

**To: SHRM members**  
**From: Dodge County SHRM**  
**Subject: SHRM-CP/SHRM-SCP Preparation Class Now Available**



## Take the Lead. Become SHRM-Certified.

The **Dodge County SHRM Chapter** is proud to offer a SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®) instructor-led preparation course.

This seven (7) week instructor-led course is designed for human resource professionals interested in preparing for the SHRM-CP/SHRM-SPC certification exam, achieving professional advancement and building confidence for addressing today's HR challenges.

### Course Details

| Course                                     | Date   | Time                         | Number of Weeks | Location  |
|--|--|------------------------------|-----------------|---|
| SHRM Learning System Instructor-Led course | Wednesday Evenings*<br>January 16, 2019 –<br>February 27, 2019 | 5:30 p.m.<br>to<br>8:30 p.m. | 7 weeks         | Moraine Park<br>Technical College<br>Beaver Dam |

**Course Fee: \$1300.00 if registered prior to January 1, 2019**

**Late registration fee: \$100.00**

**Deadline to Register: January 9, 2019**

- Must have at least 5 participants, or class will not run.

**Course Fee includes 2019 SHRM Learning System, Books, Practice Tests, and on-line study component**

*When you complete this course, you'll be prepared to pass the SHRM-CP or SHRM-SCP exam and to meet the challenges demanded of today's global employers.*

**Register today** for this comprehensive program and open the door to new career opportunities by setting yourself apart from other HR professionals.

Call **Kerry Wolfgram, at 920.356.2120 ext. 242 or [kwolfgram@wayland.org](mailto:kwolfgram@wayland.org)**

Our program combines the leadership of an experienced facilitator with learning modules based on the SHRM BoCK, and interactive study tools that test your knowledge and decision making skills for comprehensive and effective SHRM certification preparation.

### The Complete Solution for SHRM Certification Exam Success

The course is based on the 2019 SHRM Learning System giving you access to the most comprehensive, flexible and effective SHRM-CP and SHRM-SCP exam preparation. Comprised of learning modules teaching the SHRM Body of Competency and Knowledge™ (SHRM BoCK™), the interactive resources and study materials streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

## Why Seek SHRM Certification?

<https://www.shrm.org/certification/about/AboutSHRMCertification/Pages/keybenefits.aspx>

## More Information About SHRM Certification:

<https://www.shrm.org/certification/about/AboutSHRMCertification/Pages/default.aspx>



Study with learning modules that provide an in-depth exploration of the knowledge domains and behavioral competencies tested on the SHRM exams. The module content is embedded online, available in downloadable e-reader format and in print.

These steps allow you to engage with interactive online study tools to create a personalized path to success:

### » **Assess Your Current Knowledge**

Complete the online assessment to determine current knowledge and identify areas for improvement. Map your road to success with a personal SmartStudy plan.

### » **Study Your Way to Success**

Read the four learning modules, which align with the 2019 SHRM BoCK, review quickstart videos to get an overview of the foundational elements for each behavioral competency, and study the flashcards.

### » **Apply What You Have Learned**

Utilize over 1,500 practice questions to assess your competencies and understanding, and engage in Competencies in Action activities that you put you in the role of a HR professional who is faced with unique challenges.

### » **Pass Your Exam with Confidence**

Complete the post-test, which mimics the SHRM-CP/SHRM-SCP exam format and weighting, and review test-taking tips before you sit for your exam.

# Introduction to SHRM Learning System<sup>®</sup> for SHRM-CP/SHRM-SCP

Any student use of these slides is subject to the same License Agreement that governs the student's use of the SHRM Learning System materials.

The SHRM-CP and SHRM-SCP certifications signify mastery of the HR competencies and knowledge that are defined in the SHRM BoCK.



The SHRM Body of Competency and Knowledge is the basis for the SHRM credentials. The SHRM BoCK:

- Draws heavily on the SHRM Competency Model.
- Describes the Behavioral Competencies and HR Functional Areas needed for effective job performance.
- Explains what HR professionals need to know and how they apply this expertise to perform effectively in the workplace.

