

SHRM CERTIFICATION

RECERTIFICATION PROVIDER PROGRAM GUIDE

shrm.org/certification



INTRODUCTION

A commitment to lifelong learning is a critical component of the SHRM Certification program and is required for SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential-holders in order to maintain their certification. Credential-holders must demonstrate that they are staying current in the field and advancing their knowledge, skills and abilities in the profession by recertifying their SHRM Certification every three years. Recertification can be accomplished by earning 60 professional development credits (PDCs) or by retesting within a certified individual's three-year recertification cycle.

Activities eligible for PDCs include seminars, workshops, podcasts, college/university courses and conferences in instructor-led, virtual or self-paced formats. For additional information about SHRM recertification, see the [SHRM Recertification Handbook](#).

The SHRM Recertification Provider Program was established by SHRM to give participating members the opportunity to award PDCs for the HR knowledge and behavioral competency programming they offer to SHRM-certified professionals working to maintain their SHRM-CP or SHRM-SCP certification.

All programs offered as part of the SHRM Recertification Provider Program must align with one or more components outlined in the SHRM Body of Applied Skills and Knowledge® (SHRM BASK®). The SHRM BASK is the foundation for SHRM Certification and its related components, including the SHRM-CP and SHRM-SCP exams, the SHRM Learning System® for SHRM-CP/SHRM-SCP, the SHRM recertification process and the SHRM Recertification Provider Program.

The SHRM BASK describes the behavioral competencies and HR technical knowledge domains that HR professionals need for strategic focus and effective job performance. The incorporation of competencies into the SHRM BASK provides SHRM certification-holders with a greater range of possibilities for earning PDCs.

Get additional information about the [SHRM BASK](#).

SHRM Body of Applied Skills & Knowledge™



THE BENEFITS OF BECOMING A SHRM RECERTIFICATION PROVIDER

1. Award PDCs for individual HR programs without preapproval from SHRM.
2. Promote your programs using the SHRM Recertification Provider badge.
3. Have your business and programs listed in the [SHRM Recertification Provider Directory](#) and [SHRM Preapproved Activities Database](#), searchable to over 130,000 SHRM-certified professionals.

Types of Providers

- » **General** – Third-party organizations that wish to award PDCs for professional development activities/events provided to SHRM certification-holders. General providers must pay a fee to participate and renew every two years.
- » **SHRM Chapters, State Councils and Global Forums** – SHRM-affiliated organizations that wish to award PDCs for professional development activities/events provided to SHRM certification-holders. SHRM chapters, state councils and global forums are provided the opportunity to participate free of charge with an option to auto-renew annually.
- » **SHRM Education Partners (Domestic and International)** – SHRM-approved partner organizations that wish to award PDCs for professional development activities/events provided to SHRM certification-holders. Education Partners are provided the opportunity to participate free of charge with an option to auto-renew as part of their Education Partner contracting process. Learn more about becoming a [SHRM Education Partner](#).
- » **SHRM Academic Alignment Program** – Colleges and universities with approved HR programs that are aligned with SHRM's HR curriculum that wish to award PDCs for professional development activities/events provided to SHRM certification-holders. Aligned institutions are provided the opportunity to participate free of charge with an option to auto-renew as part of their alignment renewal process. Learn more about the [SHRM Academic Alignment Program](#).

Qualifications

GENERAL PROVIDER*	SHRM CHAPTERS AND STATE COUNCILS	SHRM EDUCATION PARTNERS	SHRM ACADEMICALLY ALIGNED INSTITUTIONS
Must have been in operation offering HR programming for at least one year.	Must be a SHRM chapter, state council or global forum in good standing.*	Must maintain SHRM Education Partner status.	Must maintain SHRM academic-alignment status.
Must offer HR programming that is aligned to the SHRM BASK.			
Programming must be high-quality and developed/presented by subject matter experts who know how to design and facilitate learning.			
Must have the resources to appropriately support effective program delivery and evaluation.			

* Refer to the Chapter SHAPE Workbook or the State Council SHAPE Workbook for information about good-standing requirements, [Find out more.](#)

* Affiliate and subsidiary businesses must apply independently.

General Provider Pricing Model

SHRM is pleased to offer a tiered pricing model for General Providers (GPs) that offers fee options based on anticipated program use. The model allows GPs to pay only for the anticipated number of programs they intend to offer per cycle. Programs are defined as courses, classes or activities that require an individual activity code. When determining your usage, count each program (course, class, or activity) as one offering. Receive a fee reduction when you renew. Fee options are detailed below. As you near your number-of-programs cap, you will be provided with an opportunity to scale up to the next level if you choose to do so.

PARTICIPATION LEVEL	PROGRAMS PER CYCLE	NEW MEMBER FEE	RENEWAL FEE
Bronze	1 to 10 Programs	\$400	\$325
Silver	11 to 20 Programs	\$500	\$450
Gold	21+ (unlimited) Programs	\$600	\$550
2 Conferences	2 per Cycle	\$350	\$350
1 Conference	1 per Cycle	\$175	\$175

Note: Pricing options include a non-refundable processing fee (multiple programs \$100 / one conference \$50, two conferences \$100).

