.

STEP 2

Log on to portal.shrm.org. You will need to enter your SHRM login e-mail address and password.

STEP 3

Click on “Add PDCs” and then choose the related PDC category:

- **Advance Your Education**
- **Advance Your Organization**
- **Advance Your Profession**

PLEASE NOTE: It is recommended that you record your activities in the Portal as soon as you complete them. You should track all professional development activities during your three-year recertification period, even those beyond the required 60 PDCs or a category maximum. If you complete and submit your recertification application early, your current cycle end date will not change and the next/new cycle will not begin any sooner. Any unused or subsequent professional development activities completed within your current certification period cannot be carried over to the next.

STEP 4

In the **Advance Your Education** category, input the Activity ID (if one is provided), click “Search,” and view the populated activity details. Confirm that this information is correct. Click “Submit” to save the PDCs in the Portal.

If an Activity ID is not provided, or for PDCs that fall under the **Advance Your Organization** or **Advance Your Profession** categories, manually input the information requested.

STEP 5

After you’ve earned all 60 PDCs and are ready to submit your application, click on “Apply for Recertification.” This link will be available one year into your recertification period.

When entering PDCs, ensure that the activities you enter occurred between the beginning and end dates of your three-year recertification period. You must wait until the activity end date to record any activity.

The recertification application fee:

\$100 for SHRM members

\$150 for non-SHRM members

QUESTIONS?

Speak to a recertification counselor at 703.535.6360, Monday-Friday 8:30 a.m.-5:00 p.m., or contact us at recertification@shrm.org

SHRM Certification App

The convenience of tracking your professional development credits on the go. The app allows you to:

- » Easily add your PDCs under the **Advance Your Education** section.
- » Track all activities you have already added to your record.
- » Find upcoming approved activities in your area.
- » Search and filter activities by competency or date.
- » Receive notification when you are eligible to apply for recertification.

Download the app today at shrmcertification.org/app.

