

MOVING AHEAD

With SHRM-CP/SHRM-SCP
Certification

Prepare for your exam this spring!
shrmcertification.org/learning/2019

TAKE THE NEXT STEP IN YOUR CAREER.

It's an amazing time to live and work. Technology, workplace capabilities and cultural shifts continue to change and evolve.

HR teams must simultaneously create a world-class work environment and align organizational strategy with the highest-performing workforce available—all while handling risk- and reputation-management functions for the organization.

Prove to employers, colleagues and external stakeholders that you are prepared for the pivotal role an HR leader plays in transforming the workplace. Show them you're ready by earning your SHRM-CP or SHRM-SCP certification.

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SHRM MEMBERSHIP: YOUR TICKET TO SUCCESS

The Society for Human Resource Management (SHRM) is the world's largest HR membership organization, representing 300,000 members in more than 165 countries. As a SHRM member, you receive exclusive access to trusted HR toolkits and sample policies to save you time and effort, plus HR Knowledge Advisors and a member community to give you personalized feedback. You also get discounts on all SHRM Seminars and Conferences, as well as other SHRM educational programs and materials, and many free ways to earn professional development credits.

Enhance your career and invest in your future—join SHRM or renew your membership today.

Visit shrm.org/membercenter for details.



Certification prepares you for the challenges ahead and sets you on a path for continuous success. By earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) credential, you demonstrate that you are invested in your career and ready to lead.

WHY CHOOSE SHRM-CP/SHRM-SCP CERTIFICATION?

Going beyond memorization-based certification credentials, SHRM certification measures an HR professional's most critical skill: the ability to apply HR principles to real-life, everyday situations. No other certification compares.

SHRM credentials are:

Competency-Based

SHRM certification tests your ability to apply your knowledge on the job. In today's world, HR isn't just about facts and figures but rather how you effectively apply your knowledge in the workplace every day.

Relevant

SHRM certifications directly link to on-the-job scenarios, realistic work situations and current HR challenges.

Universally Applicable

Built upon one comprehensive SHRM Body of Competency and Knowledge, SHRM certification is applicable across industries, career levels, job responsibilities and geographic locations.

Focused on Advancement

Take that next step in your HR career to distinguish yourself in a job search and simultaneously boost your confidence and ability.

Accredited

The SHRM-CP and SHRM-SCP exams are accredited by the Buros Center for Testing, asserting that the HR credentials meet the highest standards in testing.

Backed by SHRM

SHRM certification is the only HR certification offered by the world's largest HR membership organization. As the industry leader in HR professional development, SHRM has supported more than 100,000 employers representing 140 million employees worldwide.



IF YOU'RE READY TO JOIN THE FUTURE OF HR, APPLY ONLINE

 shrmcertification.org/apply

YOUR PATH TO SHRM CERTIFICATION

Follow these simple steps, and you'll be on your way to advancing your career by earning your SHRM-CP or SHRM-SCP credential.

1 Determine your eligibility:

SHRM certification requires HR professionals sitting for the SHRM-CP or SHRM-SCP exam to have a combination of work experience and education. For eligibility requirements, see page 3 of this brochure, or visit shrmcertification.org/eligibility.

2 Apply for the SHRM-CP or SHRM-SCP exam:

Apply online at shrmcertification.org/apply. To find the exam location nearest you, visit Prometric, SHRM's testing vendor, at prometric.com/SHRM.

2019 SHRM-CP AND SHRM-SCP EXAM SCHEDULE

SPRING WINDOW: May 1-July 15, 2019

APPLICATION ACCEPTANCE BEGINS

January 2

APPLICATION DEADLINE

March 22

LATE APPLICATION DEADLINE*

April 12

WINTER WINDOW:

December 1, 2019-February 15, 2020

APPLICATION ACCEPTANCE BEGINS

May 13

APPLICATION DEADLINE

October 18

LATE APPLICATION DEADLINE*

November 9

2019 SHRM-CP AND SHRM-SCP EXAM FEES

SHRM MEMBER **\$300** (USD)

NONMEMBER **\$400** (USD)

APPLICATION FEE

\$50 (USD) | Nonrefundable processing fee (Included in exam fee)

*A nonrefundable late application fee of \$75 (USD) will apply.

CORPORATE APPLICATION FEE

Please contact SHRM at CorporateCertifications@shrm.org for discounted corporate pricing options.

