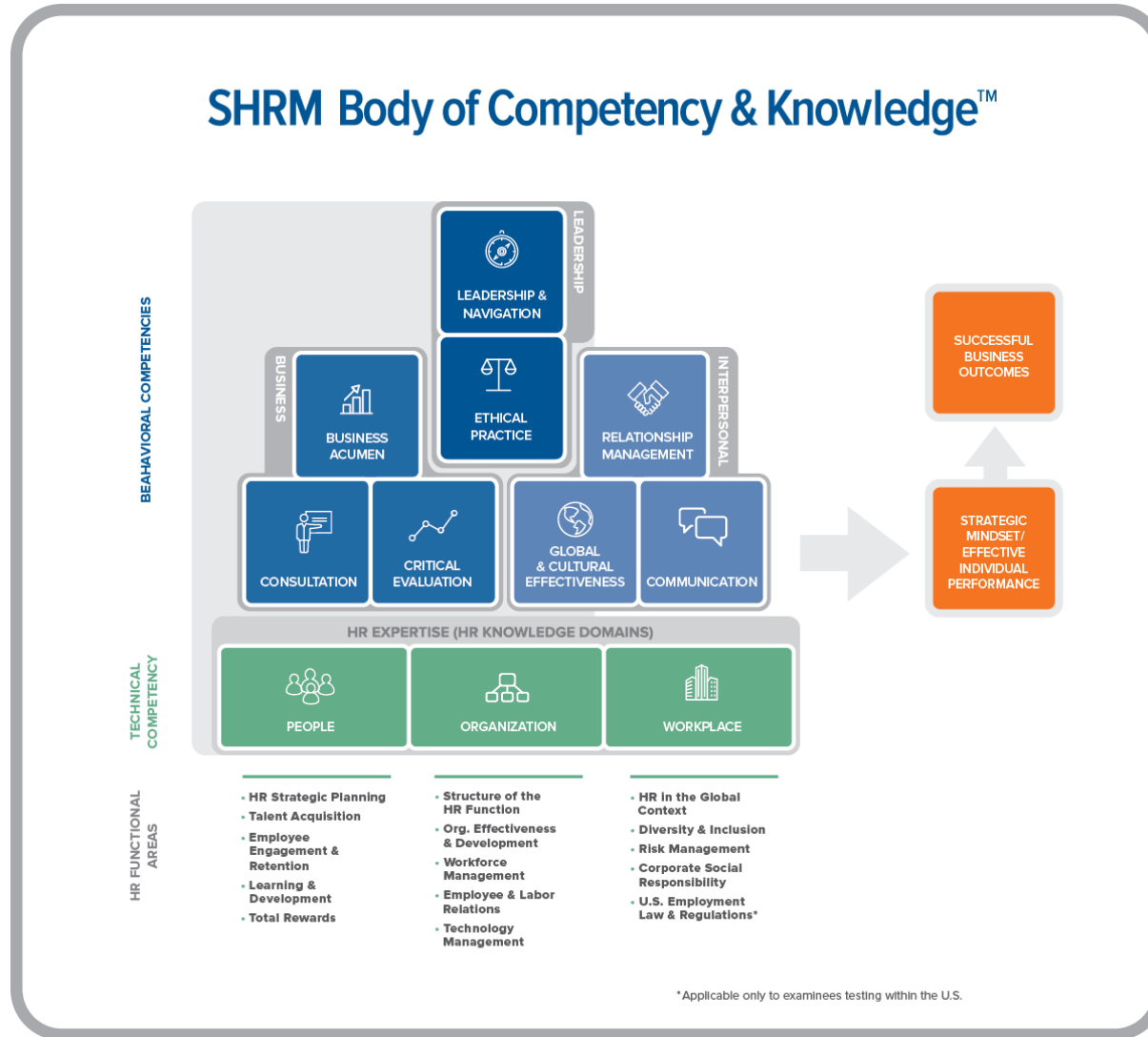


**Advance Yourself**  
**Advance Your Organization**  
**Drive Success Through**  
**SHRM Certification**  
SHRM-CP | SHRM-SCP

