

1. Who is The Society for Human Resource Management (SHRM)?

As the leading advocate for HR professionals worldwide, SHRM provides comprehensive research, education and professional development around the globe. Founded in 1948, 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.

2. What is SHRM Certification and why would I want/need to hold this credential?

To meet business needs, SHRM has established two behavioral competency-based certifications, the **SHRM Certified Professional (SHRM-CP[®])** for early- and mid-career professionals and the **SHRM Senior Certified Professional (SHRM-SCP[®])** for senior-level practitioners. SHRM regards the SHRM-CP and SHRM-SCP as the new global standard in certification for the HR profession.

The SHRM Body of Competency and Knowledge (SHRM BoCK™) is the foundation for these certifications. The SHRM BoCK—the product of rigorous research involving thousands of HR professionals organizes eight behavioral competencies into three clusters: Leadership (Leadership & Navigation, Ethical Practice), Interpersonal (Relationship Management, Communication, Global & Cultural Effectiveness), and Business (Business Acumen, Consultation, Critical Evaluation). Additionally, there are 15 HR knowledge areas that are critical to the success of any HR professional.

By incorporating key HR competencies and knowledge into the SHRM-CP and SHRM-SCP exams, SHRM's certifications demonstrate to the global business community that the credential-holder has strong capabilities in both aspects of HR practice—competency and knowledge—that are required for effective job performance

3. What is the SHRM Certification Pathway?

The SHRM Pathway is a process that SHRM is offering to CPHR credential holders which provides them with the opportunity to obtain a SHRM credential (SHRM-CP or SHRM-SCP). The SHRM Certification Pathway is being offered free of charge to current CPHR credential holders who...

- are in good standing,
- review and agree to comply with SHRM policy requirements, and
- complete a SHRM Pathway tutorial.

4. How do I determine which SHRM Certification I am eligible for?

If you hold the CPHR, and have a minimum of 3 years of professional HR experience, you would be eligible to receive the SHRM-CP credential. If you hold the CPHR, and have a minimum of 6 years of professional HR experience, you would be eligible to receive the SHRM-SCP credential.

5. How do I apply for the opportunity to take the SHRM Pathway?

To apply you will need to complete the SHRM Certification Pathway Application which is included in the invitation you received about this opportunity. Once you complete the

application and your credentials have been verified, you will receive an e-mail that contains a link to complete the SHRM Pathway tutorial.

6. Do I need to become a SHRM member in order to earn the SHRM certification credential?

No, you are not required to become a SHRM member to earn the SHRM-CP or SHRM-SCP credential. However, becoming a SHRM member can enhance the value of your credential by giving you access to numerous membership benefits designed to help you stay on top of key HR issues and support your professional development efforts. SHRM membership also provides you with a discount on SHRM products and services. For information about SHRM membership click here: [Tell me more about becoming a SHRM Member](#).

7. What does the SHRM Pathway tutorial cover and how much time does it take to complete?

The tutorial focuses specifically on the behavioral and leadership competencies highlighted in the SHRM Competency Model which is the foundation for the SHRM Certification Body of Competency and Knowledge, the blue print for the certification exams. The tutorial takes about 1-hour to complete.

8. I completed the application but never received access to the online tutorial, what do I do?

If you have applied and still have not received an e-mail, please check your spam and deleted folders. If after checking these locations you are unable to locate the email, please contact SHRM at MCCertpathway@shrm.org for assistance.

9. The system indicates the tutorial is locked. How do I unlock it?

We ask that you complete the pathway within 10 days of accessing it. If you are getting a locked message, it may mean that it has been more than 10 days since you first accessed it. You may contact us at MCCertpathway@shrm.org and we will be able to unlock it for you.

10. My screen is frozen or will not proceed to the next screen. What can I do?

Please try to log off, exit the browser, and go back in. If this does not work, you may try a different browser (Internet Explorer, Chrome, etc.) or computer. Please note, you will not be able to complete the pathway on a mobile device. If you try all of this and it is still not functioning, please contact us at: MCCertpathway@shrm.org for assistance.

11. I finished the pathway and I have not received information about my status, what do I do?

Please ensure you have clicked all the way through the tutorial. The conclusion and last page of the tutorial is the acknowledgement page. Also, on the page with the Competency Model, please ensure you have clicked on all 9 sections and answered the questions. If you are confident you have clicked on every section of the pathway, and you still have not received notification of your status, please contact SHRM at: MCCertpathway@shrm.org for assistance.

12. How do I maintain my credential?

Recertification is the key to keeping your knowledge and capabilities current. To maintain a SHRM-CP or SHRM-SCP, credential holders must earn 60 Professional Development Credits (PDCs) within a three-year recertification period that ends on the last day of the credential holder's birth month. SHRM has addressed the needs of HR professionals by creating three avenues by which SHRM-CP and SHRM-SCP credential holders earn recertification credits: Advance Your Education, Advance Your Organization and Advance Your Profession.



SHRM CERTIFICATION PATHWAY Q&A

For up-to-date details on recertification, visit shrmcertification.org/recertify.