The exams and the SHRM Learning System are built upon this foundation.

# What Is a Competency?

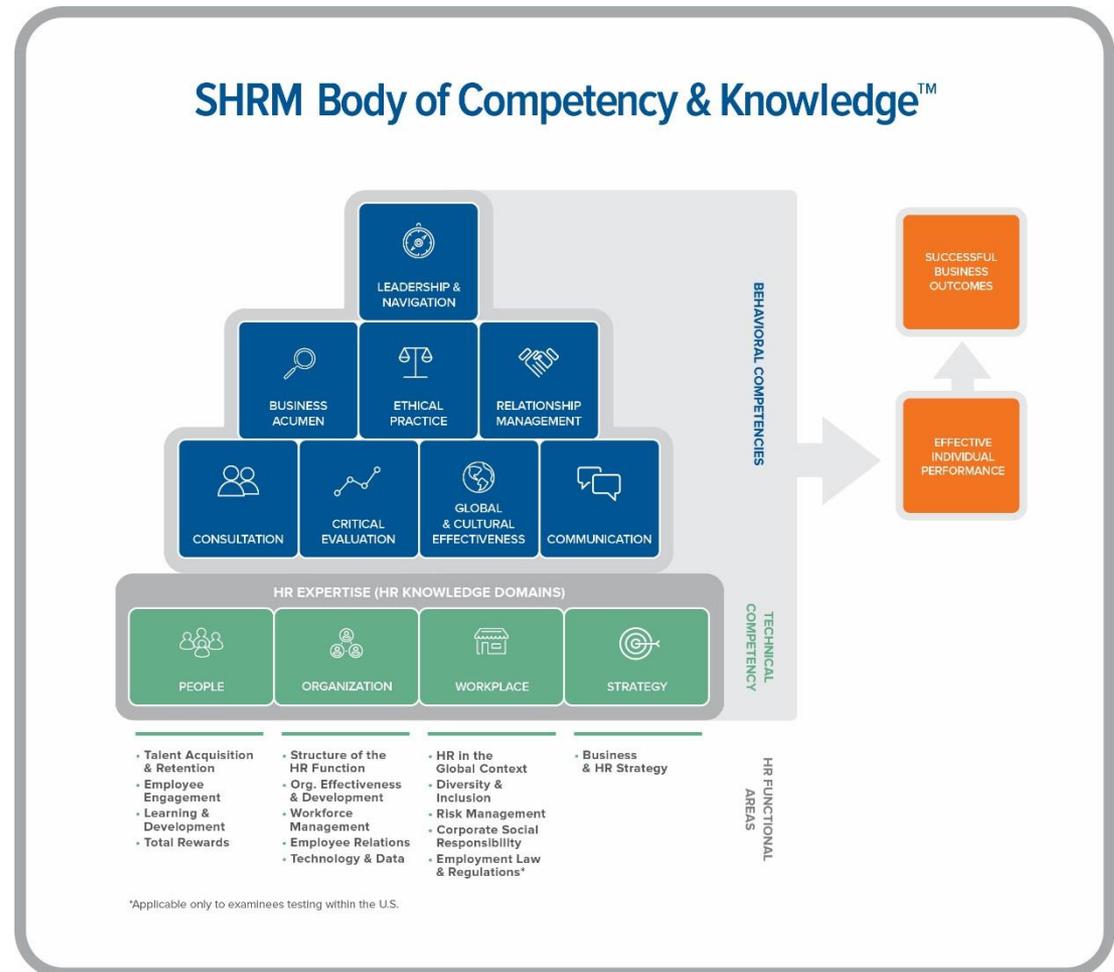
“A competency is a cluster of highly interrelated attributes, including knowledge, skills, and abilities (KSAs) that give rise to the behaviors needed to perform a job effectively.”

