

Frequently Asked Questions & Important Information About the SHRM Certification Exams

Who is eligible for the SHRM certification exams?

Eligibility for the SHRM-CP and SHRM-SCP is based on a combination of your education and HR-related work experience (this is not an entry into the HR profession). Your first step in the process is to review [SHRM Certification Eligibility Criteria](#) to see if you are eligible for one of the exams.

If you aren't ready to pursue SHRM certification, COCC offers HR courses for those with limited or no HR experience. Contact Keri Podell at kpodell@cocc.edu.

Which SHRM exam should I take?

SHRM CP exam is for HR professionals who implement policies and strategies, serve as points of contact for staff and stakeholders, deliver HR services, and perform operational HR functions.

SHRM SCP exam is for HR professionals who develop strategies, lead the HR function, foster influence in the community, analyze performance metrics, and align HR strategies to organizational goals.

[Selecting the Right Exam](#)

What if I'm not a SHRM member? The course fee for non-SHRM members = \$1600. The SHRM membership fee is \$264/year, so if you plan to take the COCC HR Certification course, joining SHRM for one year and paying the member course fee of \$1290 is a better value than paying the non-member course fee of \$1600. SHRM members also pay a reduced fee for the exam and have the benefits of membership in the [Central Oregon SHRM Chapter](#). See [SHRM Membership Information](#).

What does the COCC Exam Prep Course include?

- 2024 SHRM Learning System course materials – hard copy books
- 2024 SHRM Learning System online learning resources
- 31.5 hours of interactive facilitated instruction through Zoom
- A cohort of HR professionals to study with for your exam

Does the COCC course include the certification exam?

No, the course includes online learning materials (flash cards and practice tests) and instruction to prepare you for the exam. Once you determine which exam you are eligible for, you will need to apply for the exam. Testing will likely occur at Prometric Testing Centers (there is a testing location in Bend), though online testing may be available or required depending on current community health conditions. For more information about the application process, fees, testing locations, and testing content: [SHRM Testing Information](#)

How much time should I commit to studying for the exam?

In addition to the interactive facilitated instruction (31.5 hours over 10 weeks), participants will have a significant amount of studying to prepare for each session. Please plan on a minimum of 4-6 hours of study outside each week so you are prepared. As you get closer to your exam date, you will likely need more time to prepare.

Exam Windows & Fees

The COCC exam preparation class is designed to prepare you for the exam window of December 1, 2024-February 15, 2024. Our course finishes on December 11 allowing you time to complete your studies and take the exam before the February 2025 testing window closes. The application deadline is November 8 for the December-February exam window. The exam fees range from \$335 - \$510.

[Exam Scheduling & Fees](#)

What does the exam cover?

Both SHRM exams are based on the SHRM Body of Applied Skills and Knowledge (SHRM BASK).

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

SHRM Learning System Materials

The SHRM Learning System is included in this course as the primary comprehensive online learning material to help candidates master the SHRM BASK and prepare them for the exam. The Learning System allows you to build a customized study approach based on your own progress and performance. This includes practice questions, flashcards, and more to make sure you're ready for the exam. Facilitated sessions will reinforce the material from the SHRM Learning System.

[SHRM Learning System Information](#)

Still have questions?

After you've reviewed the information and links, if you have additional questions, please contact Keri Podell, 541-383-7273 or kpodell@cocc.edu.