3 Choose the SHRM Learning System learning option that suits your learning style:

- Self-Study Program – page 09
- Instructor-Led Programs – pages 10-11
 - SHRM Certification Preparation Programs
 - SHRM Education Partner Programs
- Onsite Training & Development Programs – page 12

Start your preparation by ordering at shrmcertification.org/learning

4 Take the exam and leverage your certification:

Receive your official test results from SHRM, and set yourself apart by using your credential. To learn about recertification, visit shrmcertification.org/recertify

Someone you need to convince?

Visit the free demo to access the
"Approach Your Boss" Toolkit.

shrmcertification.org/learning/demo

ELIGIBILITY AND INCLUSIVITY

SHRM recognizes diversity in the HR profession. SHRM-CP and SHRM-SCP eligibility requirements minimize participation roadblocks and reflect current HR roles. Regardless of your industry, job title, organization size or geographic location, if you perform HR duties, you have the opportunity to become certified. Additionally, the SHRM-CP and SHRM-SCP exams are affordable, making certification attainable for more professionals.

To be eligible to sit for the SHRM-CP or SHRM-SCP exam, you must meet specific educational and work experience criteria at the time you submit your application.

These requirements are:

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.

**Student Eligibility: Students who are enrolled in their final year of an undergraduate or graduate degree program at a college or university that has been approved by SHRM's Academic Initiatives Department as being aligned to SHRM's curriculum guidelines, and who have accumulated at least 500 hours of an internship or practical HR experience, are eligible to sit for the SHRM-CP exam. See a current listing of approved schools at shrm.org/academics/programdirectory. For application procedures, contact your program administrator.