— SHRM BoCK

The SHRM BoCK includes:

- One **Technical Competency.**
- Eight **Behavioral Competencies.**

The eight Behavioral Competencies reflect the way HR professionals apply their technical expertise.



# Technical Competency

The SHRM BoCK Technical Competency is **HR Expertise**, the knowledge of principles, practices, and functions of effective HR management.



The four knowledge domains comprise 15 HR Functional Areas.



# Which Certification Is Right for You?

## SHRM-CP

- For HR professionals who are primarily engaged in operational roles

## SHRM-SCP

- For HR professionals at a senior level who operate primarily in a strategic role

See Certification Handbook for more information on which certification to take.

| CREDENTIAL | Less than a Bachelor's Degree* |                    | Bachelor's Degree  |                    | Graduate Degree      |                    |
|------------|--------------------------------|--------------------|--------------------|--------------------|----------------------|--------------------|
|            | HR-RELATED PROGRAM             | NON-HR PROGRAM     | HR-RELATED DEGREE  | NON-HR DEGREE      | HR-RELATED DEGREE    | NON-HR DEGREE      |
| SHRM-CP    | 3 years in HR role             | 4 years in HR role | 1 year in HR role  | 2 years in HR role | Currently in HR role | 1 year in HR role  |
| SHRM-SCP   | 6 years in HR role             | 7 years in HR role | 4 years in HR role | 5 years in HR role | 3 years in HR role   | 4 years in HR role |

\*Less than a bachelor's degree includes: working toward a bachelor's degree; associate's degree; some college; qualifying HR certificate program; high school diploma; or GED.

- Computer-based testing
- Two exam windows: May 1–July 15, 2016;  
December 1, 2016–February 15, 2017
- Allow four hours

## Breakdown of Testing Time

|                              |                     |
|------------------------------|---------------------|
| Introduction and instruction | 12 minutes          |
| Exam questions               | 3 hours, 40 minutes |
| Survey                       | 8 minutes           |

## SHRM-CP

- 160 questions
  - 110 knowledge items
  - 50 Situational Judgment items

## SHRM-SCP

- 180 questions
  - 110 knowledge items
  - 70 Situational Judgment items

\* Note that both exams include some “field test” items that do not count toward a candidate's final score.

Questions appear in “clusters” of items. You will first see a “cluster” of knowledge items, then a “cluster” of SJ items, etc. There are approximately five “clusters” on the test.

## Knowledge Items

- Assess understanding of factual information
- Draw on the four domains in the HR Expertise Technical Competency
- Four options with one correct answer

## Situational Judgment Items (SJTs)

- Assess your decision-making skills
- Use scenarios based on the experiences of HR professionals
- Draw on 8 Behavioral Competencies
- Four options with full, partial, or no credit

# Exam Score Weighting

| Subject Area            | SHRM-CP Exam | SHRM-SCP Exam |
|-------------------------|--------------|---------------|
| Behavioral Competencies | 35%          | 50%           |
| Technical Competencies  | 65%          | 50%           |
| • People                | 20%          | 10%           |
| • Organization          | 20%          | 10%           |
| • Workplace             | 15%          | 10%           |
| • Strategy              | 10%          | 20%           |

# SHRM Learning System for SHRM-CP/SHRM-SCP

2019 SHRM LEARNING SYSTEM

- Based on the SHRM BoCK.
- Designed to help students pass exam for both certifications.
- Developed with the input of global HR professionals.
- Incorporates learning modules and online learning system for exam preparation.



