

SHRM-CP study plan and fact sheet

Fact sheet

Credential	SHRM Certified Professional (SHRM-CP), Society for Human Resource Management
Cost	\$350 to \$499. Members pay \$350 early bird or \$399 standard; nonmembers pay \$450 or \$499. Students pay \$150 to \$299 and military candidates \$320 to \$469. A \$50 nonrefundable application fee is included.
Eligibility	None. No HR title, degree, or prior HR experience is required, though SHRM recommends a working knowledge of HR.
Exam	134 questions (80 knowledge, 54 situational judgment, 24 of them unscored) in two timed sections of up to 110 minutes each, about 4 hours in the seat.
Testing	Prometric test centers during two testing windows a year: May 1 to July 15 and December 1 to February 15.
Pass rate	Not published
Recertification	60 professional development credits (PDCs) every 3 years, or retake the exam.
Renewal fee	\$165 for members, \$210 for nonmembers (\$240 and \$285 if late).

Your SHRM-CP study plan

Week 1	Download the official exam outline or handbook, confirm eligibility, and set your exam date.
Weeks 2 to 3	Take a baseline practice test and list your three weakest areas.
Weeks 4 to 7	Study one content area per week, starting with the heaviest weighted.
Weeks 8 to 9	Review weak areas and do timed question sets every other day.
Week 10	Take a full-length timed practice exam under test conditions.
Final week	Light review only. Confirm your appointment, ID, and test center or remote setup.
Typical total	10 to 14 weeks

Preparation tips

- ☐ Read the BASK first. It tells you how SHRM thinks about each competency, which is what the situational questions test.
- ☐ Practice situational judgment items under time pressure. Most people find them harder than the knowledge questions.
- ☐ Book your test date as soon as your application is approved. Prometric seats near the end of a window fill early.
- ☐ Apply in the early bird period to save \$49, or \$100 if you join SHRM first and the membership pays for itself.

Exam day checklist

- ☐ Government-issued ID that matches your application name exactly.
- ☐ Arrive 30 minutes early, or test your remote setup the day before.
- ☐ Know the rescheduling deadline in case something comes up.
- ☐ Plan your renewal: note your cycle end date and credit requirements.

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