LEARN MORE ABOUT ELIGIBILITY REQUIREMENTS AND SELECTING THE RIGHT EXAM

shrmcertification.org/eligibility 

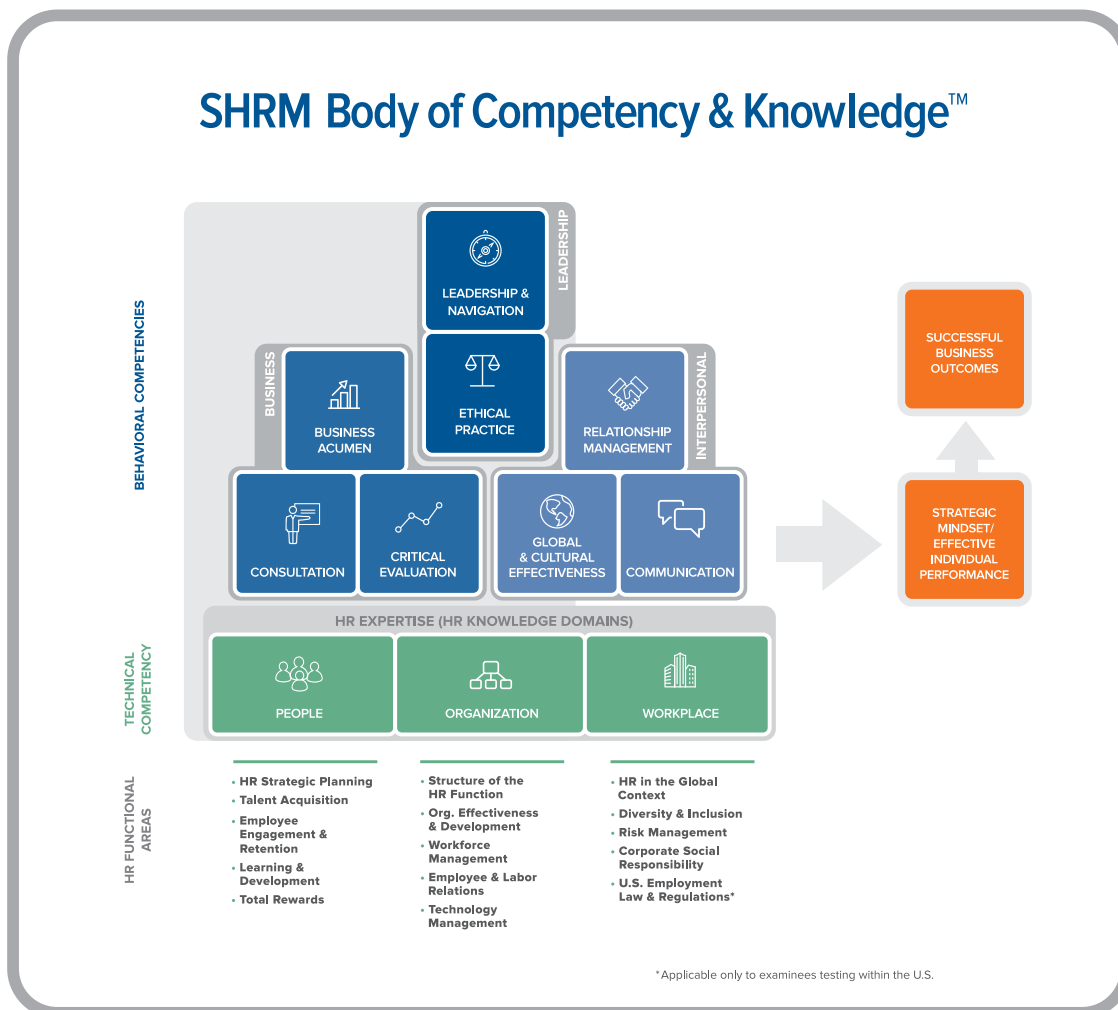


Access sample SHRM-CP and SHRM-SCP test questions at shrmcertification.org/practice

SHRM BODY OF COMPETENCY & KNOWLEDGE

As the leading advocate for HR professionals worldwide, SHRM conducted an intensive study—that included employers, academics and practicing HR professionals at all levels—to define the competencies and knowledge relevant to today's HR professional. Through these efforts, a clear picture emerged of what is necessary for HR professionals to become future leaders.

The SHRM-CP and SHRM-SCP certifications are built upon the SHRM Body of Competency and Knowledge™ (SHRM BoCK™). The SHRM BoCK is more than an exam outline. It defines the standards for knowledge, strategies and competencies required of effective HR professionals around the world.



DOWNLOAD THE FULL SHRM BoCK
shrmcertification.org/SHRMBoCK

ONE COMPREHENSIVE SYSTEM TO PREPARE YOU FOR SUCCESS

The **2019 SHRM Learning System** is a comprehensive online learning experience that helps you master the SHRM BoCK™ to advance your career and prepare for the SHRM-CP and SHRM-SCP exams. This dynamic system delivers the HR knowledge you need and incorporates real-life situations to help better understand, apply and engage your behavioral competencies.

Professionals who use the SHRM Learning System to prepare for the SHRM-CP or SHRM-SCP exam consistently exceed the average pass rate.

2019 SHRM Learning System Benefits

Diverse Learning Options

With four different learning options, choose the one that best matches your schedule, learning style, group size and location.

Affordability

The SHRM Learning System provides the ultimate access to learning tools for preparation, including content, tests, Competencies in Action activities and expert advice. Save time and money by choosing one complete preparation program.

Convenience

Travel light with online access via any mobile device, tablet or computer. Just log in and continue where you left off. Take advantage of downtime with study tools that are accessible 24/7.

Content Updated for 2019

Four updated learning modules align with the SHRM BoCK, ensuring that you're preparing with the most current and relevant content.

Immediate Applicability

The SHRM Learning System enables you to drive organizational success by helping you gain foundational HR knowledge and teaching you the application of behavioral competencies in real-life situations.

Recertification

Current SHRM credential-holders can earn up to 36 professional development credits (PDCs) when using the 2019 SHRM Learning System for professional development only.



All learning options include the online 2019 SHRM Learning System.



PREVIEW THE SHRM LEARNING SYSTEM FOR FREE AT
shrmcertification.org/learning/demo

SHRM Foundation Scholarships
The SHRM Foundation offers various professional development and certification scholarships! To learn more and apply, visit shrm.org/certification-scholarships

ONLINE EXPERIENCE

A Personalized Learning Experience Focused on Your Goals

The SHRM Learning System offers a personalized SmartPath™ that will dynamically adjust based on your progress and proficiency, focusing your studies to maximize your time and confidence for the SHRM-CP and SHRM-SCP exams.

This program is designed to help you learn and apply HR knowledge and competencies to real-life situations and advance your career while offering:

A Personalized Learning Experience

Build a custom learning track that works with you to identify what you know and what you need to learn. Your suggested path evolves based on your progress and performance.

Focused, Topic-Level Learning

Focus on one small topic segment at a time to ensure you have a clear understanding and can apply the concept quickly and easily on the SHRM-CP/SHRM-SCP exams and in your day-to-day HR responsibilities. Related resources provide opportunities to explore the topic in greater depth.

Real-Time Knowledge Gap Analysis

Utilize real-time results and detailed feedback from your learning progress and quiz scores to guide your study priorities and reach your goal more efficiently.

