



**As a SHRM Recertification Provider I/we agree to:**

- adhere to all standards and guidelines as defined by SHRM, including the current SHRM Recertification Provider Program Guide.
- designate a contact person who will be responsible for entering relevant educational activities into the online SHRM program database; and notify SHRM if person responsible for entering program information into the SHRM database changes.
- have the resources, facilities, and administrative support to effectively deliver HR Competency and/or Knowledge related programming.
- offer high quality programming, developed and presented by appropriate subject matter experts and utilize presenters/instructors/speakers with proven expertise in the field and the ability to facilitate learning.
- provide programming that addresses the HR Competencies and/or Knowledge Domains needed for effective job performance, as outlined in the [SHRM BASK](#).
- identify both the learning objectives and Competencies/Knowledge areas for each program offering with specific references to the [SHRM BASK](#).
- have a participant evaluation process in place and utilize feedback to ensure continuous improvement in program content and quality.
- allow SHRM to contact program participants to assess program content and quality.
- use SHRM methodology to award the appropriate number of PDCs for individual offerings. Credit is awarded based on the actual educational time spent in the program. Activity PDC allotments are calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of 1 PDC.

Examples: (programs that are non-degree related):

- >> 30-minute educational program = .50 PDC
- >> 1-hour and 15-minute concurrent conference session = 1.25 PDCs
- >> 3-hour e-learning course = 3 PDCs

- include a process for determining attendee participation for passive-format programs (e.g., webinars, videoconferences, audiocasts, self-directed e-learning).
- ensure qualifying programs are at least 15-minute increment. Individual Conference sessions or sessions at a one- or multi-day seminar must follow this same format to qualify.
- Provide program participants with verification of attendance (e.g., certificate of completion, e-mail notification, materials distributed on site) that show the number of PDCs assigned to the educational activity and the date(s) attended.
- Comply with the SHRM Recertification Provider audit process, including compliance with any program verification requests conducted by SHRM, and retaining program documentation for a minimum of three years.