

Applying for the Exam

Exam Eligibility Criteria

Applicants must meet specific educational and work experience criteria at the time they submit their application in order to be eligible to sit for the SHRM-CP or SHRM-SCP exam. These requirements are outlined below:

CREDENTIAL	Less than a Bachelor's Degree*		Bachelor's Degree		Graduate Degree	
	HR-RELATED PROGRAM	NON-HR PROGRAM	HR-RELATED DEGREE	NON-HR DEGREE	HR-RELATED DEGREE	NON-HR DEGREE
SHRM-CP	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
SHRM-SCP	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

*Less than a bachelor's degree includes: working toward a bachelor's degree; associate's degree; some college; qualifying HR certificate program; high school diploma; or GED.

THE FOLLOWING GENERAL ELIGIBILITY CRITERIA ALSO APPLY

- »» HR-related experience relates to work in any of the 15 Functional Areas identified in the SHRM BoCK.
- »» Applicants are not required to hold an HR title. The critical factor in determining eligibility is your HR-related work as opposed to your job title.
- »» Applicants must be able to demonstrate that they devoted at least 1,000 hours to HR-related activities in any calendar year to qualify as having a year of HR-related experience.
- »» Part-time work qualifies as long as the 1,000-hour standard is met within a calendar year.
- »» Individuals who have mixed roles—for example, office managers that have both administrative and HR responsibilities—may also have qualifying experience, as long as HR-related duties total at least 1,000 hours in a calendar year. Supervising employees in and of itself is not considered qualifying HR-related experience.
- »» Experience may be either exempt or nonexempt.
- »» 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