Penn Human Resources

Society for Human Resource Management (SHRM®) Recertification

You've dedicated yourself to preparing for and passing the SHRM exam. Once you've successfully passed, your recertification cycle begins. Start the process right away to make the most of this momentum. In this document, you will learn about the recertification schedule and ways to accumulate credits from **LinkedIn Learning** to apply toward your total requirement of 60 Professional Development Credits (PDCs).

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Recertification Schedule

SHRM recertification is required every three years. To recertify, SHRM credential-holders must earn 60 PDCs within their three-year recertification cycle period.

Once certified, the recertification cycle begins on the day the exam is passed and ends three years later, on the last day of their birth month.

Recertification Cycle Example

- Your birth month is July.
- You take and pass the exam on May 3, 2024.
- Initial recertification cycle start date: May 3, 2024.
- Cycle end date: July 31, 2027.
- Recertify by: September 30, 2027.

You must complete your recertification within this three-year time frame. Credential-holders who do not complete these requirements then enter a 60-day grace period. However, the recertification fee increases by $50, and your certification will be revoked at the end of the grace period if your recertification is not completed by then.

Obtaining Recertification Credits

LinkedIn Learning training is available to all currently active Penn faculty, postdocs, students, and staff with a valid PennKey. It can help you earn credits to keep your certifications current. These online courses have been recognized and approved by SHRM as educational activities towards your ongoing professional development.

In addition to earning PDCs from these LinkedIn courses, there are other ways to obtain credits: by advancing your education, your organization, and your profession. For a detailed list of qualified activities in these categories, please visit the Qualifying PDC website.

For more information about recertification, please visit SHRM's site here. To view a copy of the Recertification Handbook, click here.

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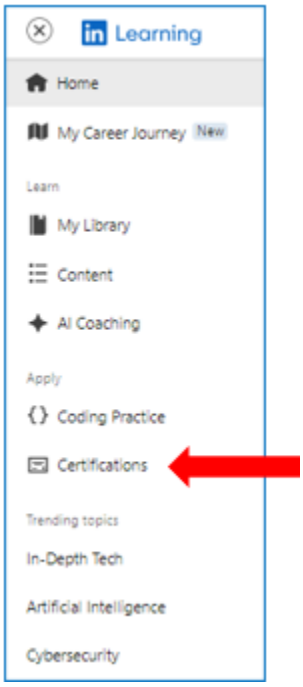
How to Find Courses on LinkedIn for SHRM Credit

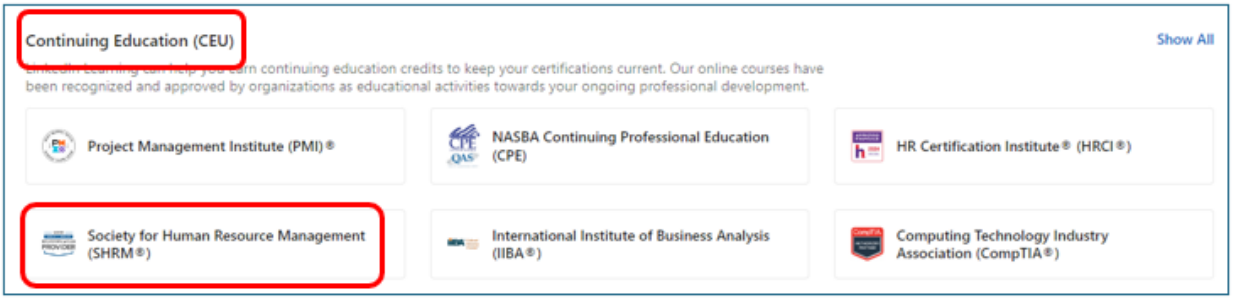
Steps

1. Click on this URL: http://linkedinlearning.upenn.edu/
2. Select **Certification**s



3. Scroll down to **Continuing Education (CEU)**

4. Click on **Society Human Resource Management (SHRM)**



Sample Course

Prior to selecting a course, you are provided with the course name, presenter, date, and certificate eligibility. If your completion date is indicated, you can download the certificate from this screen.

Clicking on the course title, you will find information such as course details, learning objectives, skills covered, amount of PDC credit, and learner reviews.

In order to earn the credit:

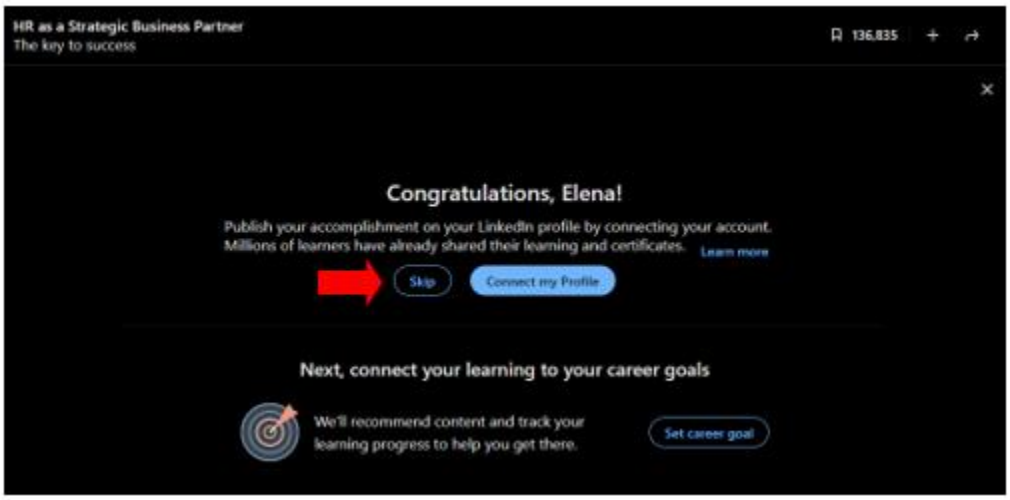
- Watch all modules in a course in its entirety.
- Complete any quizzes or assessments within the course.
- Upon finishing the course, download and save proof of completion (certificate). Enter in the SHRM Certification Portal.