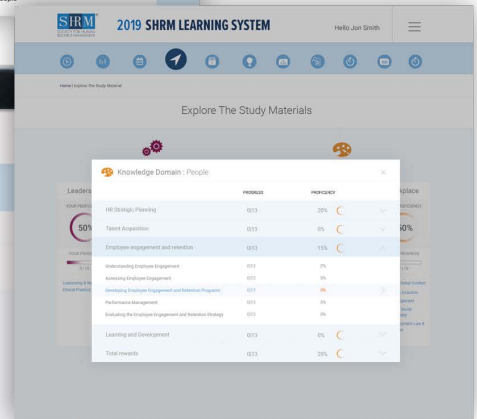
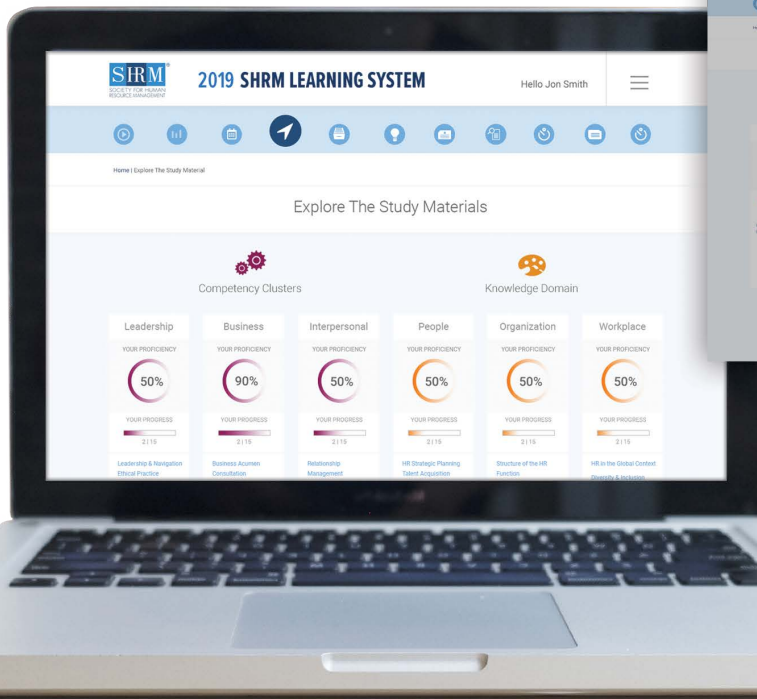
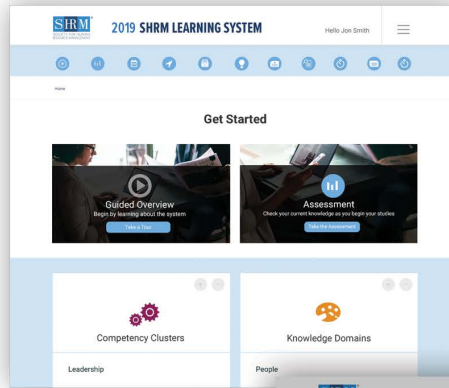
A Study Plan on Your Schedule

Customize your study plan based on your personal schedule. Prioritize topics based on your largest knowledge gaps then study one or several small topic segments when time allows. An exam date countdown clock reinforces your ultimate goal and keeps you motivated to stay on track with your studies.

Resources to Boost Exam Confidence

Take advantage of practice questions, flashcards, real-world HR knowledge and competency connections, and more to make sure you're ready for your SHRM-CP or SHRM-SCP exam.

Please note: The SHRM Learning System is intended to cover the SHRM Body of Competency and Knowledge (SHRM BoCK) tested in the SHRM-CP and SHRM-SCP certification exams. However, the Learning System does not "teach the test." There may be some content in the Learning System not covered by the exams, and conversely there may be content tested in the exams that is not covered in the Learning System. SHRM makes no warranty that use of the Learning System guarantees passage of the SHRM-CP or SHRM-SCP examination. Neither the SHRM Certification Commission nor SHRM certification staff have any involvement in the SHRM Learning System. SHRM Learning System subject matter experts and instructors do not have access to actual exam questions.



Taking the Spanish-language SHRM-CP/SHRM-SCP exam? The SHRM Learning System is also available in Spanish—visit shrmcertification.org/learning/self to purchase!

The SHRM Learning System covers the eight behavioral competencies and the fifteen functional knowledge areas identified in the SHRM BoCK. The information is broken down into consumable topic segments to ensure you understand and can apply them on the SHRM-CP or SHRM-SCP exam and in everyday practice.

