



### FAQs

#### 1. Why is SHRM offering this option?

SHRM is aware of the great amount of work many HR professionals have done to support their organization's and/or community's COVID-19 needs and wants to make sure those who are SHRM certified receive acknowledgement for the countless hours that they have dedicated to this effort. In addition, SHRM recognizes that many were planning to attend the SHRM annual conference and would have used the credits earned from the event toward the renewal of their credential. This option provides those individuals with a way to replace those credits.

#### 2. How does the process work?

- a. Complete the COVID-19 Response Summary Form and retain it until you are asked to submit it.
- b. Log in to your certification portal at [portal.shrm.org](https://portal.shrm.org). Click on "Add PDCs" and select the Advance Your Education category.
- c. Input the activity code provided in the summary form.
- d. Submit

When submitted your record will automatically be flagged for verification review. When this happens, you will receive an email requesting that you upload your completed summary form to the portal. The completed form must be uploaded for your credits to be approved.

#### 3. When do I submit my completed summary form?

After entering the activity code and submitting your completed recertification record, you will receive an email requesting that you upload your completed summary form to the portal. You should upload your completed form at that time. We encourage you to get this done as soon as possible so your recertification record can be finalized right away.

#### 4. What type of information and how much of it do I need to include on my summary form?

Your completed form should include a robust summary of the activities you were involved in that reflects the knowledge, and expertise obtained and/or shared as a result of your work leading and/or participating in your organization's and/or community's COVID-19 response. This includes educational programs, activities or events offered by SHRM or through SHRM local chapters or state councils. **At least one chapter or state council COVID-19 specific program must be attended and the PDC code included in your write up.** *"Not a chapter member? Take this opportunity to expand your network by engaging with your local SHRM chapter."*

#### 5. How long will it take for me to find out if my submission has been approved?

Once uploaded, your completed form will be reviewed within 10 business days of receipt and you will be notified of the outcome shortly thereafter.

#### 6. For what reason(s) might my COVID-19 PDC activities request not be approved?

Your credits may not be approved if you do not submit a completed summary form; if the information you provide is not COVID-19 related, if your write up does not include at least one chapter or state council COVID-19 specific program, or if the information you provide does not reflect the depth and/or breadth of work that is supportive of 60 PDCs.

**7. How soon can I submit my completed recertification record?**

You may submit your completed recertification record one year into your 3-year recertification cycle.

**8. Do I have to pay to recertify and if so, what is the fee?**

Yes, the recertification fee(s) still apply. \$100 for members, \$150 for non-members and an additional \$50 late fee if you submit after your cycle end date and within your cycle grace period.

**9. I already have credits on my record so, the addition of these credits will put me over the required amount to recertify. What happens to those additional credits?**

Our carryover policy will allow you to carry up to 20 PDCs forward to your next recertification cycle.

**10. Is this offer only available this year, or is it a permanent professional development option?**

For the moment this option is only available in 2020. However, in the event the COVID-19 situation is ongoing and continues to require the same level of attention, the offering may be extended to the following year. SHRM will continue to monitor the situation and keep you informed.

**11. I'm not due to recertify until next year. Can I take advantage of this offer now and recertify early?**

Yes, you may. In fact, early recertification is encouraged.

**12. I'm due to recertify the end of July and was planning to use the credits I earned from attending the SHRM annual conference to complete the process. Now that the SHRM annual conference has been cancelled is this offer an option for me?**

Absolutely! SHRM recognizes that many SHRM credential holders were planning to attend the SHRM annual conference and would have used the credits earned from the event toward the renewal of their credential. This option provides those individuals with a way to replace those credits.

**13. I'm due to recertify at the end of July and will definitely be using this option to complete the process. Can I use this option a second time to complete my new cycle?**

You can but with some caveats. You can't submit a summary of the same activities you participated in earlier, that would be "double dipping". However, if you find the work you are doing to support your organization's COVID-19 needs have evolved and require the acquisition of new knowledge and skills then that would work. Just keep in mind that you cannot submit your completed recertification record until you are one year into your 3-year recertification cycle.

**14. I'm currently in my recertification grace period and plan to use this option to complete my recertification process. Will I have to pay a late fee?**



## SHRM Certification

### Recertification PDC Allotment for COVID-19 Activities

Yes, if you do not complete your recertification process by your cycle end date and complete the process during the 60-day grace period, then you will be required to pay a \$50 late fee.

**15. I unfortunately did not complete the recertification process in time and as a result allowed my SHRM certification to lapse. Is it possible for me to have my credential reinstated and use this option to complete the process?**

The decision to reinstate your credential will depend on several factors such as the length of time your certification has been expired, the number of PDCs you have on file, and the reason for allowing your credential to lapse. If it is determined that your credential can be reinstated then yes, you may use this option to complete the process. Considering the tremendous amount of changes occurring worldwide, SHRM will offer certificants as much flexibility as possible.