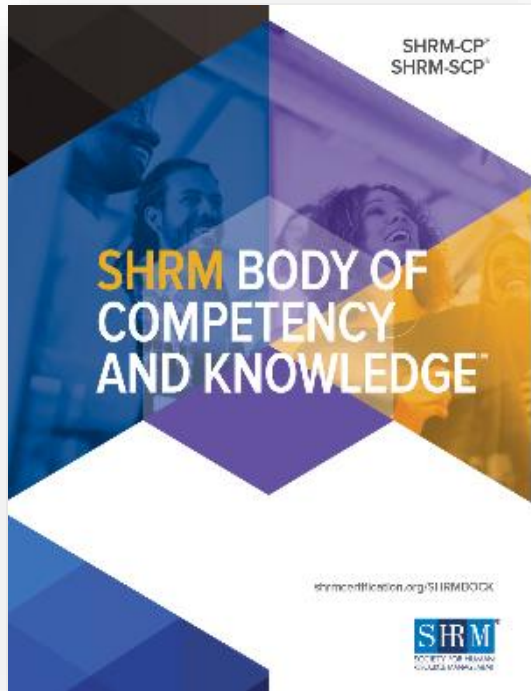
**California State Council of SHRM**  
Michael A. Garcia, SHRM-CP, CELM  
CalSHRM Certification Director



# Meeting the Needs of Today's HR Profession



# Meeting the Needs of Today's HR Profession



Download the  
**SHRM Body of Competency &  
Knowledge (SHRM BoCK):**

[shrmcertification.org/SHRM-BoCK](https://shrmcertification.org/SHRM-BoCK)



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## “Your Journey Through SHRM Certification”

Prepare, apply or recertify using this helpful brochure.

Provide to your chapter or state council to help others navigate the SHRM certification process.

**Why earn the SHRM-CP/SHRM-SCP credential?**

- BOOST YOUR SALARY:** Certified professionals report a greater understanding of necessary skills.
- GET PROMOTED:** 65% of certified professionals report that their credential was a key factor in receiving a promotion.

**ABOUT THE SHRM-CP AND SHRM-SCP CREDENTIALS**

The SHRM Body of Competency and Knowledge (SHRM BoCK) is the basis for the SHRM credentials. The SHRM BoCK describes the inherent competencies and HR knowledge HR professionals need for effective job performance. SHRM's dual approach to understanding HR success is supported by original research and accredited by the Bureau Center for Testing.

**SHRM-CP / SHRM-SCP**

### YOUR JOURNEY THROUGH SHRM CERTIFICATION

Decide • Apply • Prepare • Certify • Recertify

Professional development is easier with SHRM membership. Join today to earn professional development credits and save money!

shrmcertification.org

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

**SHRM certification gives you the opportunity to demonstrate mastery of the core competencies needed to ensure your success in today's business environment.**

**DETERMINE YOUR CREDENTIAL**

Eligibility for the SHRM-CP and SHRM-SCP is based on a combination of education and HR-related work experience at the time of application. Review our HR-related SHRM membership to assist.

**SHRM-CP / SHRM-SCP Eligibility Criteria**

SHRM-CP	SHRM-SCP
Requires a bachelor's degree in HR or a related field, or a master's degree in HR or a related field.	Requires a master's degree in HR or a related field, or a Ph.D. in HR or a related field.

**PREPARE FOR THE CERTIFICATION EXAM**

The SHRM Learning System is the leading resource to prepare for the SHRM-CP or SHRM-SCP exam. SHRM has designed several learning options to suit different learning styles, schedules, group sizes and budgets. Each option includes the SHRM Learning System. Choose the learning option that fits your preference.

**Self Study Program**

- Available for purchase
- Price: \$495

**Instructor-Led Programs**

- SHRM-CP / SHRM-SCP**: \$1,495
- SHRM-CP / SHRM-SCP (with exam)**: \$1,795
- SHRM-CP / SHRM-SCP (with exam and materials)**: \$1,795
- SHRM-CP / SHRM-SCP (with exam and materials)**: \$1,795

**ELIGIBILITY CRITERIA**

Credential	HR-Related Program	HR-Related Degree	Non-HR Degree	HR-Related Program	Non-HR Degree
SHRM-CP	2 years in HR	2 years in HR	2 years in HR	2 years in HR	2 years in HR
SHRM-SCP	2 years in HR	2 years in HR	2 years in HR	2 years in HR	2 years in HR

**EXAM TESTING WINDOWS**

This table outlines the dates during which the exams are administered.

