

# MAINTAIN YOUR SHRM-CP OR SHRM-SCP

Attaining your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) 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 HR 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).

## Recertification Requirements

### SHRM-CP OR SHRM-SCP CREDENTIAL-HOLDERS MUST:

- » Earn 60 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

## Categories of Professional Development Credit

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 **Strategic Mindset/Effective Individual Performance, Successful Business Outcomes** and **Advancing the HR Profession**.

PDC CATEGORY	DESCRIPTION / EXAMPLES	PDC MAXIMUM (per recertification period)
Advance Your Education	<b>Continuing education activities, including:</b> <ul style="list-style-type: none"> <li>• Conferences</li> <li>• Seminars/Workshops</li> <li>• College/University courses</li> </ul> <ul style="list-style-type: none"> <li>• E-learning (instructor-led)</li> <li>• Chapter programs</li> </ul>	<b>Instructor-led:</b> No maximum
	<ul style="list-style-type: none"> <li>• E-learning (self-paced)</li> <li>• Videoconferences</li> <li>• Webcasts</li> </ul> <ul style="list-style-type: none"> <li>• Audiocasts</li> <li>• Podcasts</li> <li>• Books and e-books</li> </ul>	<b>Self-paced:</b> 30 PDCs
Advance Your Organization	<b>Supervisor-endorsed work projects that:</b> <ul style="list-style-type: none"> <li>• Meet or support organizational goals and demonstrate or advance capabilities in one or more HR competencies</li> </ul>	20 PDCs
Advance Your Profession	<b>Thought leadership and volunteer activities that contribute to the development of the HR profession and the community, including:</b> <ul style="list-style-type: none"> <li>• Professional membership</li> <li>• Volunteer leadership</li> </ul> <ul style="list-style-type: none"> <li>• Speaking at conferences</li> <li>• Research, writing and publishing</li> </ul>	30 PDCs

## Entering Your Professional Development Credits

### STEP 1

Keep track of your professional development activities.

### STEP 2

Log on to [portal.shrm.org](http://portal.shrm.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.

## SHRM Certification App

We’ve put the convenience of tracking your professional development credits in your hands! The new app allows you to:

- » Easily add your PDCs under the **Advance Your Education** section.
- » Track all activities you have already added to your record.
- » Find upcoming approved activities in your area.
- » Search and filter by competency or date, or use your location to find activities close to you.
- » Receive notification when you are eligible to apply for recertification.

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

