



**SHRM-CP Eligibility Criteria for Universities**  
**Aligning with SHRM's Curriculum Guidelines**  
*Experiential Learning 500 Hour Provision*

Students enrolled in an HR or HR-related degree program at an educational institution aligned to SHRM's core [curriculum guidelines](#) are eligible to apply for the SHRM Certified Professional (SHRM-CP) exam. Eligible students must be in their final year of study, be in good standing (as defined by their university), and possess a minimum of 500 hours of relevant HR experience.

The following general eligibility criteria also apply:

- Relevant HR experience (experiential learning) relates to work in any of the 15 Functional Areas identified in The [SHRM Body of Competency and Knowledge](#) (SHRM BoCK)
- HR-related degree programs may include but are not limited to students pursuing degrees in majors such as Human Capital Development, Organizational Behavior, Labor Relations and Industrial Relations. Additional details about student eligibility can be found on pages 5 & 6 of the [SHRM Certification Handbook](#).
- All 500 hours of relevant HR experience (experiential learning) must be completed and documented prior to students submitting an application for the SHRM-CP exam.
- Students who have met the eligibility requirements and apply to take the SHRM-CP exam are subject to SHRM certification exam policies and procedures, including random audit selections. If a student's application is randomly selected for audit, the student applicant must submit supporting documentation for all activities submitted to fulfill the 500-hour requirement. Including detailed descriptions of internship(s), work study assignment(s), directed work- or research-related project(s) or independent study project(s) supervised by a faculty member or HR professional, part-time or full-time work in HR, etc.
- Experience may be either exempt or nonexempt.
- Students who obtain their SHRM-CP credential will be subject to recertification. Certificants must earn 60 professional development credits (PDCs) within their three-year recertification period to maintain their credential. Students can learn more about recertification in [SHRM's recertification handbook](#).
- SHRM membership is not required.