## Five modules:

HR Competencies

People

Organization

Workplace

Strategy

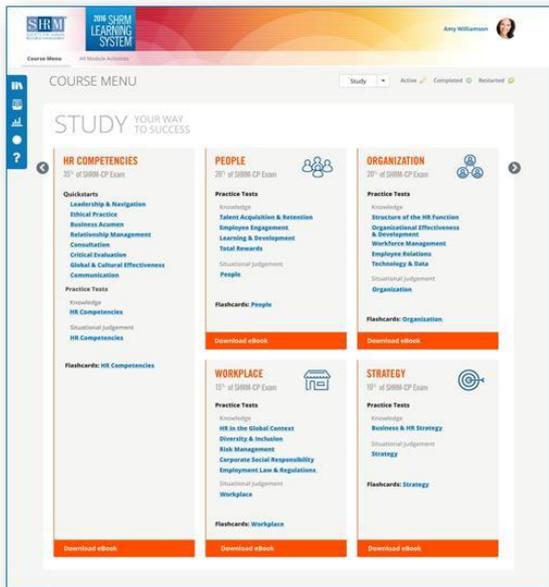
*(downloadable to  
e-reader)*



## Module Features

- Section progress checks
- Links to other modules
- Indicates websites with additional information
- “Competency in Action” vignettes
- Icons to direct attention to types of information
- Module index, glossary, bibliography

**ASSESS**—Use assessment and SmartStudy



**STUDY**—Quickstarts, e-reader files, tests, flashcards, Resource Center

**PASS**—Post-test, test-taking tips, Certification Handbook

### GET STARTED

**Begin your assessment**  
Check your knowledge before you begin your studies.

**Review your eligibility**  
See which certification you qualify for—SHRM-CP or SHRM-SCP.

**Use the SmartStudy tool**  
Create a custom study plan.

### FINAL STEPS

**Begin your post-test**  
Check your knowledge before you begin your studies.

**Review test-taking tips**  
Read additional ways to build exam-day confidence.

**Download certification handbook**  
Learn about the in-depth details of the exam.

**Bonus Knowledge Test**  
Review additional knowledge test questions.

- SHRM Learning System—Online Learning Center: [learnhrm.partnerrc.com](http://learnhrm.partnerrc.com)
- [SHRMcertification.org](http://SHRMcertification.org)
- [Prometric.com/shrm](http://Prometric.com/shrm)

## Top 5 Ways Your Organization Will Benefit From Your SHRM-CP or SHRM-SCP Certification

There are many reasons why you should pursue **SHRM-CP or SHRM-SCP certification**. Once you set your certification or professional development goal, it's time to talk to your manager. Help your manager understand the value of certification and build a business case for certification and training as a worthwhile investment. Schedule a meeting with your manager and arrive prepared with the powerful talking points provided below. They demonstrate why your organization should support your efforts to prepare for and attain SHRM-CP or SHRM-SCP certification.

### 1 MY KNOWLEDGE WILL BE CURRENT AND RELEVANT

Now, more than ever, HR teams are required to assume a greater leadership role, contributing to and advancing their organizations' strategic direction. The SHRM-CP and SHRM-SCP credentials recognize this trend and take a fresh and current look at what HR professionals need to know—and how to put that knowledge to work. The certification program covers behavioral competencies and functional knowledge areas within the themes of HR Competencies, People, Organization, Workplace and Strategy. Attaining and maintaining my credential means I'll be ready to take on new roles and responsibilities.

### 2 I WILL LEARN PRACTICAL SKILLS THAT WILL IMPACT MY JOB IMMEDIATELY

SHRM certification is the new standard for HR professionals around the globe, as it is among the first to focus on practical, real-life HR information, teaching, and testing competencies and knowledge. When I prepare for the certification exam with the SHRM Learning System, I won't be simply memorizing a textbook; I'll be applying concepts, using behavioral judgment and understanding best practices for handling day-to-day business as well as unexpected scenarios. I'll be learning from the experiences of other HR professionals, sharpening my skills, and boosting my productivity and effectiveness.

### 3 THESE CERTIFICATIONS WERE DEVELOPED WITH EMPLOYERS IN MIND

SHRM conducted global research, including outreach to major corporations, universities and over 35,000 members of the profession worldwide. Based on its findings, SHRM determined that, in addition to technical knowledge, a successful HR career will also be determined by behavioral competencies—the SHRM-CP and SHRM-SCP include both of these essential elements. This credential will reflect what I need to know and how to apply it to be a leader in our organization. Growing the influence of HR leaders through certification is a worthwhile investment that also improves our reputation as an organization that takes HR seriously.