**EXAM FEE**

- Application Processing Fee: \$100
- Exam Application Fee: \$50
- Exam Fee: \$300
- Exam Fee: \$400

**RE-CERTIFICATION ON THE GO!**

Use the SHRM Certification App to find your professional development credits on the go!

Download the app today at [shrmcertification.org/app](http://shrmcertification.org/app)

[www.shrm.org/vlrc](http://www.shrm.org/vlrc) >> SHRM Certification >> Promote Certification



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**SHRM**  
SOCIETY FOR HUMAN RESOURCE MANAGEMENT

# The Future of HR is Here. Are You Ready?

## Top 5 Ways Your Organization Will Benefit from SHRM Certification

1. Current and Relevant Knowledge
2. Focused on Advancement
3. Developed with Employers in Mind
4. Globally Applicable and Universally Recognized
5. Backed by the Leading Advocate for HR Professionals



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# Why Earn SHRM Certification?

**The SHRM credential is:**

**COMPETENCY-BASED**

The profession is no longer just about what you know, but rather how you effectively implement that knowledge in the workplace each and every day.



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# Why Earn SHRM Certification?

**The SHRM credential is:**

**RELEVANT**

SHRM certifications directly link to on-the-job scenarios and realistic work situations, making them the most relevant certifications available for HR professionals.



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# Why Earn SHRM Certification?

**The SHRM credential is:**

**UNIVERSALLY APPLICABLE**

Built upon one comprehensive SHRM Body of Competency and Knowledge (BoCK), SHRM certification is applicable across industries, geographic borders, job responsibilities and career levels.



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# Why Earn SHRM Certification?

**The SHRM credential is:**

**FOCUSED ON ADVANCEMENT**

The SHRM-CP and SHRM-SCP credentials are based on the current HR landscape, focusing on the competencies and knowledge HR professionals need to lead in today's business community.



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# Why Earn SHRM Certification?

**The SHRM credential is:**

## **STRATEGIC**

The SHRM-CP and SHRM-SCP credentials reflect what HR practitioners need to know to be leaders in their organizations and in the profession, and the exams are accredited by The Buros Center for Testing.



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# Why Earn SHRM Certification?

**The SHRM credential is:**

## **BACKED BY SHRM**

The SHRM-CP and SHRM-SCP credentials are state-of-the-art certifications offered by SHRM, the world's largest HR membership organization and the industry leader in HR professional development.



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## Testimonial Videos:

**Michelle Kissler, SHRM-CP**

<https://youtu.be/IO8YM0N4RUU>

**April McWilliams, SHRM-SCP**

**Jennifer Jones, SHRM-SCP**

**Paul Greening, SHRM-CP**

<https://youtu.be/01d9R6sqD-U>

**Bonnie Brooks-Tate, SHRM-SCP**

[https://youtu.be/wj\\_ZcVQwa7k](https://youtu.be/wj_ZcVQwa7k)

**Caryn Rainey, SHRM-SCP**

<https://youtu.be/OuVa7XQiCWw>

**Dethra Giles, SHRM-SCP**

<https://youtu.be/HddMwlOvl2o>

**Rodney Smoczyk, SHRM-CP**

<https://youtu.be/IDOEUDjfDuw>



## Preparation for the Exam

Choose the SHRM CERTIFICATION PATH you'd like to pursue:



We recommend you that start with the SHRM certification path that most closely aligns with your role in your current job. You are welcome to try both options. To get started choose from the two options below:

### SELECT SHRM-CP

#### IF YOU HAVE A PRIMARILY OPERATIONAL ROLE:

- You implement policies
- 
- You perform day-to-day HR functions
- 
- You are a point of contact for staff/stakeholders

### SELECT SHRM-SCP

#### IF YOU HAVE A STRATEGIC ROLE:

- You develop policies and oversee HR operations
- 
- You align HR strategy to organizational goals
- 
- You analyze performance metrics