MODULE // HR COMPETENCIES

- Leadership & Navigation
- Ethical Practice
- Business Acumen
- Consultation
- Critical Evaluation
- Relationship Management
- Global & Cultural Effectiveness
- Communication

MODULE // ORGANIZATION

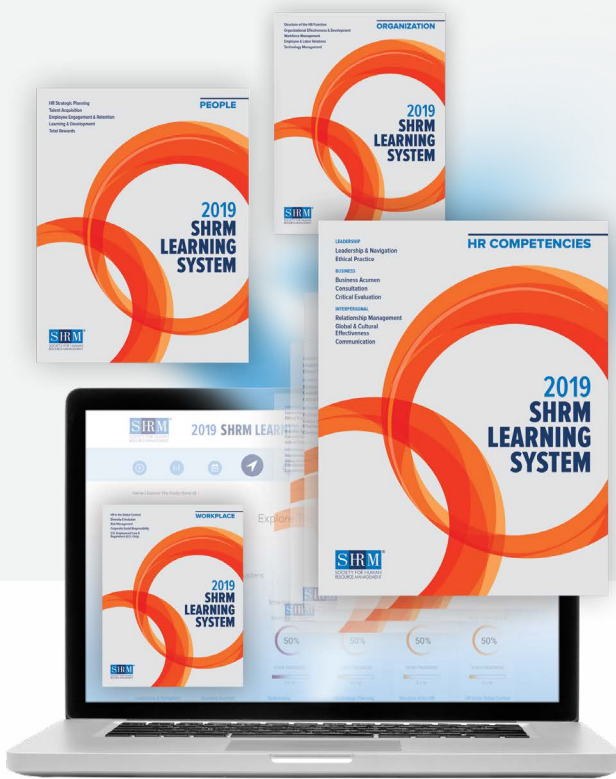
- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee & Labor Relations
- Technology Management

MODULE // WORKPLACE

- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- U.S. Employment Law & Regulations (U.S. Only)

MODULE // PEOPLE

- HR Strategic Planning
- Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards



More of a tactile learner? Learning modules are also available in print format for an additional fee. You'll be able to keep the books as reference manuals, with answers to HR challenges right at your fingertips.

Learning Options

SELF-STUDY PROGRAM

This option gives you the ultimate flexibility. Use the convenient customization tools to design a study plan that best fits your schedule. Focus on any functional knowledge area or topic in any depth or sequence, before approaching the SHRM-CP/SHRM-SCP exam with confidence.

Benefits

- Eliminates travel expenses and minimizes time away from the office.
- SmartPath™ tools dynamically adjust to your progress and provide suggested next steps to maximize your time and exam readiness.
- The built-in exam date countdown keeps you motivated and on track with your studies.
- *Ask the Expert* feature provides a platform to submit questions to SHRM-certified professionals.

Recertification Credits: SHRM-CP/SHRM-SCP credential-holders may earn up to 36 PDCs when using the self-study option for professional development only.

ORDER TODAY 
shrmcertification.org/learning/self

Self-Study Program Investment

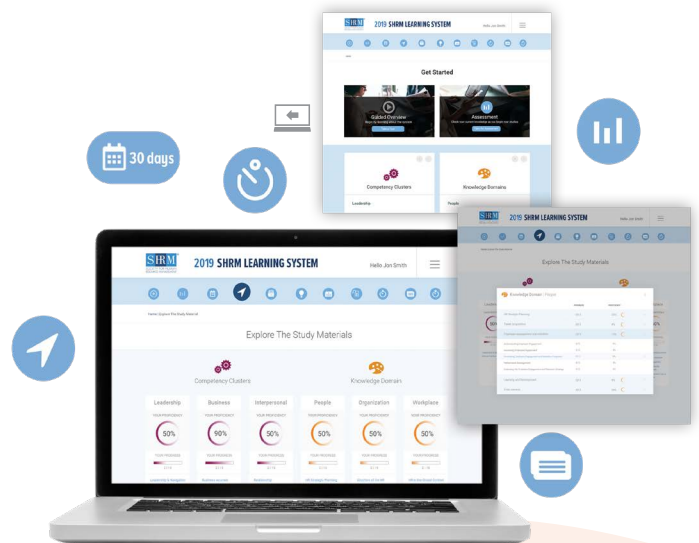
SHRM MEMBER \$725 (USD)

NONMEMBER \$950 (USD)

\$125 additional for optional print modules, plus shipping (not included in member/nonmember fee)

VOLUME DISCOUNTS AVAILABLE

For information, call +1.651.905.2617 or e-mail Colin.Moylan@shrm.org



“The SHRM Body of Competency and Knowledge is a great model, so we moved forward with a corporate certification preparation course which included the SHRM Learning System. SHRM Certification is definitely worth the investment. Certified individuals have more education, confidence and courage. This leads to more productive interactions with other stakeholders, including senior leadership.”