### 4 MY KNOWLEDGE AND SKILLS WILL BE GLOBALLY APPLICABLE AND UNIVERSALLY RECOGNIZED

We live and work in a global economy, and my skills need to be globally applicable and accepted. Based on one single SHRM Body of Competency and Knowledge, the SHRM-CP and SHRM-SCP credentials are relevant and applicable worldwide. Earning this credential will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future.

### 5 MY CERTIFICATION AND TRAINING IS PROVIDED BY THE LEADING ADVOCATE FOR HR PROFESSIONALS

SHRM has represented the HR community for nearly seven decades, and has more than 285,000 members in 165 countries. It is a well-respected organization at the forefront of HR trends and emerging professional knowledge. The SHRM BoCK, the foundation of my credential and recertification, is supported by SHRM, is kept current and relevant, and encourages lifelong learning. Training of this caliber and reliability cannot be replicated, and it provides an opportunity for our entire HR team from which our whole organization can benefit—ultimately saving our organization time and money on training and professional development.

# Become SHRM-SCP or SHRM-CP Certified

2019 SHRM LEARNING SYSTEM

## YOUR COMPLETE SOLUTION FOR SHRM CERTIFICATION EXAM SUCCESS



SHRM-DODGE COUNTY

### Move Ahead In Your Career

Establish yourself as a globally-recognized HR expert in 2019 by earning your SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®) certification. Prove your value to colleagues and employers with the credentials built on the SHRM BoCK™, which defines the standards for knowledge, strategies and competencies required for effective HR professionals around the world.

**PROVE**

your HR knowledge is current and relevant.

**DEMONSTRATE**

your ability to put your knowledge into action on the job.

**EXPAND**

your scope within the HR field to bring new ideas to your organization.

Expert guidance for  
SHRM-CP/SHRM-SCP exam success.

#### STUDY GROUP DETAILS:

Date: Wednesday Evenings

January 16, 2019–February 27, 2019

Time: 5:30 p.m. – 8:30 p.m.

Location: Moraine Park Technical College

Beaver Dam

Price: \$1300.00—Includes 2019 SHRM Learning System  
Books, Practice Tests, and On-line study component

### Find Success with Expert Leadership and Guidance

Our certification prep study group combines the knowledge and expertise of our certified instructors with the 2019 SHRM Learning System, giving you access to the most comprehensive, effective and up-to-date exam preparation tools available. The most comprehensive and effective way to prepare for success on your SHRM-CP or SHRM-SCP exam.



Our chapter is committed to providing our members with quality programs to help advance your career. Our study group provides the following benefits:

- Ensure that you understand and can apply the material tested on the exam
- Keep on track with your HR studies
- Discuss topics with peers from diverse backgrounds
- Grow your professional network

#### 2019 SHRM-CP AND SHRM-SCP EXAM SCHEDULE

**SPRING WINDOW:**  
May 1-July 15, 2019

APPLICATION ACCEPTANCE BEGINS

January 2

APPLICATION DEADLINE

March 22

LATE APPLICATION DEADLINE\*

April 12

**WINTER WINDOW:**  
December 1, 2019-February 15, 2020

APPLICATION ACCEPTANCE BEGINS

May 13

APPLICATION DEADLINE

October 18

LATE APPLICATION DEADLINE\*

November 9

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**SHRM**®

SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

2019

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SHRM-CP | SHRM-SCP

RECERTIFICATION  
**PROVIDER**

2019

Enroll in SHRM-Dodge County's SHRM Learning System study group today by calling Kerry Wolfgram 920.356.2120 ext. 242 or [kwolfgram@wayland.org](mailto:kwolfgram@wayland.org).