<https://lp.shrm.org/SHRMCertificationPracticeQuestions.html>



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# Eligibility & Inclusivity

To be eligible to sit for the SHRM-CP or SHRM-SCP exam, you must meet specific educational and work experience criteria at the time you submit your application. These requirements are:

Credential	Less than a Bachelor's Degree*		Bachelor's Degree		Graduate Degree	
	HR-Related Program	Non-HR Program	HR-Related Degree	Non-HR Degree	HR-Related Degree	Non-HR Degree
SHRM-CP**	3 years in HR role	4 years in HR role	1 year in HR role	2 years in HR role	Currently in HR role	1 year in HR role
SHRM-SCP	6 years in HR role	7 years in HR role	4 years in HR role	5 years in HR role	3 years in HR role	4 years in HR role

\*Less than a bachelor's degree includes: working toward a bachelor's degree, associate's degree, some college, qualifying HR certificate program, high school diploma, or GED.

**Learn more about eligibility requirements and selecting the right exam:**

<https://www.shrm.org/certification/apply/EligibilityCriteria/Pages/default.aspx>

**Student Eligibility:** Students enrolled in a bachelor's or master's HR degree program at an educational institution aligned to SHRM's curriculum guidelines are eligible to apply for the SHRM Certified Professional (SHRM-CP) exam. Learn more about student eligibility requirements:

<https://www.shrm.org/certification/apply/EligibilityCriteria/Pages/student-shrm-cp-eligibility.aspx>



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# Exam Windows & Fees

## 2019 Spring Exam Window: May 1 - July 15, 2019

Applications Accepted	Regular Application Deadline	Late Application Deadline
Jan. 2	Mar. 22	Apr. 12

## 2019 Winter Exam Window: Dec. 1, 2019 - Feb. 15, 2020

Applications Accepted	Regular Application Deadline	Late Application Deadline
May 13	Oct. 18	Nov. 9

## SHRM-CP/SHRM-SCP EXAM FEES

Exam Fees	SHRM Member Price	Nonmember Price
Exam Fee (SHRM-CP & SHRM-SCP)	\$300 USD	\$400 USD
Application Processing Fee (nonrefundable)	\$50 USD (included in exam fee)	\$50 USD (included in exam fee)
Late Application Fee (nonrefundable)	\$75 USD	\$75 USD
Transfer Fee	\$100 USD (subject to additional \$53 Prometric exam cancellation fee when applicable)	\$100 USD (subject to additional \$53 Prometric exam cancellation fee when applicable)
Retest Fee	Full exam fee	Full exam fee
Rescore Fee	\$50 USD	\$50 USD

**Learn more about the exam application process:**

<https://www.shrm.org/certification/apply/Pages/applicationprocess.aspx>



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# SHRM Foundation Certification Scholarships



**Awarded each year through the SHRM Foundation!**

Learn more at:

<https://www.shrm.org/foundation/ourwork/scholarships/certification/pages/default.aspx>



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# How to Prepare for SHRM Certification



Download the  
**SHRM Certification Handbook:**

[www.shrmcertification.org/  
certificationhandbook](http://www.shrmcertification.org/certificationhandbook)



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# How to Prepare for SHRM Certification

<https://youtu.be/E5bJa-7TwRY>



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## One Comprehensive System to Prepare You for Success

### The 2019 SHRM Learning System

Delivers the most comprehensive, flexible and effective SHRM-CP and SHRM-SCP exam preparation.

Designed using a proven approach for teaching adult learners, this system offers a personalized SmartPath™ experience that is designed to dynamically adjust based on the user's progress and proficiency. Real-time results allow students to use their time wisely and increase readiness for the SHRM-CP and SHRM-SCP exams. There's no better way to successfully prepare for SHRM certification.



Learn more about the SHRM Learning System:

<https://learnhrm.shrm.org/ls/>



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## MODULE // HR COMPETENCIES

- Leadership & Navigation
- Ethical Practice
- Business Acumen
- Consultation
- Critical Evaluation
- Relationship Management
- Global & Cultural Effectiveness
- Communication

## MODULE // PEOPLE

- HR Strategic Planning
- Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards

## MODULE // ORGANIZATION

- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee & Labor Relations
- Technology Management

## MODULE // WORKPLACE

- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- Employment Law & Regulations (U.S. Only)



Congratulations!