– Hope Rush, SHRM-SCP,
Volvo Group North America

Learning Options

INSTRUCTOR-LED PROGRAMS

For those looking for facilitated and structured guidance as they prepare, SHRM offers preparation courses led by SHRM-certified instructors, who combine the SHRM Learning System with their teaching to facilitate a comprehensive and detailed review of the current SHRM BoCK. These expert instructors will help you to identify areas of strength—and build on them—as well as areas in which you need further concentrated study in preparation for either certification exam.

INSTRUCTOR-LED COURSES ARE AVAILABLE BOTH IN-PERSON AND VIRTUALLY,

Benefits

- Led by highly experienced and engaging SHRM-certified instructors.
- Classes are taught at a structured pace so you can absorb and understand the material.
- Peer discussions and real-world experiences help reinforce learning materials.
- Courses provide an opportunity to network with other HR professionals.
- Outside-the-classroom assignments help reinforce sessions.
- Sample test questions, preparation techniques and periodic progress checks keep you confident in your studies.

Please note: To ensure that you receive your copy of the 2019 SHRM Learning System before attending the SHRM program, SHRM must process your registration at least two weeks in advance of your program start date. You should receive the materials within one week of registering for the course.

*Dates and locations are subject to change.

**These are SHRM Program prices only and do not apply to the courses offered at SHRM conferences. View the complete 2019 schedule and register at shrmcertification.org/learning/seminars.

Recertification Credits: *SHRM-CP/SHRM-SCP credential-holders can earn up to 36 PDCs for recertification when attending a SHRM Cert Prep Education Program for professional development only.*

SHRM 3-Day In-Person Programs*

An intensive, focused prep session to enhance your at-home studies. For those who prefer face-to-face interaction, these programs are offered in cities throughout the U.S. Each program includes the SHRM Learning System and the printed modules, plus exclusive access to a supplementary, virtual group-coaching session with your instructor to reinforce your exam preparations.

3-Day In-Person Program Investment**

SHRM MEMBER \$1,495 (USD)

NONMEMBER \$1,755 (USD)

2019 SPRING SHRM PREP PROGRAM SCHEDULE

Nashville | April 6-8
 Alexandria | April 8-10
 Dallas | April 8-10
 Phoenix | April 8-10
 San Francisco | April 10-12
 Tampa | April 10-12
 New Orleans | April 22-24
 Boston | April 23-25
 Charleston | May 6-8
 Chicago | May 6-8
 Denver | May 6-8
 Alexandria | May 8-10
 Los Angeles | May 13-15
 Louisville | May 14-16
 Seattle | May 29-31
 St. Louis | May 29-31
 Alexandria | June 3-5
 Austin | June 3-5
 San Francisco | June 5-7
 New York City | June 10-12

REGISTER TODAY 

shrmcertification.org/learning/seminars

AT THE TRAINING LOCATION OF YOUR CHOICE:

SHRM 7- or 9-Week Virtual Programs

A virtual classroom experience with real-time Q&A and chats between participants. Sessions are recorded and will be accessible for one year following your program. Virtual Programs include the SHRM Learning System and the printed modules, plus exclusive access to a supplementary, virtual group-coaching session with your instructor.

Virtual Program Investment**

SHRM MEMBER \$1,495 (USD)

NONMEMBER \$1,755 (USD)

2019 SPRING VIRTUAL PREP PROGRAM SCHEDULE

7-Week Session (Held Tues. and Thurs. or Mon. and Wed.)

February 25-April 15 | 7:00 p.m. - 9:00 p.m. ET

March 11-April 29 | 7:00 p.m. - 9:00 p.m. ET

March 26-May 14 | 6:00 p.m. - 8:00 p.m. ET

April 2-May 21 | 7:00 p.m. - 9:00 p.m. ET

April 3-May 22 | 7:00 p.m. - 9:00 p.m. ET

April 11-May 30 | 7:00 p.m. - 9:00 p.m. ET

April 23-June 11 | 12:00 p.m. - 2:00 p.m. ET

May 8-July 1 | 7:00 p.m. - 9:00 p.m. ET

9-Week Session (Held Sat.)

