



O'NEILL

SCHOOL OF PUBLIC AND
ENVIRONMENTAL AFFAIRS

Society for Human Resource Management Certified Professional (SHRM-CP) Examination Information

OVERVIEW of PROCESS, EXAM, AND PREPARATION

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What is covered here

- Why take the SHRM-CP exam?
- What is SHRM?
- What exactly is the SHRM-CP exam?
- Who is eligible to take the exam?
- What is this SHRM-CP registration process,?
- What does it cost?
- When can I take the exam?
- Are there ways to cover costs?
- How might one prepare and what is the SHRM Learning System?

Why take the SHRM-CP exam?

As stated by SHRM...

“Earning your SHRM-CP credential makes you a recognized expert and leader in the HR field — and an asset to your organization, keeping you and your organization more competitive in today's economy. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills.”

SHRM speaks on why to seek certification



Why this might help you...

- It validates your knowledge of HR functional basics and application used a common tool known to employers and professionals in HR
- It can set you apart among job applicants
- It will sharpen your abilities and grasp of HR nomenclature heading into job interviews





What is SHRM?

The Society for Human Resource Management (SHRM) is one of many professional organizations focused on Human Resource Management. SHRM is the largest HR organization in the United States and has a global presence as well.



More about SHRM

- *“For more than 75 years, SHRM has served the human resources profession. HR professionals worldwide look to SHRM for comprehensive resources to enhance their effectiveness on the job, to develop their careers, and to partner strategically with business leaders and stakeholders. Slides with multiple paragraphs of text have shown to significantly decrease the attention of the audience.”*
- Membership exceeds 340,000 HR professionals in 180 countries
- <https://www.shrm.org/>
- SHRM sponsors certification programs for professionals in human resources.



What is the SHRM-CP Exam?

What is the SHRM-CP exam?

The exam is based on the

[SHRM Body of Applied Skills and Knowledge™ \(SHRM BASK™\)](#)

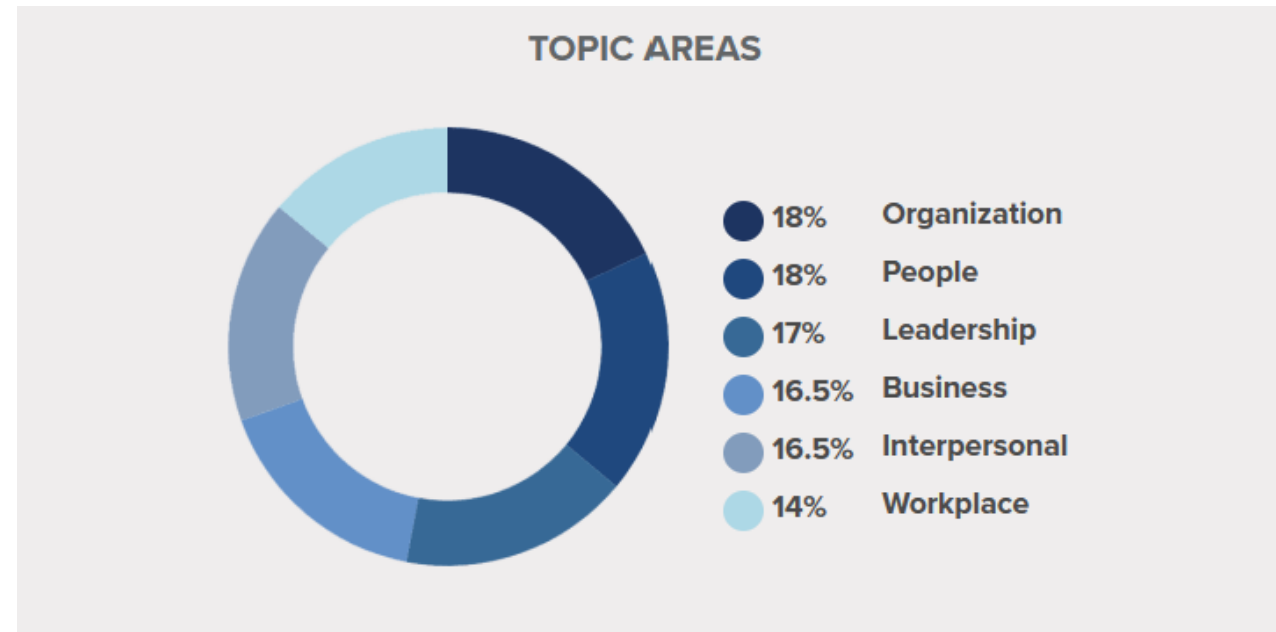
A great place to go for comprehensive information is:

[The SHRM Certification Handbook](#)



What is the SHRM-CP exam?