Congratulations!  
You have earned your certification!



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# Recertification

## 3 years to recertify!

Example:

Passed the test:	May 2018
Add three years:	May 2021
Birth month:	July
Recertification date:	July 31, 2021

Another example:

Passed the test:	December 2018
Add three years:	December 2021
Birth month:	November
Recertification date:	November 30, 2022



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# Recertification Requirements

- Recertification will be required every three years.
- Professionals will need to earn 60 professional development credits (PDCs) in order to recertify.

## Recertification Application Fee:

SHRM Members = \$100 USD

Nonmembers = \$150 USD

Learn more about recertification requirements:

[shrmcertification.org/recertification](http://shrmcertification.org/recertification)

## Qualifying Credit-Earning Activities:

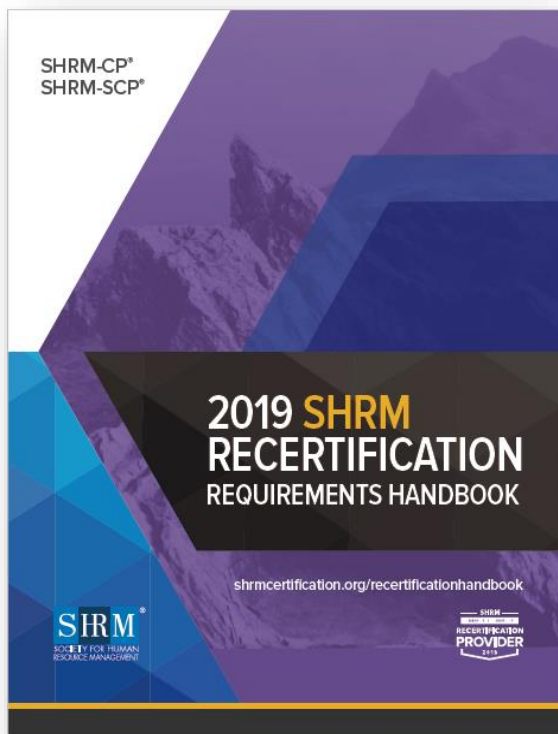
Category	Description/Examples	Maximum Number of Professional Development Credits (PDCs)
Advance Your Education	Continuing education such as: <ul style="list-style-type: none"> <li>o Conferences</li> <li>o College courses</li> <li>o Seminars</li> <li>o e-Learning (Instructor-Led and Self-Directed)</li> <li>o Chapter programs</li> <li>o Webcasts</li> <li>o Audiocasts</li> <li>o Podcasts</li> </ul>	<ul style="list-style-type: none"> <li>o No maximum for instructor-led PDCs</li> <li>o No maximum for self-directed program PDCs</li> </ul>
Advance Your Organization	Work projects endorsed by supervisor which support organizational goals and advance or demonstrate capabilities in one or more HR competency.	<ul style="list-style-type: none"> <li>o Maximum of 20 PDCs per cycle</li> </ul>
Advance Your Profession	Thought leadership and volunteer activities such as: <ul style="list-style-type: none"> <li>o Professional membership</li> <li>o Volunteer leadership</li> <li>o Speaking at conferences</li> <li>o Writing and Research</li> </ul>	<ul style="list-style-type: none"> <li>o Maximum of 30 PDCs per cycle</li> </ul>



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# How to Maintain SHRM Certification



Download the  
**SHRM Recertification Handbook:**

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



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# How to Maintain SHRM Certification