Verification Process

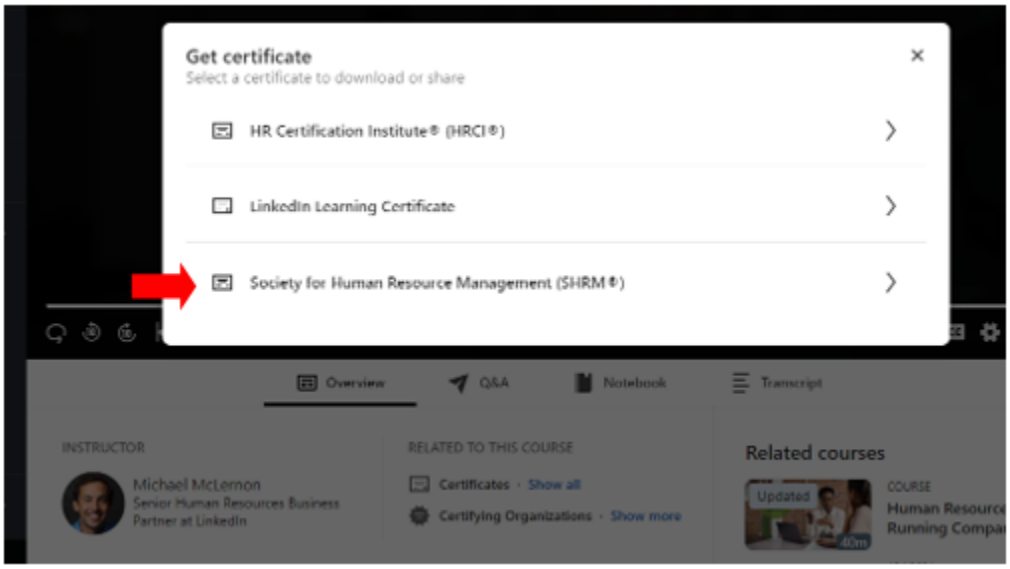
To ensure the SHRM certification program's integrity, SHRM conducts random verification reviews of completed recertification records. If your record is selected, you must verify your activities and PDCs with documentation. It is recommended that you keep your records for six months after your recertification cycle ends. Failure to comply may result in revocation of your SHRM certification.

Getting the Certificate

1. Upon course completion, you will see this screen. To acquire a copy of the certificate for submission to SHRM for credit, click **Skip.**

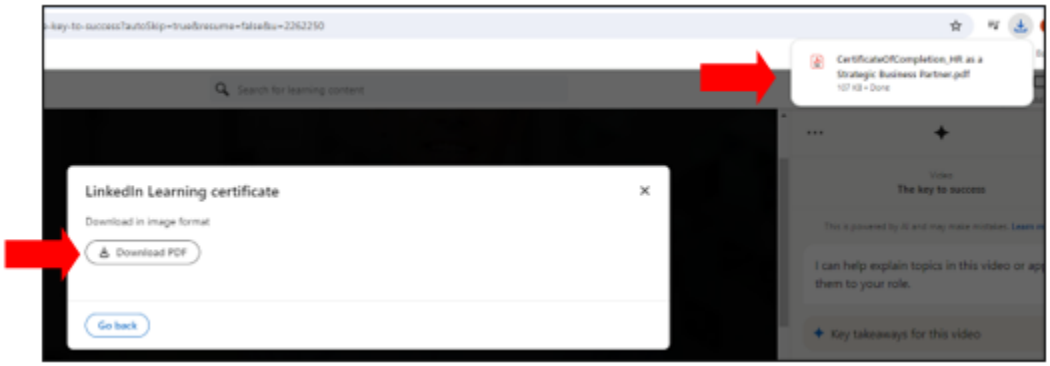


2. Select **Society of Human Resource Management (SHRM).**



3. Click **Download PDF.**

4. Download **Certificate of Completion**.



5. Your certificate will appear. Save a copy; submit to SHRM.

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How to Enter PDCs

Enter your PDCs in your SHRM certification portal.

Step 1

Log in to your certification portal and enter your SHRM login e-mail address and password.

Step 2

Click on "Add PDCs" and indicate whether you have an activity code or not. If you have a code, enter it into the space provided. If you do not have a code, select one of the PDC categories listed below and enter the required activity information.

- Advance Your Education (LinkedIn Learning)
- Advance Your Organization
- Advance Your Profession

Credit Maximums

SHRM has addressed the needs of HR professionals by creating three avenues by which certification holders can earn recertification credits. Note that e-learning (LinkedIn) credits have no maximum. There are limits (30 PDC each) for the Advance Your Organization and Advance Your Profession category.

PDC CATEGORY	DESCRIPTION/EXAMPLES	PDC MAXIMUM (per recertification period)
Advance Your Education	**Instructor-led or self-paced continuing education activities, such as:** • Conferences • Seminars/Workshops • College/University courses • Virtual learning • Chapter programs • E-learning • Videoconferences • Webcasts • SHRM-approved books and e-books	No maximum
Advance Your Organization	**Supervisor-endorsed work projects that:** • Meet or support organizational goals and demonstrate or advance your capabilities in one or more of the HR competencies	30 PDCs
Advance Your Profession	**Thought leadership and volunteer activities that contribute to the development of the HR profession and the community, such as:** • Professional membership • Speaking at conferences • Volunteer leadership roles • Research, writing, and publishing	30 PDCs