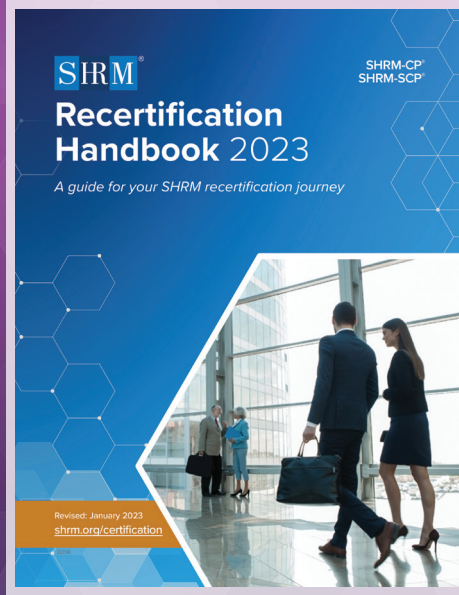


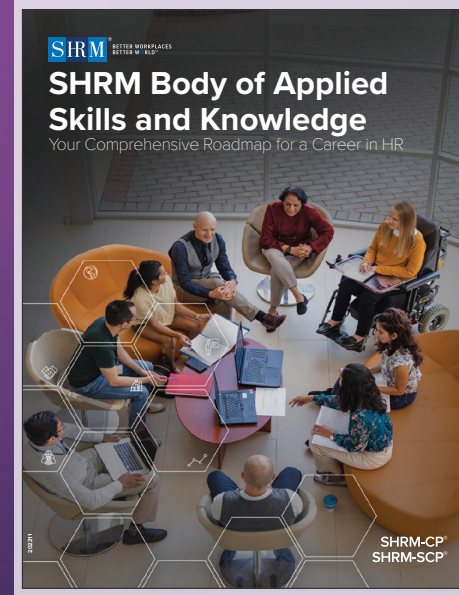
# RESOURCES



Get detailed information in the SHRM Recertification Handbook 2023.

Engage in activities that relate to the behavioral competencies and HR knowledge areas identified in the SHRM Body of Applied Skills and Knowledge™ (SHRM BASK™).

Download the handbook at [shrm.org/recertification](http://shrm.org/recertification)

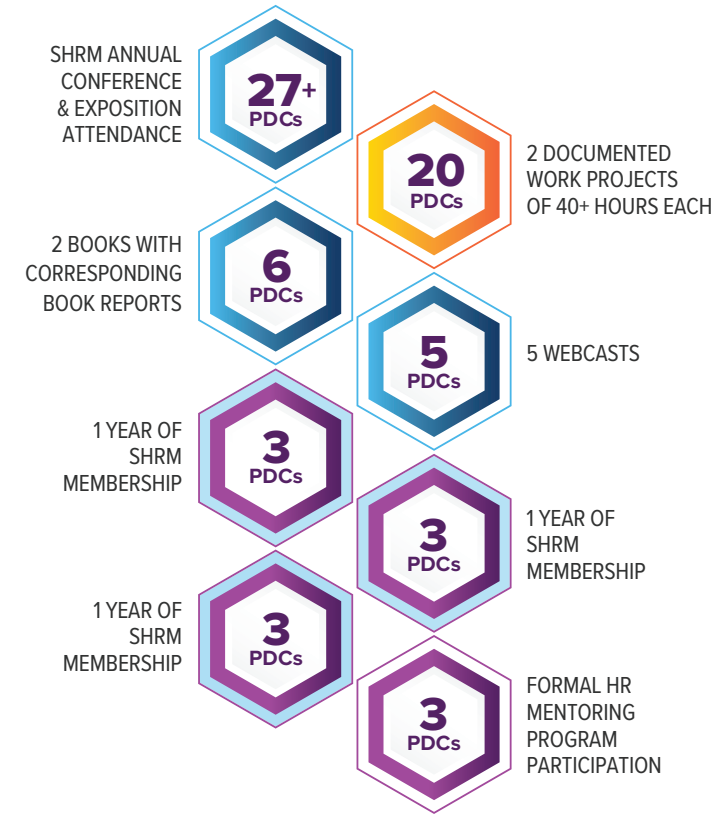


Download the SHRM BASK at [shrm.org/SHRMBASK](http://shrm.org/SHRMBASK)