March 9-May 11 | 11:00 a.m. - 2:00 p.m. ET

March 30-June 15 | 2:00 p.m. - 5:00 p.m. ET

REGISTER TODAY 

shrmcertification.org/learning/seminars

SHRM Education Partner Programs

More than 275 colleges, universities and training partners worldwide offer preparation programs. Formats include traditional classroom settings, an online format or a hybrid of the two. Session length varies from a condensed time frame to a period of weeks. Plus, you may be able to take advantage of employer-funded tuition reimbursement.

SHRM Education Partner Program Investment

Program fees vary. Contact the partner nearest you.

Recertification Credits: *SHRM-CP/SHRM-SCP credential-holders can earn up to 36 PDCs for recertification when attending a SHRM Education Partner Program for professional development only.*

**SHRM Education Partner Programs
are available worldwide!**

FIND A PROVIDER NEAR YOU 

shrmcertification.org/learning/partners

Learning Options

ONSITE TRAINING & DEVELOPMENT PROGRAMS

An entire organization benefits when individual HR professionals earn their SHRM-CP or SHRM-SCP credentials. Along with gaining updated information, sharpened skills and new perspectives, certified professionals hold a positive influence on employees and colleagues. Structured learning techniques and online reporting help keep your team on track. Group and individual reports provide insight into progress.

Benefits

- A customized program to meet your organization’s specific needs—delivered face-to-face, virtually or as a hybrid.
- An entire staff trained and prepared at your location, fulfilling professional development requirements while eliminating costly travel expenses.
- A training led by highly experienced and engaging SHRM-certified instructors.
- A common HR language to be promoted across your entire organization.
- A chance to refresh staff members' generalist knowledge, strengthen understanding of core competencies and increase overall productivity.

CHOOSE FROM TWO CONVENIENT OPTIONS TO ACCOMMODATE ALL LEARNING STYLES, BUDGETS AND CORPORATE CULTURES:

1 Training led by a SHRM-certified instructor.

Provides a focused, instructor-led preparation program for your HR team. Available delivery options include onsite sessions, live virtual learning or a blended learning experience of both to reach teams at multiple locations.

ENROLL YOUR TEAM
Call +1.703.535.6496 or e-mail OrgTraining@SHRM.org

2 Training led by your instructors or self-directed learning.

Provides materials for your instructors to teach from or for staff to study on their own. Receive a discounted rate on multiple programs.

ENROLL YOUR TEAM
Call +1.651.905.2617 or e-mail Colin.Moylan@shrm.org

Many well-known companies have used the SHRM Learning System in their certification preparation training programs, including*:

- | | |
|---------------------|------------------------------------|
| ADP | Target |
| Amazon | Union Pacific |
| Boeing | UPS |
| Chevron | Volvo |
| Enterprise Holdings | Universal Orlando |
| Genesis Healthcare | U.S. Customs and Border Protection |
| IKEA | |

Download compelling case studies from Hormel Foods, Southeastern Grocers, County of Orange and others at shrmcertification.org/learning

*All trademarks, service marks and trade names, either federally registered or at common law, of the above-listed corporations are the exclusive property of their respective owners. No sponsorship or affiliation with the above-listed customers is intended.

Recertification Credits: *SHRM-CP/SHRM-SCP credential-holders can earn up to 36 PDCs for recertification when attending a training program for professional development only.*

PREPARE YOUR TEAM 
shrmcertification.org/learning/orgtraining

Order Form

Ship to:

Last Name		First Name		M.I.	
Street Address					
City		State/Province		Country	
Phone Number (Country Code) (City Code) (Area Code)				Fax Number	
E-mail (Required for web access and notification of upcoming webcasts and product updates)					
SHRM Member Number					
Company Name			Title		

Bill to:

Street Address					
City		State/Province		Country	
Phone Number (Country Code) (City Code) (Area Code)				Fax Number	

Method of Payment:

- Check enclosed (USD/U.S. bank) for \$ _____ (Make checks payable to SHRM)
- P.O. Number (attached)
- I authorize SHRM to charge \$ _____ to my VISA Mastercard American Express

Credit Card #		Expiration Date		Card Code (back of card by signature)	
Signature			Name as it appears on credit card bill		

By ordering delivery of the SHRM Learning System you agree to the following license terms: (i) That the Society for Human Resource Management (SHRM) is the exclusive copyright owner of the SHRM Learning System. (ii) Provided that the required fee for use of the SHRM Learning System by User has been paid to SHRM or its agent, User has the right, by license from SHRM, to use the SHRM Learning System solely for his/her own educational use. (iii) User has no right to print or make any copies, in any media, of the SHRM Learning System or sell, sublicense, loan, or to otherwise convey or distribute the SHRM Learning System or any copies thereof in any media.

