



SHRM-CP®  
SHRM-SCP®

# Recertification Handbook 2023

*A guide for your SHRM recertification journey*



Revised: January 2023  
[shrm.org/certification](https://shrm.org/certification)

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## QUICK REFERENCE GUIDE

### SHRM

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Alexandria, VA 22314 USA

800.283.7476, option 3 (U.S. only) or  
+1.703.548.3440, option 3 (International)

Website: [shrm.org/certification](https://shrm.org/certification)

General Questions/Information:  
[shrmcertification@shrm.org](mailto:shrmcertification@shrm.org)

# THE VALUE OF RECERTIFICATION

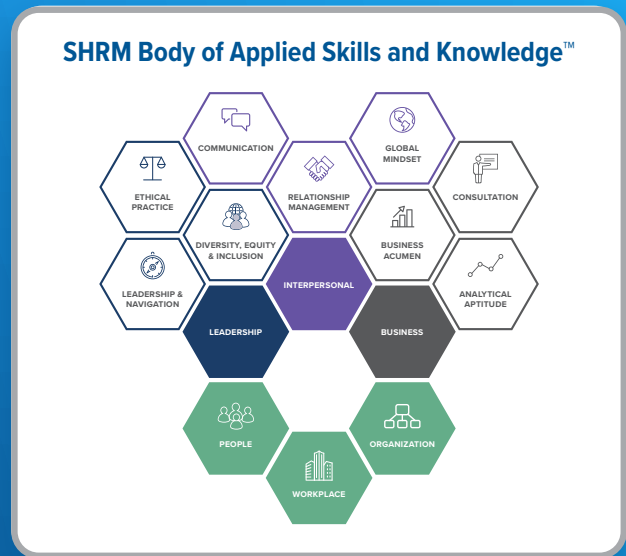
As the world of work changes, so must the work of HR.

Earning your SHRM certification credential proves your competence in the HR field and your dedication to workplace excellence. Maintaining the credential shows 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 credential.

## THE SHRM BASK CONNECTION

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 credential-holders maintain their credential 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

**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 must be achieved by your recertification end date, which is the last day of your birth month, three years after you first earn SHRM certification. Failure to recertify will result in the revocation of your SHRM-CP or SHRM-SCP credential.

# RECERTIFYING WITH PROFESSIONAL DEVELOPMENT CREDITS (PDCS)

There are three categories from which SHRM-CP and SHRM-SCP credential-holders 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.

PDC CATEGORY	DESCRIPTION/EXAMPLES	PDC MAXIMUM (per recertification period)
Advance Your Education	Instructor-led or self-paced continuing education activities	No maximum
Advance Your Organization	Supervisor-endorsed work projects	30 PDCs
Advance Your Profession	Thought leadership and volunteer activities that contribute to the development of the HR profession and the community	30 PDCs

Completing the recertification process is easy. Just follow these three simple 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 e-mail 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.

**Note:** When entering PDCs, ensure that the activities you enter occurred between the beginning and end dates of your recertification cycle. An activity must be completed before it can be recorded. Entering activities into your portal throughout your cycle, rather than waiting until the end, is recommended. Contact SHRM Customer Experience at [recertification@shrm.org](mailto:recertification@shrm.org) if assistance is needed.

**TRACK YOUR PDCs IN YOUR CERTIFICATION PORTAL AT [PORTAL.SHRM.ORG](https://portal.shrm.org)**

# ADVANCE YOUR EDUCATION

## No PDC maximum per three-year recertification cycle.

SHRM recognizes the value of professional development through lifelong learning and supports formats that cater to individual learning needs and preferences. Activities that fall within this category are described below.

### CONFERENCES, SEMINARS AND WORKSHOPS

You may earn recertification credit by attending conferences, seminars or workshops that relate to the behavioral competencies or HR knowledge domains outlined in the SHRM BASK.

### PDC ALLOCATION

In cases when activity codes are not provided, the number of PDCs is calculated based on the actual time spent in session(s). Time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of 1 PDC.

Credit is not awarded for time spent eating meals or taking breaks. Professional development programs held during working lunches are acceptable.

### COURSES TAKEN FOR DEGREE PROGRAMS

You may earn recertification credit by taking an undergraduate or graduate course from an accredited college or university. If the course is graded, you must earn a grade of C or better to receive recertification credit.

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

### PDC ALLOCATION

The number of PDCs per course is calculated as follows:

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 (1 course maximum per recertification cycle)

**Note:** It is the responsibility of the credential-holder to determine the credit system the educational institution is using.

## CONTINUING EDUCATION UNITS AND CONTINUING LEGAL EDUCATION

SHRM recognizes programs for which the International Association for Continuing Education and Training (IACET) has awarded continuing education units (CEUs). SHRM also recognizes credits earned from continuing legal education (CLE) programs.

