



INTRODUCTION TO SHRM CERTIFICATION PREP SYSTEM®

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1

SHRM

SHRM-ATLANTA


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2

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SHRM Body of Applied Skills and Knowledge®



The SHRM-CP and SHRM-SCP certifications signify mastery of the HR competencies and knowledge that are defined in the SHRM Body of Applied Skills and Knowledge® (SHRM BASK®).

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3

SIRM The SHRM BASK®

- Defines essential HR knowledge, skills, and abilities for success.
- Contains eight behavioral competencies in three behavioral clusters and 14 HR expertise areas in three knowledge domains.
- Provides definitions, key concepts, and performance indicators for each competency and HR area by career level.
- Serves as the blueprint for the SHRM-CP and SHRM-SCP certification exams, related products, and resources.

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4

SIRM HR Expertise Areas and Competencies

HR Expertise		
People	Organization	Workplace
<ul style="list-style-type: none"> HR Strategy Talent Acquisition Employee Engagement & Retention Learning & Development Total Rewards 	<ul style="list-style-type: none"> Structure of the HR Function Organizational Effectiveness & Development Workforce Management Employee & Labor Relations Technology Management 	<ul style="list-style-type: none"> Managing a Global Workforce Risk Management Corporate Social Responsibility U.S. Employment Law & Regulations
Behavioral Competencies		
Leadership & Navigation <ul style="list-style-type: none"> Navigating the Organization Vision Managing HR Initiatives 	Ethical Practice <ul style="list-style-type: none"> Personal Integrity Professional Integrity Ethical Agent 	Inclusive Mindset <ul style="list-style-type: none"> Connecting iSD to Organizational Performance Building the Infrastructure for an Inclusive and Diverse Culture Ensuring Impartiality & Fairness Cultivating an Inclusive and Diverse Culture Operating in a Global Environment
Relationship Management <ul style="list-style-type: none"> Networking Relationship Building Teamwork 	Communication <ul style="list-style-type: none"> Negotiation Conflict Management 	Communication <ul style="list-style-type: none"> Delivering Messages Exchanging Organizational Information Listening
Business Acumen <ul style="list-style-type: none"> Business and Competitive Awareness Business Analysis Strategic Alignment 	Consultation <ul style="list-style-type: none"> Evaluating Business Challenges Designing HR Solutions Change Management Service Excellence 	Analytical Aptitude <ul style="list-style-type: none"> Data Advocate Data Gathering Data Analysis Evidence-Based Decision-Making

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5

SIRM Technical Competency

The SHRM BASK® Technical Competency is **HR Expertise**, knowledge of the principles, practices, and functions of effective HR management. It comprises three knowledge domains made up of 14 HR Functional Areas.

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6

SHRM Behavioral Competencies

The eight Behavioral Competencies describe the KSAOs that facilitate knowledge to job-related behaviors.

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7

SHRM Which Certification Is Right for You?

SHRM-CP

For individuals who:

- Have general HR-related responsibilities primarily in an operational role, such as implementing policies, serving as the HR point of contact, or performing day-to-day HR functions; or
- Have a working knowledge of HR principles and practices; or
- Are pursuing a career in the field.

SHRM-SCP

For individuals who:

- Have at least 3 years of HR work-related experience primarily in a strategic role (developing policies, overseeing the execution of integrated HR operations, directing the entire HR enterprise, or leading the alignment of HR strategies to organizational goals); or
- Are a SHRM-CP, have held the credential for at least 3 years, and have acquired strategic-level work experience or are pursuing a strategic-level role.

See *Certification Handbook* for more information on which certification to pursue.

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8

SHRM Certification Exam Success

Examinees who used both the SHRM Certification Prep System and SHRM BASK® had the highest pass rates.

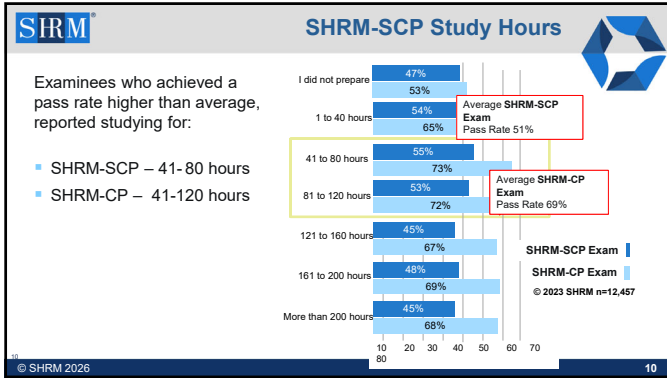
Using both study materials helps with:

- Mastering the content.
- Managing test anxiety.
- Applying an effective test-taking strategy.