PROGRAM	NONMEMBER PRICE	MEMBER PRICE	QUANTITY	TOTAL	
Self-Study Program – shrmcertification.org/learning/self	\$950 (USD)	\$725 (USD)		\$	
SHRM Learning System Printed Learning Modules	\$125 (USD)	\$125 (USD)		\$	
Join SHRM Now! One-year membership at a special rate of \$199 (Offer valid for new SHRM members only)	Membership: \$199 (USD)			\$	
SHRM-CP/SHRM-SCP Certification Preparation Program (in-person or virtual options) – Contact SHRM at 800.283.7476 or +1.703.548.3440, option 3, or visit shrmcertification.org/learning/seminars .					
Onsite Training & Development Programs – Training led by SHRM, contact +1.703.535.6496; training led by your instructor, contact Colin Moylan at +1.651.905.2617 or visit shrmcertification.org/orgtraining .					
SHRM Education Partner Programs – Program fees vary by institution. Visit shrmcertification.org/learning/partners to find the location nearest you.					
				Subtotal:	\$
Sales tax: Please add applicable local and state sales tax on orders shipped to AZ, CA, CO, DC, FL, GA, IL, KY, MA, MD, MN, MO, NC, NE, NJ, NV, NY, OH, OK, PA, TN, TX, VA, WA and WI.*					\$
				Shipping and Handling (for printed modules only):	\$
				Total Due:	\$

How to Order:

- ONLINE**
shrmcertification.org/learning
- E-MAIL**
CertPrep@shrm.org
- MAIL**
SHRM Distribution Center
2975 Lone Oak Dr
Suite 180
Eagan, MN 55121-1553
- PHONE**
800.444.5006, option 2; or
+1.651.905.2663
Please have credit card and membership number ready to receive member discount.
- FAX**
+1.651.905.2669

Important: Your VIP Number – VIP

Fill in your VIP number as it appears above the name on the mailing label. (Record the number even if the label is addressed to another individual.)

- Member Number:** Please indicate your SHRM member number on this form to receive your member discount. You can find your member number at shrm.org/forgotit.
- Address:** Please provide a street address, not a PO Box. FedEx Ground cannot deliver your merchandise to a PO Box.
- Phone Number:** Your complete phone number is required in case we need to contact you about your order.
- Payment:** Orders should be accompanied by check (company or personal; make check payable to SHRM), money order, or credit

- card number (VISA, Mastercard or American Express). Written purchase orders are accepted by mail or by fax. Please include SHRM order form with purchase orders.
- Shipping and Handling:** Please add the appropriate shipping costs for the products ordered. Refer to the Shipping and Handling Information to determine the correct amount. Typically, orders are shipped via FedEx Ground unless specified otherwise. SHRM reserves the right to utilize alternate shippers when necessary. Orders outside the continental United States will be shipped via airfreight. Orders shipped via FedEx Ground will normally arrive within 5-7 business days of processing the order.

- SHRM Pricing Policy:** Prices subject to change. Volume discounts are available. For more information, call +1.651.905.2617 or e-mail Colin.Moylan@shrm.org.
- Return Policy:** Unused items may be returned for a full refund (less shipping and handling) within 30 days. No items will be accepted after 30 days or if they are not in a condition to be resold.
- Please Note:** SHRM membership is not active until payment has been received.

- SHIPPING AND HANDLING INFORMATION**
For printed modules only (rates based on FedEx Ground shipment)
- DOMESTIC**
First program: \$25 (USD)
Additional programs: \$11 (USD) each
(Orders in Alaska and Hawaii will be charged an additional \$12 [USD] per order.)
- INTERNATIONAL**
Please contact us for international shipping rates or purchase online at shrmcertification.org/learning.

* We reserve the right to adjust tax amounts to reflect actual state/local tax rates. If you are unsure of your appropriate sales tax, please call us at 800.444.5006, option 2, or order online at shrmcertification.org/learning.



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Human Resource
Management

MOVE AHEAD

Prepare to Earn Your SHRM-CP or SHRM-SCP!

shrmcertification.org/learning/2019