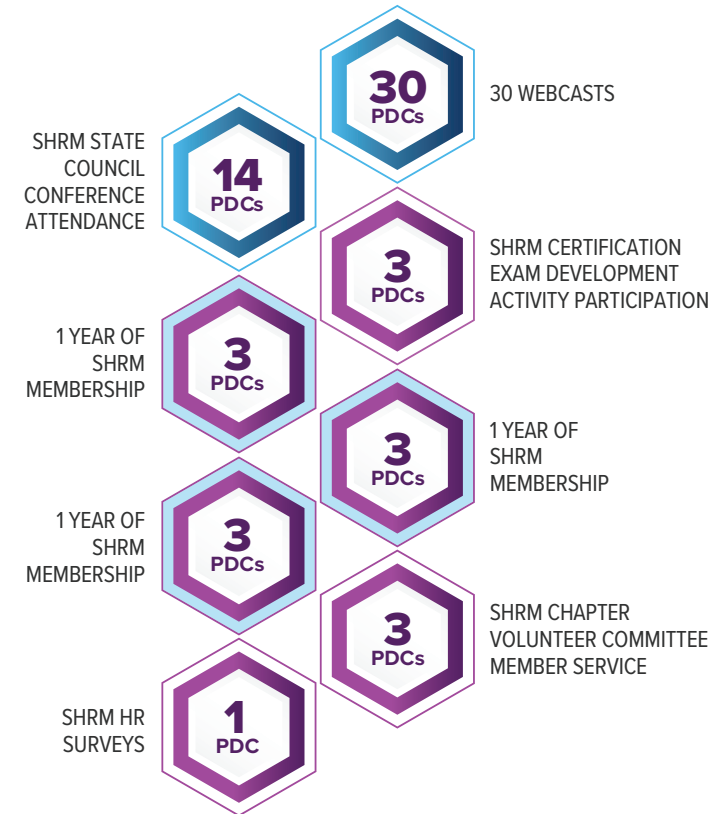
# EXAMPLE PATHS TO 60 PDCs

TRACK YOUR PDCs IN YOUR SHRM CERTIFICATION PORTAL

## EXAMPLE 1



## EXAMPLE 2



**60+** TOTAL PDCs

Earning more than 60 PDCs in your cycle allows you to carry over up to 20 PDCs toward your new cycle.



ADVANCE YOUR EDUCATION



ADVANCE YOUR PROFESSION



ADVANCE YOUR ORGANIZATION

**60** TOTAL PDCs

# THE ROAD TO SHRM RECERTIFICATION

Maintain Your Credential

The SHRM recertification process is about more than just renewing your credential. It's a way to up your game and take your professional expertise to the next level.

There are two ways to recertify:

Earn 60 professional development credits (PDCs) within your three-year recertification cycle.

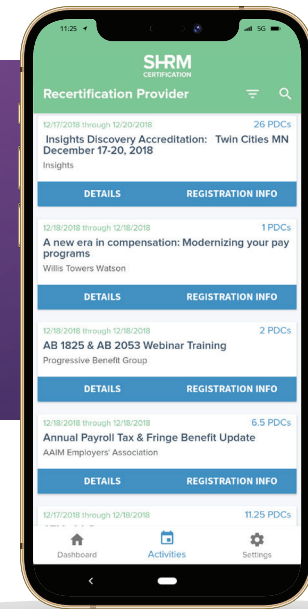
Or retake the SHRM certification exam.

You must complete one of these options by your recertification end date (the last day of your birth month, three years after you earn SHRM certification).

## RECERTIFICATION ON THE GO!

The SHRM Certification app is a convenient way to manage your professional development efforts. Add and track PDCs in addition to easily sorting, filtering and locating preapproved activities provided by thousands of SHRM Recertification Providers.

Enter activities whenever and wherever you are.



Use the SHRM Certification app to load your professional development credits on the go.

Learn more about recertification activities and access resources at [shrm.org/recertification](http://shrm.org/recertification)

Download the SHRM Certification App Today!

Search for "SHRM Certification" in the App Store or Google Play Store.

## FOCUS ON LEARNING AND GROWING, NOT ON PAPERWORK.

Locate and track PDCs. Download the SHRM Certification app.

Professional development is easier with SHRM membership—earn PDCs and save \$\$!



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



# RECERTIFICATION CYCLE



## RECERTIFY

Through professional development or by retaking the SHRM certification exam.

## CYCLE STARTS

When certification or recertification is earned.

## CYCLE ENDS

3 years later on the last day of your birth month.

## CERTIFICATION REVOKED

60 days after your end date if recertification is not completed.



Refer to the SHRM Recertification Handbook 2023 at [shrm.org/recertification](https://shrm.org/recertification)

# MAINTAIN YOUR SHRM-CP OR SHRM-SCP

## THREE SIMPLE STEPS

### 1 TRACK

Log your professional development activities in your SHRM Certification Portal.