Don't delay! Registration deadline  
is **JANUARY 9, 2019**

The 2019 SHRM Learning System delivers the most comprehensive, flexible and effective SHRM-CP and SHRM-SCP exam preparation.

Designed using a proven approach for teaching adult learners, this system helps you understand, apply and engage with behavioral competencies and HR Knowledge. Online learning modules, based on the SHRM BoCK, and interactive study tools, testing knowledge and decision making skills, are incorporated into the study process. There's no better way to successfully prepare for the SHRM certification exams.



## The Complete Solution for SHRM Certification Exam Success

The program delivers an effective experience to help streamline studies while accelerating learning. Real-life situations are infused into the study process for better understanding, application and engagement with HR competencies.



### A Personalized Learning Experience

A custom learning experience that identifies HR topics you've already mastered and those you haven't, to help guide you with suggested next steps throughout your studies.

### Enhanced, Topic-level Learning

HR knowledge and competencies are broken down into 375+ unique topic areas and related resources to help you better understand and master the concepts in the SHRM BoCK that are tested on the SHRM-CP/SHRM-SCP exams.

### Real-time Knowledge Gap Analysis

Real-time results and detailed feedback from your learning progress and quiz scores guide your individual study priorities and help you reach your goal more efficiently.

### A Study Plan on Your Schedule

Organize your studies on your unique schedule by prioritizing the topics based on your knowledge gaps. Small, connected HR topics allow for shorter blocks of study time. The countdown clock reinforces your exam date goal, which provides a visual reminder to stay motivated and on track with your studies.

### Resources to Boost Exam Confidence

Take advantage of flashcards, real-world HR knowledge and competency connections, practice test questions and more to make sure you're ready for your SHRM-CP or SHRM-SCP exam.



SHRM-DODGE COUNTY



# 7 REASONS

## WHY YOU SHOULD PURSUE SHRM-CP OR SHRM-SCP CERTIFICATION

- 1** The SHRM-CP and SHRM-SCP credentials are state-of-the-art certifications offered by the Society for Human Resource Management (SHRM), **the world's largest HR membership organization and the industry leader in HR professional development.** For more than 60 years, SHRM has supported more than 100,000 employers representing 140 million employees worldwide.
- 2** The SHRM certification exams **test your knowledge AND how you use that knowledge** to demonstrate your proficiency as a business leader.
- 3** The SHRM certification program was **created to meet the needs of employers worldwide,** driving business through the globally recognized competencies for HR professionals around the world. This is achieved through critical thinking, practical application and real-world experience.
- 4** Over 100,000 HR professionals have earned their SHRM-CP or SHRM-SCP. To date, **more than 5,000 employers are seeking SHRM credential-holders every month.** This includes *Fortune* 500 organizations from every sector and industry.
- 5** SHRM's recertification program provides a broad scope of eligible recertification activities, **allowing you to determine your professional development needs** based on your specific career path.
- 6** SHRM certifications directly **link to on-the-job scenarios and realistic work situations, making them relevant for HR professionals.** Seventy-three percent of examinees say the SHRM-CP and SHRM-SCP exam content is relevant to their day-to-day work.
- 7** The SHRM-CP and SHRM-SCP exams are **accredited by The Buros Center for Testing,** the global leader in evaluating the psychometric quality of examinations.

*"I am grateful to SHRM for taking the lead in the industry and helping HR professionals stay relevant and competitive. It is an honor to be recognized as a Senior Certified Professional and a SHRM member."*

*Zeynep Cevikel, SHRM-SCP  
HR Regional Manager, BDO, LLP  
New York City, NY*

THE FUTURE OF HR IS HERE.

Learn more now at [shrmcertification.org](http://shrmcertification.org)

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2019



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For more information, contact **Mary Vogl-Rauscher** by calling **920-887-4465**  
or send an e-mail to [mvogltrauscher@morainepark.edu](mailto:mvogltrauscher@morainepark.edu)

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