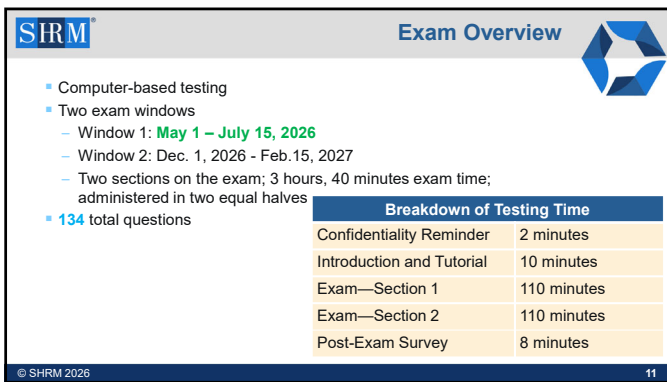
Group	Pass Rate
Did not use SHRM BASK or Certification Prep System	61%
Used Certification Prep System only	65%
Used SHRM BASK only	71%
Used both SHRM BASK and SHRM Certification Prep System	75%

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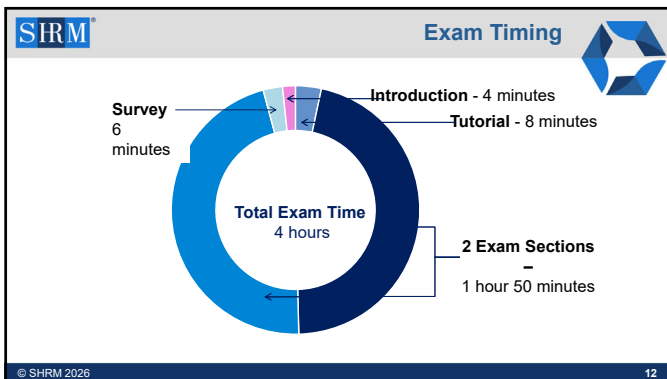
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10



11



12

SIRM Exam Overview, cont.

SHRM-CP and SHRM-SCP

- 134 questions
 - 80 stand-alone Knowledge Items (67 Knowledge Items and 13 Foundational Knowledge Items)
 - 54 Situational Judgment Items

In each of the two sections, questions appear in "clusters."

Section 1: 20 KI/FKI, 27 SJIs, 20 KI/FKI
Section 2: 20 KI/FKI, 27 SJIs, 20 KI/FKI

24 field-test items are sprinkled across the two halves.

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13

SIRM Exam Item Distribution

40% Situational Judgment
 Scenarios that require the best strategy to address work-related issues

50% HR-Specific Knowledge
 Key concept topics associated with the 14 HR functional areas

10% Foundational Knowledge
 Key foundational topics related to the 8 behavioral competencies

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14

SIRM Exam Item Types

134 questions

Section 1	Section 2
67 Questions: <ul style="list-style-type: none"> 20 (Foundational) Knowledge Items (F/KI) 27 Situational Judgment Items (SJI) 20 (Foundational) Knowledge Items (F/KI) 	67 Questions: <ul style="list-style-type: none"> 20 (Foundational) Knowledge Items (F/KI) 27 Situational Judgment Items (SJI) 20 (Foundational) Knowledge Items (F/KI)

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15

SHRM **Types of Items**

HR-Specific Knowledge Items	Foundational Knowledge Items	Situational Judgment Items	Field-Test Items
Cover key concept topics associated with 14 HR Functional Areas.	Cover key concept topics considered foundational to eight Behavioral Competencies.	Assess candidates' judgment and decision-making skills.	Allow gathering of data on question's effectiveness before included on future exams as scored item.
Examinees receive credit for selecting correct answer to question; otherwise, no credit is awarded.	Examinees receive credit for selecting correct answer to question; otherwise, no credit is awarded.	Examinees are presented with scenarios and asked to choose best strategy to address issues.	Examinees' answers to field-test items do not count toward any part of their exam scores.

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16

SHRM **SHRM Certification Prep System for SHRM-CP/SHRM-SCP**

- Based on SHRM BASK®
- Designed to help students pass exam for both certifications
- Developed with input of global HR professionals
- Online learning system for exam preparation



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17

SHRM **Learning Content**

Four modules:

- Competencies
- People
- Organization
- Workplace

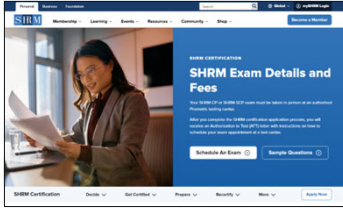
- Content topics are readable via Topic Groups online.
- Also accessible via downloadable .epub files for access on the go.

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18

SIRM Resources


- SHRM Certification Prep System—Online Learning Center: learnhrm.partnerrc.com
- <https://www.shrm.org/credentials/certification/exam-options-fees>



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22

SIRM AI - "X"



23

23

SIRM Cert Hub

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2026 Certification Prep Class Materials <https://www.shrmatlanta.org/certprep2026/>

Download and review slides from class, view important articles on SHRM systems, keep track of your assignments, and more! We have everything you need!

Resources

These resources are not inclusive of all the available material available on the SHRM Learning Center account for additional tools, tips and resources. All material is provided for personal learning use only and should not be printed or distributed.

SHRM Learning Center

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24

SIRM Most Outstanding Student Award

Considerations & Qualifiers

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28

SIRM

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NICE TO MEET YOU!

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29

SIRM

我很高兴认识你!

- Who are you?
- Who are you with (company)?
- What is your industry?
- What is your company's head count?
- Why are you here?

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30
