SHRM CERTIFICATION
SHRM-CP AND SHRM-SCP

SHRM Certified Professional and Senior Certified Professional

(SHRM-CP & SHRPM SCP)

Validating Essential Skills to Lead and Manage People Effectively

JETHRO LEADERSHIP MANAGEMENT INSTITUTE
Developing Globally Competant Professionals and Organizations

IN PARTNERSHIP WITH
SHRM SOCIETY FOR HUMAN RESOURCE MANAGEMENT

SHRM
SHRM-CP / SHRM-SCP
PREFERRED PROVIDER
2015-2016

SHRP-CP and SHRM-SCP is a globally recognized Human Resource Management credential

Certification preparation is offered by Jethro-lmi, Preferred Training Provider in Ethiopia

Business is changing and employers are demanding that HR Professionals adapt to that change.

www.shrm.com

Earn the New Standard in HR Certification. Prepare with Jethro Leadership and Management Institute (Jethro-LMI)

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP).

Ensure you're prepared with Jethro-LMI's class room trainings, designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

The SHRM-CP and SHRM-SCP

The SHRM-CP and SHRM-SCP, which is provided by the Society of Human Resource Management (SHRM), encourage HR professionals to acquire the competencies and knowledge they'll need to effectively perform their jobs and achieve career success, now and in the future.

Let Us Guide You to Success

This intensive six-week class room program combines expert instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay on track for success on the exam.

SHRM certification is poised to become the new standard for HR professionals around the globe, as it is among the first HR certifications that is focused on teaching and testing the practical, real-life information HR professionals need to excel in their careers today, including knowledge, skills and behavioral competencies.

This certification, built with employers in mind, will help set the global standard for excellence in HR and grow certification throughout the HR profession.

Expert guidance on your path to certification

Are you ready to enhance your competence and knowledge to become a strategic, global- minded HR leader?

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 go 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 new 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 WITH AN IMPACT ON MY JOB IMMEDIATELY

SHRM certification will become 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-today 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 to drive our organization's success.

This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organization. The profession is no longer just about what you know – but how you do your job.

If your goal is HR certification, Jethro-LMI can lead you to success. Our instructors focus on the SHRM Body of Competency and Knowledge™ (SHRM BoCK™) content to help you prepare for the exam, and our structured classroom environment accelerates learning and improves retention. By participating in our course, you'll be better prepared for the certification exam and more effective in your HR role.

Course materials: 2015 SHRM Learning System for SHRM-CP/SHRM-SCP

As part of your course, you will receive the 2015 SHRM Learning System® for SHRMCP/ SHRM-SCP. This new and comprehensive program is filled with unique features, including innovative Smart Study™ tools, comprehensive learning modules, and interactive online multi-media resources to help streamline your study time, expand your competencies and knowledge and build confidence for passing the certification exam.

Smart Study steps to success

ASSESS: Complete the online assessments to determine your current knowledge and gaps, with the results weighted against tested areas on the SHRM-CP or SHRM-SCP certification exam.

STUDY: Use assessment results to identify your learning priorities, create your personal study plan, estimate study time and apply learned knowledge.

PASS: Complete the post-test and use other testing preparation tools to validate your learning and refine your study plan as you prepare to pass the exam.

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 research findings, SHRM determined that in addition to technical knowledge, a successful HR career will also be determined by behavioral competencies—and the resulting certifications include both of these essential elements. This credential will therefore 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 singular 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 more than 66 years, and has more than 275,000 members in 160 countries. It is a well-respected organization at the forefront of HR trends and emerging professional knowledge. The SHRM BoCK, the credential and my recertification will be supported by SHRM and kept current and relevant, representing lifelong learning as our profession continues to evolve with the world around us. Training of this high quality and reliability cannot be replicated, and 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.

The SHRM Learning System for SHRM-CP/SHRM-SCP includes five modules covering a comprehensive body of competency and knowledge so you'll learn everything you need for the SHRM-CP or SHRM-SCP exam.

1. **HR Competencies**
   - Leadership & Navigation
   - Ethical Practice
   - Business Acumen
   - Relationship Management
   - Consultation
   - Critical Evaluation
   - Global & Cultural Effectiveness
   - Communication

2. **People**
   - Talent Acquisition & Retention
   - Employee Engagement
   - Learning & Development
   - Total Rewards

3. **Organization**
   - Structure of the HR Function
   - Organizational Effectiveness & Development
   - Workforce Management
   - Employee Relations
   - Technology & Data

4. **Workplace**
   - HR in the Global Context
   - Diversity & Inclusion
   - Risk Management
   - Corporate Social Responsibility
   - Employment Law & Regulations (U.S. only)

5. **Strategy**
   - Business & HR Strategy

Pricing

Three Payment Options are available

Option 1: One Payment Pricing –

$ 990 USD which is paying in advance for all of the costs of manual and training and certification. This covers everything you need to become certified except exam and application for exam fee.

Option 2: Two Installment Pricing –

Allows you to split the cost of the SHRM program into 2 payments; the amount of the first will be $600 USD the second installment will be $490 USD.