Need assistance with figuring out the level that works best for you? Please contact the SHRM Recertification Provider Team at recertificationprovider@shrm.org

Registration

All Providers must agree to abide by all program requirements and the SHRM Recertification Provider Program Terms and Conditions.

GENERAL PROVIDERS
<p>Go to shrmcertification.org/providers/apply and complete and submit the online application. As part of the application process, applicants must:</p> <ul style="list-style-type: none"> » Submit an example of an existing program that substantiates previous delivery of HR-related programming. » Provide the name and e-mail address of a primary contact for the program. This individual will be responsible for entering program information into the SHRM database and receiving and responding to program-related correspondence. » Agree to abide by all program requirements. » Remit the application fee. <p>The review process takes up to 15 business days to complete. Incomplete applications may take longer. All notifications will be sent to the primary contact on record.</p> <p>Send inquiries to recertificationprovider@shrm.org</p>
SHRM CHAPTERS, STATE COUNCILS, EDUCATION PARTNERS AND ACADEMICALLY ALIGNED INSTITUTIONS
<p>Participants are auto-enrolled free of charge. Direct questions/inquiries about Recertification Provider Program participation to recertificationprovider@shrm.org.</p>

Program Guidelines

SHRM Recertification Providers are required to comply with the following guidelines:

- 1 Provide the name and e-mail address of a primary contact and program administrator and keep this information current.
- 2 Enter the required information for each individual program into the SHRM online database.
 - * IMPORTANT: Programs must be entered before they occur. Retroactive programs cannot be entered.
- 3 Use the following methodology to award the appropriate number of PDCs to individual program offerings:
 - a. Award credit based on the actual educational time spent in the program (lunch and break time should not be included).
 - b. Time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of 1 PDC.
- 4 Include a process for determining attendee participation for passive-format programming (e.g., webinars, videoconferences, self-directed e-learning).
- 5 Adhere to [SHRM Recertification Provider Digital Badge usage guidelines](#).
- 6 Provide program participants with documentation that verifies their attendance, displays the dates attended and shows the number of PDCs assigned to the activity/event.
- 7 Retain program documentation, including attendance verification information, for a minimum of three years.
- 8 Comply with SHRM-conducted verification review requests.
- 9 Comply with all renewal or auto-renewal policies, processes and procedures.

Program Renewal or Auto-Renewal Process

SHRM Recertification Providers are required to renew their participation in the program or are subject to auto-renewal, depending on their provider type. An overview of requirements by type is listed in the table below. A renewal/auto-renewal e-mail will be sent to the primary point of contact and the program administrator approximately 90 days prior to the end of the provider’s term.

PROVIDER TYPE	TERM	REQUIREMENTS
General	2 years	<ul style="list-style-type: none"> » Must submit renewal application (includes reaffirming adherence to program standards and guidelines), update or confirm primary contact and program administrator information, and submit appropriate fees. » Process must be completed before the end of the term. » Failure to complete the renewal process in the appropriate time frame will result in the termination of the organization’s SHRM Recertification Provider status.
SHRM Chapters, State Councils and Global Forums	1 year	Auto-renewed. Must reaffirm adherence to program standards and guidelines and update or confirm primary contact and program administrator information.
Education Partners	As part of the Education Partner contract renewal process	Auto-renewed. Must reaffirm adherence to program standards and guidelines and update or confirm primary contact and program administrator information.
SHRM Academically Aligned Institutions	As part of the alignment renewal process	Auto-renewed. Must reaffirm adherence to program standards and guidelines and update or confirm primary contact and program administrator information.

Compliance and Verification

SHRM has a responsibility to maintain and protect the integrity of the SHRM Recertification Provider Program and to ensure the quality of programming offered to SHRM certification-holders. To this end, SHRM reserves the right to:

- » Award SHRM Recertification Provider status only to those who meet the program qualifications.
- » Conduct random verification reviews of provider program submissions and websites to verify program compliance.
- » Monitor proper use of the SHRM Recertification Provider badge.
- » Terminate SHRM Recertification Provider status if there is evidence of the provider's failure to uphold SHRM education criteria or comply with program guidelines (see Denial or Termination of Status).

Denial or Termination of Status

SHRM is committed to working with each SHRM Recertification Provider applicant to ensure a smooth application process. In the event an applicant is denied SHRM Recertification Provider status, an appeal of the decision may be made in writing within 30 days. Send all appeal requests to recertificationprovider@shrm.org. If the denial is upheld, the applicant must wait one year from the original date of submission to reapply.

In the event a SHRM Recertification Provider is not in compliance with program standards or procedures, SHRM will work with the provider to rectify the situation. After being notified of the infraction, the provider will have 30 days to correct the situation and to provide verification of compliance. Failure to comply within the 30-day time frame may result in suspension or termination of SHRM Recertification Provider status. Breaches of an ethical nature will result in the permanent revocation of SHRM Recertification Provider status and could also result in additional disciplinary action if the provider is a SHRM member.