<https://www.youtube.com/watch?v=Y8ZQ72Is5Fw>

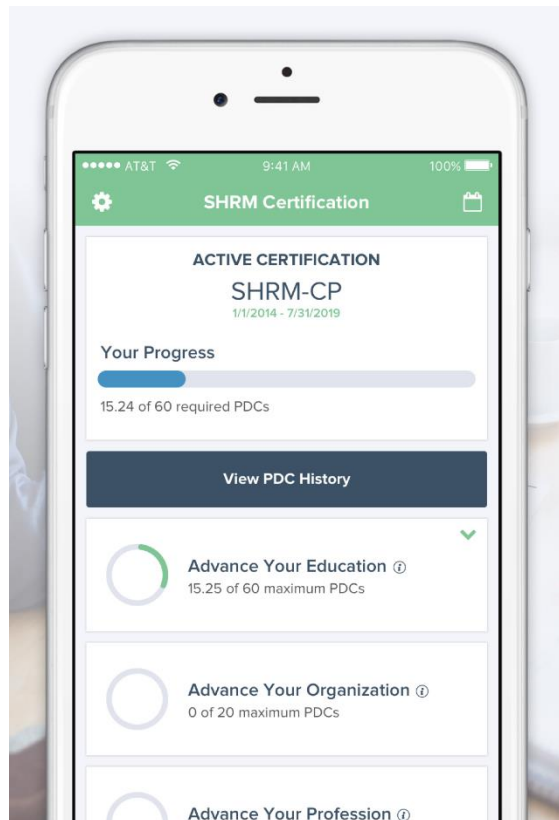


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# SHRM Recertification App

<https://www.youtube.com/watch?v=i-q0WH0WEVo>



## THE SHRM CERTIFICATION APP ALLOWS YOU TO:

- » Easily add your PDCs under the **Advance Your Education** section.
- » 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, or visit [shrmcertification.org/app](http://shrmcertification.org/app) to download.



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# SHRM Recertification Auto-Fill Feature

*PDCs earned by SHRM members will be automatically uploaded to their recertification portal*

- ✓ SHRM Conferences
- ✓ SHRM Seminars
- ✓ SHRM eLearning sessions
- ✓ SHRM membership is also now being auto uploaded

If you don't recall your login information,  
please contact SHRM. Do not create a new account.

**Questions?** (703) 535-6080 or [recertification@shrm.org](mailto:recertification@shrm.org)



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## CalSHRM Now Offers Virtual SHRM Certification Preparation Courses

- ✓ Led by qualified, certified HR instructors
- ✓ Uses the SHRM Learning System
- ✓ Based on SHRM BoCK - Body of Competency & Knowledge



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## Spring 2019

### Mondays/Wednesdays

7:00 am - 9:00 am  
11:00 am - 1:00 pm  
3:00 pm - 5:00 pm  
7:00 pm - 9:00 pm

### Tuesday/Thursdays

7:00 am - 9:00 am  
11:00 am - 1:00 pm  
3:00 pm - 5:00 pm  
7:00 pm - 9:00 pm.

SHRM Member: \$1099.00

Non-Member: \$1399 .00



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## SHRM California Employment Law Micro-Credential Live In-Person Education Course Dates

Jan 24th-Jan25th 2019

San Diego, CA

Westin San Diego Hotel

April 1<sup>st</sup> – April 2<sup>nd</sup> 2019

Sacramento, CA

Sheraton Grand Hotel

July 17th-July 18<sup>th</sup> 2019

San Jose, CA

Four Point Sheraton, San Jose



SHRM Member: \$1,495.00

Non-Member: \$1,694.00



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# CalSHRM Revenue Sharing

It was agreed upon at the last quarterly meeting to offer SHRM's California local chapters the opportunity to sign an MOU and share revenue from enrollment in our virtual certification program. To qualify, they must advertise and promote our on-line courses and in exchange would receive \$50 for each verified local chapter member enrolled. A great opportunity to promote our virtual courses as well as become a revenue source for the local chapters.



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# Thank You!



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RESOURCE MANAGEMENT

**Michael A Garcia**  
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559-288-5066 c

[www.calshrm.us.com](http://www.calshrm.us.com)

**California State Council of SHRM**  
[www.calshrm.us.com](http://www.calshrm.us.com)

**SHRM Certification:**  
<http://SHRMCertification.org>

**Chapter Locator:**  
<https://www.shrm.org/search/pages/LocalChapter.aspx>

**Promote Certification resources  
on the VLRC:**  
<https://community.shrm.org/vlrc/shrm-certification/cert-promo/certification>