

MAINTAIN YOUR SHRM-CP OR SHRM-SCP

Attaining your SHRM Certified Professional (SHRM-CPSM) or SHRM Senior Certified Professional (SHRM-SCPSM) 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 may maintain their SHRM-CP or SHRM-SCP credential by engaging in professional development activities that relate to the Behavioral Competencies and Functional Areas of 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).

Categories of Professional Development Credit (PDC)

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 **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 • College/university courses • e-Learning (instructor-led) • Chapter programs 	Instructor-led: No maximum
	<ul style="list-style-type: none"> • e-Learning (self-paced) • Videoconferences • Webcasts • Audiocasts • Podcasts • Books and e-Books 	Self-paced: 30 PDCs
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

Recertification Requirements

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
- or**
- » Retake the certification exam at the end of the three-year recertification period

Entering Your Professional Development Credits

STEP 1

Keep track of your professional development activities.

STEP 2

Log on to **portal.shrmcertification.org** and enter your 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**

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.

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.

shrmcertification.org/recertify



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Leading Organizations.