Legal Restrictions

The U.S. Treasury Department Office of Foreign Assets Control (OFAC) is responsible for the enforcement of U.S. economic sanctions. These sanctions make it illegal for SHRM or anyone on SHRM's behalf, such as SHRM Recertification Providers, to offer SHRM courses or other SHRM materials that are approved for SHRM professional development credits (PDCs) to any individual who is prohibited from receiving them. For this reason, if any individual registers for a course and desires to obtain SHRM PDCs for his/her attendance, and the individual is located in or is ordinarily a resident of countries listed on the [OFAC list](#), the SHRM Recertification Provider must screen the individual against the OFAC Specially Designated Nationals (SDN) List prior to conducting the course(s). (The list is updated frequently. SHRM strongly recommends that you check the online list frequently as well to ensure compliance.) In the event an individual is listed on the SDN List, the SHRM Recertification Provider agrees that it will not permit such individual to receive PDCs or any certificate stating that the individual is eligible to claim SHRM PDCs for participation in the course(s). SHRM Recertification Providers agree to promptly comply with any changes or additions to the above-listed countries or requirements upon notification by SHRM.

ACCEPTABLE TOPICS FOR EDUCATIONAL PROGRAMMING

The following are examples of subject areas related to the SHRM BASK that may be awarded PDCs:

Competencies



Leadership & Navigation

- » Improving negotiation effectiveness
- » Leading change



Business Acumen

- » Advancing business acumen
- » Understanding organizational metrics



Consultation

- » Effective consultation
- » Applying creative problem-solving



Global Mindset

- » Cross-culture and cross-border issues
- » Global strategic leadership



Ethical Practice

- » Business ethics
- » Dealing with unethical behavior or conflicts of interest



Relationship Management

- » Customer relationship management
- » Managing internal and external relationships



Analytical Aptitude

- » Critical thinking
- » Data analysis



Communication

- » Communicating up, down and across the organization
- » Constructive feedback for developmental opportunities



Diversity, Equity and Inclusion

- » Creating work environments where individuals are treated fairly and respectfully
- » Providing equal access to opportunities and a sense of belonging to all regardless of individual characteristics

HR Knowledge

People

- » Goal-setting approaches
- » Quality assurance techniques
- » Strategic management considerations
- » Strengths, Weaknesses, Opportunities, Threats (SWOT) and environmental scan techniques
- » Talent management
- » Recruitment and selection techniques
- » Retention techniques
- » Job analysis
- » Employee engagement
- » Compensation and benefits
- » Conflict management
- » HR metrics
- » Change management
- » Training and development
- » Remuneration data analysis
- » Understanding external labor market factors

Organization

- » Balanced score cards philosophy
- » Motivational theories
- » Organizational behavior theories
- » HR organizational structure and design
- » Needs assessment techniques
- » Succession planning
- » Employee relations
- » HRIS
- » Data analytic techniques

Workplace

- » Global mindset techniques
- » Visa and work permit considerations
- » Managing international assignments
- » Emotional intelligence
- » Glass-ceiling prevention
- » High- and low-context cultures
- » Drug prevention
- » Duty of care
- » Safety auditing techniques
- » Terrorism prevention and responses
- » Privacy concerns
- » Corporate citizenship and governance programs and legislation
- » Legal update

SHRM RECERTIFICATION PROVIDER RESOURCES

The following resources are available to support SHRM Recertification Provider efforts. Please contact us at recertificationprovider@shrm.org if you have questions or need additional information.

- » [SHRM Recertification Provider Application Instructions](#)
- » [SHRM Recertification Provider Guide Policy Agreement](#)
- » [SHRM Recertification Provider Program Terms and Conditions](#)
- » [SHRM Body of Applied Skills and Knowledge \(SHRM BASK\) Guide](#)
- » [SHRM BASK Checklist](#)
- » [SHRM Recertification Provider Badge Usage Guidelines](#)
- » [SHRM Recertification Provider Activity Submission Instructions](#)
- » [Sample Certificate of Completion](#)
- » [Sample Program Evaluation](#)

ADDITIONAL RESOURCES

- » [SHRM Recertification Handbook](#)

SHRM has established the SHRM Recertification Provider Program to allow chapters, state councils, colleges, universities, education and/or training providers, and other organizations to award PDCs for their programming without preapproval by SHRM. This removes the guesswork over which activities meet recertification requirements.

To find out how your organization can become a SHRM Recertification Provider, please e-mail recertificationprovider@shrm.org or visit shrmcertification.org for more information.



FOR MORE INFORMATION:

shrmcertification.org/providers

QUESTIONS:

E-mail: recertificationprovider@shrm.org

WHAT IS SHRM?



SHRM 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 nearly 325,000 members in 165 countries, SHRM impacts the lives of more than 235 million workers and families globally. [Learn more at SHRM.org.](http://shrm.org)