Option 3: Three Installments Pricing -

Allows you to split the cost of the CM program into 3 payments, the amount of the first installment $600 USD the other two installments will be $300 USD each.

The price covers only;

- *6 week training*
- *Study manuals*
- *Certification*
- *Online Learning Center access*

Online multi-media resources

Whatever your learning style, you'll find ways to test your knowledge and build confidence with online study tools. Check out the Online Learning Center for a wealth of supplemental study materials:

- ☐ Assessment – Identify topics you already know and those areas that require more time and attention.
- ☐ Tests – Test your situational judgment, knowledge and comprehension with more than 1,000 questions.
- ☐ Post-test – Gain experience with the SHRM-CP/SHRM-SCP exam format by completing the post-test that mimics the certification exam in style, function, timing and weighted topics.
- ☐ Online Resource Center – Access flashcards (printable or online), and access HR updates, related links, feedback feature and more.

Best of all, you can access the SHRM Learning System via your PC, laptop, mobile device, or e-reader making it easy to study wherever and whenever you have time.

Be prepared to pass

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.

Advance your career

Whether you are seeking certification or simply want to improve your HR skills, the SHRM Learning System for SHRM-CP/SHRM-SCP course provides a comprehensive and accelerated option for professional development. Participants gain a generalist viewpoint, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. Long after completing the course, Learning System materials will serve as a valuable day-to-day resource manual, providing answers to a wide range of HR challenges.

How to Prepare

Completing coursework in a bachelor's or master's toward an HR or HR-related degree program is the primary method of preparation for the SHRM Assurance of Learning Assessment. Examinees should review the content areas on the exam to make sure their degree program covered all or most of the content areas tested on the exam.

Preparation Materials: SHRM recommends that examinees create an individual study plan based on coursework studied throughout the HR degree program, and then fill in the gaps by taking advantage of the three study materials SHRM has created

Application Process

One exam window at a time is open for applications. After applying for the Assessment, you will receive two automated e-mails: 1) a receipt/acknowledgment of the application and payment; and 2) your Authorization to Test (ATT) letter, with instructions on how to contact Prometric to schedule your exam date, location and time.

The Assessment benefits students by showing employers the student has acquired the basic, essential knowledge required to be a successful HR professional. It gives recent graduates an important advantage over other entry-level candidates by showing the student has achieved the Certificate of Learning upon passing this capstone exam.

Recertification

Maintain your credentials by earning Professional Development Credits (PDCs) through SHRM membership (3 PDCs per year), free member webcasts, participating in research surveys and attending SHRM's seminars or conferences. To learn more, visit shrmcertification.org/recertify.

- See more at:
http://www.shrm.org/about/infokit/pages/certificationcreditsprep.aspx#sthash.B9cUD69A.dpuf

Eligibility Criteria

Applicants must meet specific educational and work experience criteria at the time they submit their application, in order to be eligible to sit for the SHRM-CP or SHRM-SCP exam. These requirements are outlined below:

SHRM-CP and SHRM-SCP Eligibility Chart

Credential	Less than a Bachelor's Degree		Bachelor's Degree		Graduate Degree	
	HR-Related Degree	Non-HR Degree	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
	A SHRM-CP credential holder is eligible to sit for the SHRM-SCP exam after successful completion of one three-year SHRM-CP recertification cycle.					

* 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.

The following general eligibility criteria, listed below, also apply:

- HR-related experience relates to work in any of the 15 Functional Areas identified in the SHRM BoCK.

- Applicants are not required to hold an HR title. The critical factor in determining eligibility is your HR-related work as opposed to your job title.

- Applicants must be able to demonstrate that they devoted at least 1,000 hours to HR-related activities in any calendar year to qualify as having a year of HR-related experience.

- Part-time work qualifies as long as the 1,000-hour standard is met within a calendar year.

- Individuals who have mixed roles—for example, office managers that have both administrative and HR responsibilities—may also have qualifying experience, as long as HR-related activity totals at least 1,000 hours in a calendar year.

- Experience may be either exempt or non-exempt.

- SHRM membership is not required.

For more info: http://www.shrm.org/certification/apply/examfees/pages/default.aspx

Additional SHRM Short-term Trainings / HR Seminars

SHRM HR Seminars

SHRM has a number of unique HR seminars; all mapped to the HR competencies. As stand-alone programs or as supplements to the efforts described above.

Type of Trainings / Seminars

1. SHRM Essentials of HR Management
2. HR Generalist
3. Communication & Credibility for HR Professionals
4. Compensation Essentials
5. Conflict and Relationship Management
6. Employee Engagement & Relations
7. Creating a Talent Acquisition Strategy
8. Communication & Credibility for HR Professionals
9. Developing Effective Coaching Skills
10. HR's Role in Employee Learning & Development
11. An Introduction to HR Metrics
12. Business Acumen: Integrating HR Across Operations
13. Succession Planning
14. Finance for Strategic HR
15. Organizational Development & Effectiveness
16. HR Business Partners
17. Strategic Human Resources: Delivering Business Results
18. Expanding Your Influence: A Coaching Experience for Emerging Leaders
19. Influence Business Decisions through Effective Communication
20. Strategies for Leadership in HR
21. Business models