The category breakdown



What is the SHRM-CP exam?

- The pass rate for the SHRM-CP exam is generally around 70% of those who take it in any given exam.
 - Remember, this includes practitioners who are long out of school and not used to taking exams!
 - O'Neill graduates have a much higher passing rate (to our knowledge, well over 90%)



What is the SHRM-CP exam?

Exam Format & Length

- Four hours in length (including 3 hours and 40 minutes of testing time)
- 134 questions (80 knowledge items and 54 situational-judgment items, of which 24 are field-test items)
- Computer-based testing experience in-person at an authorized testing center (closest in Indianapolis and Terre Haute)



What is the SHRM-CP exam?

- Testing time breaks down as follows
 - Confidentiality reminder – two minutes
 - Introduction and tutorial – eight minutes
 - Exam section 1 – up to two hours
 - Optional break – up to 15 minutes
 - Exam section 2 – up to two hours
 - Survey – five minutes
- Each section is timed separately, and minutes do not roll over from one section to the next (you cannot bank time)



**Who is eligible to take the
SHRM-CP exam?**

Who is eligible to take the SHRM-CP exam?

ANYONE! After [becoming a SHRM Student Member](#), you can sign up for the exam by indicating you're a student in the dropdown menu on the [student registration for certification](#) after logging in. SHRM-CP registration is now open to anyone.

AND.. Students in an HR degree program, at the time of registration, have access to a significantly discounted rate.

Note: The cost of exam registration + student membership is less than the student exam cost for non-members.



**What is this SHRM-CP
registration process, what does
it cost, and when can I take the
exam?**

SHRM-CP Registration Process: How & When?

SHRM typically offers two testing windows:

- **Winter Testing Window : (generally) December 1 – February 15**
 - deadline to apply is usually in early December
 - Check deadlines in advance and **apply before December graduation!**
- **Summer Testing Window : (generally) May 1 – July 15**
 - deadline to apply is usually in early May
 - Check deadlines in advance and **apply before May graduation!**



SHRM-CP Registration Process: How, How Much, & When?

- Students can take advantage of student pricing (less than 1/2 price)
- \$225 for SHRM plus a \$75 student membership (as of March 2025)
- [Check here for more information on current exam fees](#)



SHRM-CP Registration Process: How, How Much, & When?

Students must apply directly on the SHRM website.

To register, follow [this link](#) (also below should you need to cut-and-paste), from the drop down on the top left corner of the page choose “student”, and below that the SHRM-CP option on the left.

Note: Should you have problems accessing the student rate, it might help to first [purchase a student membership](#).



Are there ways to cover costs?

Are there ways to help cover costs for the SHRM-CP exam?

SHRM Foundation Scholarships Are Available. The process and timing varies, so be sure to check this out ASAP.

- **Expect a mid-March deadline!**
- **For example, the 2025 deadline for applications is March 15.**



How might one prepare for the SHRM-CP exam?

How do I prepare for the SHRM-CP exam?

- [SHRM-CP exam prep webcasts \(fees associated with these\)](#)
- [IVY Tech Community College in Bloomington](#) periodically provides a 12-week prep course, based on the SHRM Learning System materials
- Other virtual and in class opportunities to use the SHRM Learning System can be found on the SHRM site [here](#).
- [The SHRM Body of Applied Skills and Knowledge](#) can be downloaded by clicking this link.
 - **THIS IS USEFUL AND HIGHLY RECOMMENDED!**



TAKE
NOTE



How do I prepare for the SHRM-CP exam?

- [The SHRM Learning System](#), created by the Holmes Corporation, is designed specifically for SHRM-CP Exam prep
- Student member cost (as of March 2025) is
 - \$820 for online access
 - \$1045 for online access and printed editions.
- Access is limited to students who purchase the system due to single-use copyright rules.