### PDC Allocation

The number of PDCs per IACET CEU-awarded program is calculated as follows:

» 1 CEU = 10 PDCs

The number of PDCs per CLE program is calculated as follows:

» 1 CLE = 1 PDC

## E-LEARNING, VIDEO CONFERENCES, WEBCASTS AND PODCASTS

Self-paced/self-directed/e-learning programs are programs that do not require real-time interaction or engagement with a live instructor or other participants.

### PDC Allocation

The number of PDCs for self-paced learning activities is calculated based on the actual educational time spent in the activity. Time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of one hour.

## SHRM-APPROVED BOOKS & E-BOOKS

You may earn recertification credit by reading books that SHRM has identified as creditworthy for their appropriate subject matter content and submitting a 500-to-750-word book report summarizing what you've learned. Qualifying books are listed at [shrmstore.shrm.org](https://shrmstore.shrm.org).

### PDC Allocation

PDC calculation for books and e-books is as follows:

**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 PDC maximum per three-year recertification cycle

SHRM recognizes the value of your activities in the workplace that contribute to the continued success of your organization.

### WORK PROJECTS

You may earn recertification credit for projects you worked on that support organizational goals and provide opportunities to advance your capabilities in the HR behavioral competency areas.

To be awarded credit, you must provide a brief write-up detailing the specifics of the project.

A template for your write-up is provided in the instructions section of the Advance Your Organization category in the Certification Portal.

### PDC Allocation

Qualifying projects fall into one of three categories. The number of PDCs for each type of work project is as follows:

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

### Special 2023 Opportunity: Earn 30 PDCs for Your COVID-19-related work!

Document your 2023 efforts to support your organization's or your community's COVID-19 response needs. Identify your activities using the COVID-19 Response Summary Form.

### Leverage Learning Objectives from Advance Your Education Programs to Advance Your Organization!

Any SHRM-provided or SHRM Recertification Provider 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 PDC maximum per three-year recertification cycle

SHRM recognizes the value of activities that contribute to the continued development of the HR profession and the community. These include thought leadership activities, such as making presentations, teaching, research, authorship, volunteering and professional membership.

### PRESENTATIONS

You may earn recertification credit by creating and presenting educational content based on the behavioral competencies and HR functional areas outlined in the SHRM BASK.

The following limitations apply:

- » 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.

### PDC Allocation

The number of PDCs for presentations is calculated as follows:

- » 1 hour of presentation time (including preparation time) = 2 PDCs.
- » A maximum of 20 PDCs are awarded for presentations that span more than 10 hours.

### RESEARCHING, WRITING AND PUBLISHING

You may earn recertification credit for activities that involve 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.

### PDC Allocation

The number of PDCs for research, writing and publishing is as follows:

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)

Activities in this area must occur outside of your own organization and contain content that:

- » Is related to the SHRM BASK.
- » Includes at least 750 words.
- » Is not solely opinion-based.
- » Includes factual information and data analysis.
- » Includes at least one reference to an external resource.



## VOLUNTEERING

SHRM recognizes the value of volunteering your time and talent to support HR/HR-related initiatives for nonprofit organizations. Volunteer activities that qualify for recertification credit are those in which you provide HR services without compensation.

### PDC Allocation

A sampling of volunteer activities with PDC allocations is listed below. You must wait until your volunteer commitment is complete before entering PDCs into the portal.

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	.25 PDC per activity
Participating in a SHRM research workshop	2 PDCs per activity
Participating in a SHRM focus group	.25 PDC per 15-minute time frame
Taking a SHRM survey	.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 and Editing Workshop	10 PDCs per activity
Serving as a SHRM Certification Item Technical Reviewer	2 PDCs per session
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

**Note:** Please refer to the [Exam Development Volunteer Activities](#) brochure for detailed information on SHRM Certification item development activities.

## PROFESSIONAL MEMBERSHIP

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:

- » World Federation of People Management Associations (WFPMA).
- » Chartered Professionals in Human Resources Canada (CPHR).
- » Institute for Human Resource Professionals Singapore (IHRP).
- » Association for Talent Development (ATD).
- » Other national or international HR membership organizations including Local member only of a SHRM chapter.

### PDC Allocation

The number of PDCs for professional membership is as follows:

- » 3 PDCs per year (9 PDCs maximum).

**Note:** SHRM membership credits are auto-uploaded after a full year of membership is completed, if 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.

# COMPLETING THE RECERTIFICATION PROCESS

## RECERTIFICATION CYCLE DATES

Your initial recertification cycle begins the day you pass the exam and ends three years later, on the last day of your birth month. You must complete your recertification within this three-year timeframe. Credential-holders who do not complete recertification requirements in the three-year period then enter a 60-day grace period. However, the recertification fee increases by \$50, and your certification will be revoked at the end of the grace period if your recertification is not completed by then.

### Example:

- » Candidate's birth month is July.
- » Candidate takes and passes the exam on May 3, 2023.
- » Initial recertification cycle start date is May 3, 2023.
- » Cycle end date is July 31, 2025.
- » Certification revocation date is September 30, 2025, at the end of the 60-day grace period.

