

# EXAM ELIGIBILITY

# CERTIFICATION

In order to be eligible to sit for the SHRM-CP or SHRM-SCP exam, an applicant must meet specific educational and work experience criteria, outlined below:

**SHRM**

Credential	Less than a Bachelor's Degree*		Bachelor's Degree		Graduate Degree	
	HR-Related Degree	Non-HR Degree	HR-Related Degree	Non-HR Degree	HR-Related Degree	Non-HR Degree
<b>SHRM-CP</b>	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
<b>SHRM-SCP</b>	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
A SHRM-CP credential holder is eligible to sit for the SHRM-SCP exam after successful completion of one three-year SHRM-CP recertification cycle.						

\*Less than a bachelor's degree includes: associate's degree; some college; high school or GED.

The following general eligibility criteria also apply:

- » Applicants must show that they have worked in an HR role for more than 1,000 hours within a calendar year, which equates to one year of experience.
- » HR experience may be in an HR exempt or non-exempt capacity.
- » HR experience may be classified directly, as working in an HR role, or indirectly, by consulting, educating or researching HR practices linked specifically to human resource management.
- » SHRM membership is not required.

## HR-RELATED DEGREES

### Graduate (or global equivalent)

HR-related degrees may include but are not limited to the following: MA in Human Resource Management (HRM); MS in Human Resources (HR); MA or MS in Industrial and Organizational Psychology; MA in Management (MAM) with HR concentration; MBA with concentration in HRM; Organizational Leadership or Leadership Development with HR concentration; Human Capital Development; Organizational Behavior; Labor Relations; Industrial Relations.

### Bachelor's (or global equivalent)

HR-related degrees may include but are not limited to the following: BA or BS in HRM; BA or BS in Management with concentration in HR; BA or BS in Business Administration with concentration in HRM; Bachelor of Business Administration with emphasis in HR; Organizational Behavior; Industrial Relations; Organizational Development; Management and Leadership.

### Associate's

Applicants with less than a bachelor's degree may have HR-related associate's degrees that may include, but are not limited to: Associate–HR Specialist; Associate–Business: HR Management; Associate–HR Administration.

### Certificate Program

Applicants with less than a bachelor's degree may complete an HR Certificate Program from an accredited institution completing eight courses that cover the fundamentals in HR (i.e., Principles of HRM; Compensation & Benefits; Organizational Development; Recruitment & Selection; Employment Law; Training & Development; Employee Relations; Performance Management).

### Outside the U.S.

HR-related bachelor's programs may include but are not limited to the following: BBA with emphasis in HRM; Bachelor of Commerce with concentration in Managing People and Organizations; Bachelor of Business in Pedagogy with concentration in HR. HR-related master's programs may include the following: MA in International HRM; Professional Post-Graduate Diploma in HRM; Executive Master in HRM.

For information on global equivalence evaluation services in support of the degree requirements shown, visit:

- » National Association of Credential Evaluation Services (NACES) at [naces.org/members.html](http://naces.org/members.html).
- » Association of International Credential Evaluators, Inc. (AICE) at [aice-eval.org](http://aice-eval.org).
- » American Association of Collegiate Registrars and Admission Officers (AACRAO) at [aacrao.org](http://aacrao.org).

## FOR MORE INFORMATION:

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

## QUESTIONS:

E-mail: [shrmcertification@shrm.org](mailto:shrmcertification@shrm.org)

Phone (U.S. only): 800.283.7476, option 3 | Phone (Int'l): +1.703.548.3440, option 3