How do I prepare for the SHRM-CP exam?

- Some students prefer to explore the variety of miscellaneous resources via the Internet to use for study materials.
 - Quizlet
 - Facebook groups
 - Other social media sites
- **Taking practice tests is highly advised!**
- HRA IU sometimes organizes study sessions for students



How do I prepare for the SHRM-CP exam?

Former O'Neill Student Recommended Links

- [SHRM Instructor's Top 20 Test Tips: Part 1](#)
- [SHRM Instructor's Top 20 Test Tips: Part 2](#)
- [SHRM-CP Practice Questions](#)
- [SHRM Body of Applied Skills and Knowledge](#)
- [SHRM description of the CP exam](#)



How do I prepare for the SHRM-CP exam?

- [Book \(\\$25\): Ace Your SHRM Certification Exam: a Guide to Success in the SHRM CP and SHRM SCP Exams](#)
 - *Use code ACE19 for an additional 20 percent off when you purchase it through the [SHRMStore](#).*
- [SHRM HR Glossary](#)
- [SHRM Certification Handbook \(Free\)](#)



How do I prepare for the SHRM-CP exam

Former and current O'Neill Student Recommended Links

- <https://quizlet.com/109404841/shrm-cp-workplace-15-flash-cards/>
- <https://quizlet.com/284688350/practice-test-shrm-cp-flash-cards/>
- <https://quizlet.com/108319122/shrm-certification-exam-review-flash-cards/?funnelUUID=e00af0eb-594a-4cd1-90f7-6b9972e8be2f>
- <https://quizlet.com/197009988/shrm-cp-exam-flash-cards/?funnelUUID=2352e47b-6771-4790-bc69-c16116249545>



How do I prepare for the SHRM-CP exam

Former and current O'Neill Student Recommended Links

- <https://quizlet.com/758919240/shrm-cp-case-law-flash-cards/?funnelUUID=f0f27ebb-8d68-4ed8-839f-981fcc9bfcc8>
- <https://quizlet.com/759066154/shrm-cp-flash-cards/?funnelUUID=d3ae2fce-3658-497a-85a9-bf0db47bec5f>
- <https://quizlet.com/759074142/shrm-bask-flash-cards/?funnelUUID=6a06c2bc-c152-4ef3-bfe4-c7baba07fd39>
- <https://quizlet.com/758918922/shrm-acronyms-flash-cards/?funnelUUID=54ff4e0d-4aca-43f9-bd77-f920c8a25642>



How do I prepare for the SHRM-CP exam?

Former and current O'Neill Student Recommended Links

- https://www.youtube.com/watch?v=sdHI_YofGU8&ab_channel=HUMANRESOURCEPREP
- https://www.youtube.com/watch?v=JK9pk0xRCPQ&ab_channel=HUMANRESOURCEPREP
- https://www.youtube.com/watch?v=czMw0YRm2iM&ab_channel=HUMANRESOURCEPREP
- https://www.youtube.com/watch?v=G4BtuGwOBaE&ab_channel=HUMANRESOURCEPREP



How do I prepare for the SHRM-CP exam?

Former and current O'Neill Student Recommended Links

Amanda Woods classes (SJI Workshop was *very* useful)

- Through Blue Water Consulting
- <https://go.2belive.net/bluewaterhrconsulting/open/marketplace>
- Different courses at the link above
- Facebook page where they post upcoming classes specific to SHRM exams:
 - <https://www.facebook.com/p/Blue-Water-HR-Consulting-100067824661809/>
 - When you sign up for one of their courses, they give you files that include practice questions and study guides.
- Know your stuff – most of the questions/scenarios on the exam you have seen before throughout your undergraduate program.
- **Tip:** If you pass your SHRM-CP before you graduate, you can use the course credits that go towards your major as recertification credit!



What else can I learn about the SHRM-CP exam?

Again, a great place to go for comprehensive information is:

The SHRM Certification Handbook



Where to find more info on exam preparation

- [SHRM website](#)
- Search the internet!
- [Prof. Dan Grundmann](#)



**Register, Prepare,
and Do Well!**