

**THINK** EMPOWERMENT.

**NEXT GENERATION CREDENTIALS FOR HR PROFESSIONALS**  
Relevant. Elevated.



**SHRM CERTIFICATION**  
**SHRM-CP™ AND SHRM-SCP™**



# SHRM Certified Professional [SHRM - CP] Program Structure



<b>Day 1</b> Attend Workshop 1  <i>(Full-day sessions)</i> Facilitated by trainers from SHRM	<b>Module 1</b> HR Competencies  <b>Module 2</b> Organisation
<b>Day 2</b> Attend Workshop 2  <i>(Full-day sessions)</i> Facilitated by trainers from SHRM	<b>Module 3</b> Strategy  <b>Module 4</b> People
<b>Day 3</b> Attend Workshop 3  <i>(Full-day sessions)</i> Facilitated by trainers from SHRM	<b>Module 5</b> Workforce



<b>Individual Preparation (6 months)</b>
<ul style="list-style-type: none"> <li>• SHRM workshop (3 days)</li> <li>• Self study program</li> <li>• SHRM education partner programs</li> </ul>



<b>Exam Registration</b>
<b>Exam Cycle</b> A. 1 May to 15 July Application deadline: 24 March Late application deadline*: 14 April  B. 1 December to 15 February Application deadline: 20 October Late application deadline*: 10 November Recertification is required every three years through demonstrated professional development (preferred method) or retaking the exam. (*additional late application fee is USD\$75)



<b>Take Online Assessment</b>
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<b>Exam eligibility requirements</b>  Currently in HR roles for HR-related graduate degree OR 1 year in HR role for non-HR graduate degree  <b>OR</b>  1 year in HR roles for HR-related bachelor's degree OR 2 years in HR roles for non-HR bachelor's degree  <b>OR</b>  3 years in HR roles for HR-related degree (less than a bachelor's degree) OR 4 years in HR role for non-HR degree (less than a bachelor's degree)
<b>Exam format and length</b>  Computer-based experience 160 questions (90 knowledge/40 situational judgments/30 field test items) – Exam contains Knowledge-based and Competency-based questions. Exam may last up to 4 hours.
<b>Method of Study</b>  3-day in-person workshop sessions with SHRM trainers
<b>Program Duration</b>  3-day instructor-led preparatory program
<b>Program Fee</b>  Please contact our local representative

**SHRM Certified Professional (SHRM-CP):**  
 For HR professionals who are engaged in implementing policies and strategies, serving as the point of contact for staff and stakeholders, delivering HR services, and performing operational HR functions.

<b>Day 1</b> Attend Workshop 1	<b>Module 1</b> HR Competencies
<i>(Full-day sessions)</i> Facilitated by trainers from SHRM®	<b>Module 2</b> Organisation
<b>Day 2</b> Attend Workshop 2	<b>Module 3</b> Strategy
<i>(Full-day sessions)</i> Facilitated by trainers from SHRM	<b>Module 4</b> People
<b>Day 3</b> Attend Workshop 3	<b>Module 5</b> Workforce
<i>(Full-day sessions)</i> Facilitated by trainers from SHRM	



### Individual Preparation (6 months)

- SHRM workshop (3 days)
- Self study program
- SHRM education partner programs



### Exam Registration

#### Exam Cycle

- C. 1 May to 15 July  
Application deadline: 24 March  
Late application deadline\*: 14 April
- D. 1 December to 15 February  
Application deadline: 20 October  
Late application deadline\*: 10 November  
Recertification is required every three years through demonstrated professional development (preferred method) or retaking the exam.  
(\*additional late application fee is USD\$75)



### Take Online Assessment

### Exam eligibility requirements

3 years in HR role for HR-related graduate degree OR  
4 years in HR role for non HR-related graduate degree

**OR**

4 years in HR role for HR-related bachelor's degree OR  
5 years in HR role for non-HR bachelor's degree

**OR**

6 years in HR role for HR-related degree (less than a bachelor's degree) OR 7 years in HR role for non-HR degree (less than a bachelor's degree)

### Exam format and length

180 questions  
(90 knowledge/60 situational judgments/30 field test items) – Exam contains Knowledge-based and Competency-based questions. Exam may last up to 4 hours.