If you have earned 60 or more PDCs, you may submit your completed recertification record one year into your three-year recertification cycle. If you recertify early, your cycle end date will not change.

## NEW RECERTIFICATION CYCLE START DATE

After your recertification is complete and has been approved, your new three-year recertification cycle will begin the NEXT DAY. Your certification end date will remain the last day of your birth month.

### Example:

- » Candidate's current recertification cycle starts May 3, 2023, and ends July 31, 2025.
- » Candidate recertifies on April 28, 2024.
- » Candidate's NEW three-year cycle starts April 29, 2024, and ends July 31, 2028.

## RECORDING AND TRACKING YOUR PDCS

To record and track your PDCs, please go to [portal.shrm.org](https://portal.shrm.org).

If you participate in SHRM-sponsored activities or events, the applicable PDCs will be auto-uploaded to your certification portal, if 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 example, those from third-party providers or SHRM affiliates, such as 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	AMOUNT		DETAILS
	MEMBER	NONMEMBER	
Regular	US\$100.00	US\$150.00	» 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).
Late	US\$150.00	US\$200.00	

## RECERTIFICATION BY EXAMINATION

You have the option to maintain your SHRM credential 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 credential will be revoked, and you will need to reapply and test as a new candidate. Additionally, you will not be able to pursue recertification through PDCs if you do not pass the recertification exam.

## VERIFICATION PROCESS

To protect the integrity of the SHRM certification program, SHRM conducts random verification reviews on a percentage of completed recertification records. If your record is selected for review, you will be required to verify the activities and PDCs entered in your record by providing documentation. With this in mind, we recommend you document your activities and retain your files for up to six months after the end of your recertification cycle. Your SHRM certification credential may be revoked if you are unable to comply with the request. Examples of acceptable documentation for each area are as follows:

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	
<b>PRESENTATIONS</b>	Course syllabus, workshop/seminar outline or presentation slides/materials with presenter’s name and session date(s).
<b>RESEARCHING, WRITING AND PUBLISHING</b>	Copy of or link to published article, blog post, white paper, book or research.
<b>VOLUNTEER WORK</b>	Documentation verifying volunteer position, including name and time frame.
	Letter from organization confirming individual’s volunteer leadership position.
	Certificate of appreciation or dated thank-you letter from supported organization.
<b>PROFESSIONAL MEMBERSHIP</b>	Copy of membership card.

## LATE SUBMISSION DURING THE 60-DAY GRACE PERIOD

Completed recertification records are due three years from the date of certification on the last day of the credential-holder's birth month. Please recertify within that time frame. However, should you fail to complete the recertification process by your recertification end date, you will be granted a 60-day grace period to do so before your credential is revoked. The 60-day grace period may be used to accumulate additional PDCs. The recertification fee for recertifications completed during the 60-day grace period increases by \$50; this amount is added to the regular recertification fee and is nonrefundable. Failure to complete recertification requirements by the end of the 60-day grace period will result in the revocation of your credential.

## HARDSHIP EXTENSION STATUS

SHRM recognizes that extenuating circumstances may prevent a credential-holder's attainment of 60 PDCs within the three-year recertification cycle. In those instances, SHRM certification credential-holders may apply for a hardship extension status. To request hardship status, please complete the SHRM Certification Recertification Hardship Extension Form, which can be found in the "My Resources" section of the portal. The request must be made at least 30 days before your recertification end date but no earlier than the final year of your recertification cycle. Examples of hardships include, but are not limited to, serious personal illness, serious illness of a family member, long-term unemployment and military deployment.

**If your hardship request is approved, your certification may be extended for up to 12 months. During this time, you may not use the credential after your name until you complete your recertification requirements**

## REVOKED STATUS

SHRM certification credential-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 credential 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 credential-holders who fully retire from the profession may apply for retired status. To apply for retired status, please complete and submit the SHRM Certification Retired Status Form, which can be found in the "My Resources" section of the portal.

Credential-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. A retired-status credential-holder will not be required to recertify.

**Note:** Individuals pursuing part-time HR work (for example, consulting or teaching) are not eligible for retired status.

## YOUR SHRM-CP/SHRM-SCP COLLATERAL

In approximately four weeks after earning your recertification, two things will occur. First, you will receive a digital copy of your recertification certification via e-mail sent to the address in your portal account. Second, 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 credentials.

## SHRM CERTIFICATION APP

Take care of recertification record keeping anytime and anywhere with the SHRM Certification App.



- » 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.
- » Search for "SHRM certification" in the App Store on iTunes and the Google Play Store.

## 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 credential.

To find out how your organization can become a SHRM Recertification Provider, please visit [shrm.org/recertification](https://shrm.org/recertification) or e-mail [recertificationprovider@shrm.org](mailto:recertificationprovider@shrm.org) to request information.





## **SHRM, the Society for Human Resource Management,**

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 300,000+ HR and business executive members in 165 countries, SHRM impacts the lives of more than 115 million workers and families globally. **Visit us at [shrm.org](https://www.shrm.org).**