Log in to your SHRM Certification Portal at [portal.shrm.org](https://portal.shrm.org)

Click "Add PDCs," and then choose the related PDC category:

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

Add your activities.

### 2 SUBMIT

Submit your completed recertification application as early as one year into your recertification cycle.

Recertify early and begin earning for the next cycle right away.

60 PDCs are all you need, but if you earn more, carry-over up to 20 additional credits to your new cycle. Can't complete the process by your end date?

Take advantage of the 60-day grace period to get it done.

### 3 PAY

Submit the recertification submission fee.

SHRM MEMBERS	\$100
NON-MEMBERS	\$150
QUESTIONS? Go to: <a href="https://shrm.org/recertification">shrm.org/recertification</a>	

Contact us at [recertification@shrm.org](mailto:recertification@shrm.org).

# DEMONSTRATE LEARNING

## THREE CATEGORIES TO EARN PDCs



### ADVANCE YOUR EDUCATION

Self-Paced and Instructor-Led Options.  
**NO PDC MAXIMUM**

### CONFERENCES

SHRM offers an array of conferences as do our affiliate partners.

**12+ PDCs each**

### EDUCATIONAL PROGRAMS

SHRM Educational Programs are available virtually, in person and via our network of SHRM Educational Partners.

**7.5-36 PDCs each**

### COLLEGE/UNIVERSITY COURSES

Undergraduate or graduate courses from an accredited college or university. Must earn a C or better.

**10+ PDCs each**

### WEBCASTS

SHRM offers FREE hour-long webcasts by subject matter experts, followed by Q&As. Available live or on demand.

**1 PDC each**

### SHRM ON DEMAND

SHRM On Demand is available in one-year subscriptions. Receive access to 700+ continually updated SHRM conference session recordings.

**1-60 PDCs**

### eLEARNING

SHRM offers a variety of competency-specific eLearning options.

**1-5 PDCs each**

### PODCASTS

SHRM's Honest HR podcast is grouped into competency-specific miniseries. Listen to the complete series to earn PDCs. Available wherever you listen to podcasts.

**1-2 PDCs each**

### SHRM SPECIALTY CREDENTIALS

SHRM Specialty Credentials provide in-depth education in focused fields of practice.

SHRM California Law HR Specialty Credential

SHRM Talent Acquisition Specialty Credential

SHRM People Analytics Specialty Credential

SHRM U.S. Employment Immigration Specialty Credential

SHRM HR Department of One Specialty Credential

SHRM Inclusive Workplace Culture Specialty Credential

SHRM Total Rewards Specialty Credential

SHRM Workplace Investigations Specialty Credential

**13.5-26 PDCs each**

### BOOKS AND E-BOOKS

Read SHRM-identified credit-worthy books and submit a 500-750-word book report summarizing what you learned.

**3 PDCs/book**

### SHRM CHAPTER PROGRAMMING

SHRM-affiliated chapters offer local in-person and virtual program opportunities.

**1+ PDCs each**



### ADVANCE YOUR PROFESSION

Thought leadership and volunteer activities.  
**30 PDC MAXIMUM**

### PRESENTATIONS

Create and present a course based on HR-related competencies and/or knowledge domains.

**1-20 PDCs**

### RESEARCH, WRITING AND PUBLISHING

Conduct primary research on an HR-related competency or knowledge domain and publish that research, and/or write a book, article, white paper or blog post (published by a third party).

**Up to 30 PDCs**

### VOLUNTEER ACTIVITIES

Perform HR-related duties free of charge for an HR association, membership organization or other nonprofit.

**1-10 PDCs**

### PROFESSIONAL MEMBERSHIP

Earn credit by being a SHRM national member or a member of a SHRM affiliate organization.

**3 PDCs/year**



### ADVANCE YOUR ORGANIZATION

Lead work-related projects.  
**30 PDC MAXIMUM**

### SUPERVISOR-ENDORSED WORK PROJECT

Spend 40 to 120 hours on a work-related project.

**10-30 PDCs**



Build your knowledge with deliberate focus.



Tailor your learning to your personal and professional goals.



Leverage SHRM Specialty Credentials to apply what you've learned to complete an AYO project.

[shrm.org/recertification](https://shrm.org/recertification)



Look for this seal to confirm that the activity will count toward recertification.

Find recertification activities at [shrm.org/recertification](https://shrm.org/recertification)

Participate in local programs offered by more than 575 affiliated chapters. Visit the Chapter Locator on [shrm.org](https://shrm.org) to find a SHRM chapter near you.