### Method of Study

3-day in-person workshop sessions with SHRM trainers

### Program Duration

3-day instructor-led preparatory program

### Program Fee

Please contact our local representative

#### **SHRM Senior Certified Professional (SHRM-SCP):**

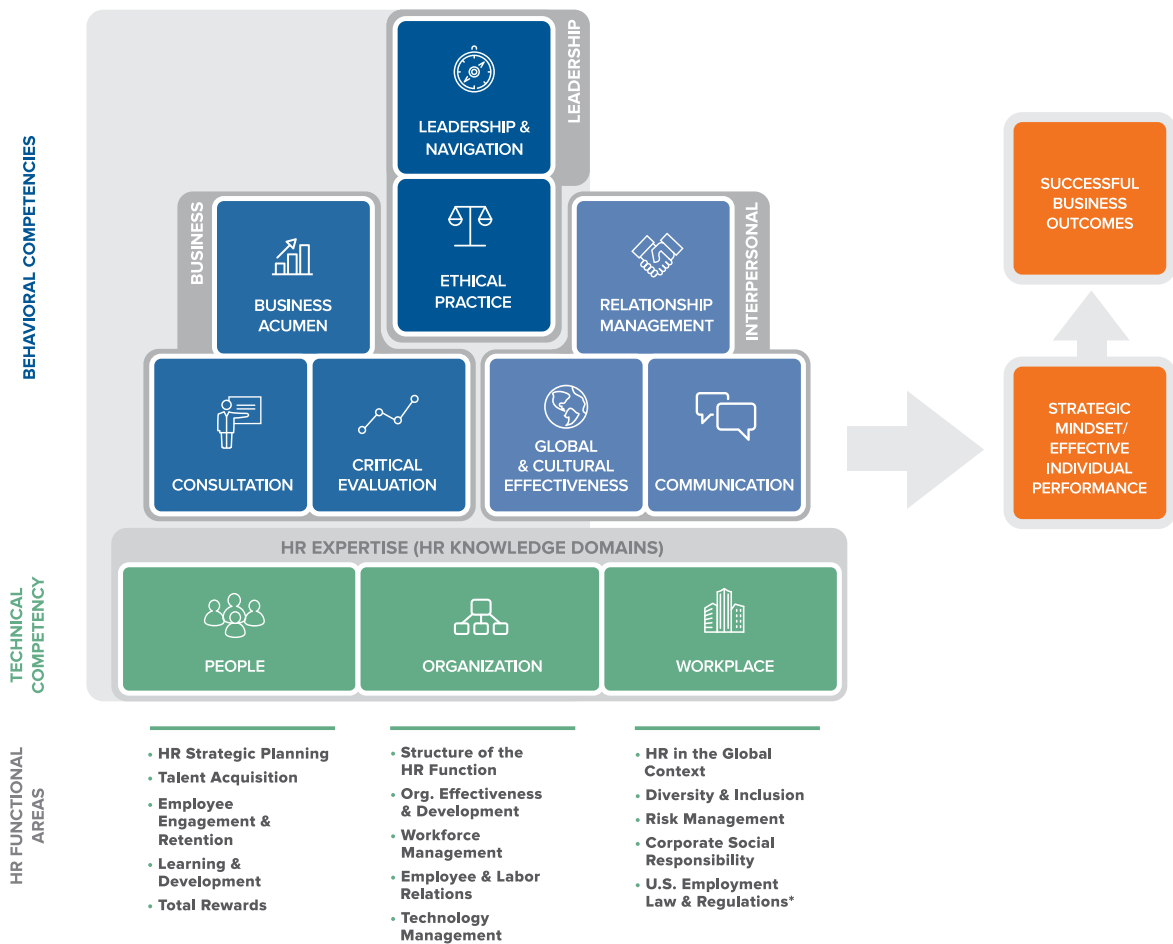
For HR professionals who are engaged in developing strategies, leading the HR function, fostering influence in the community, analysing performance metrics, and aligning HR strategies to organisational goals.

# SHRM BoCK™ (Body of Competency and Knowledge)

## Meeting the needs of today's new reality in the HR profession

As the leading advocate for HR professionals worldwide, SHRM conducted an intensive research study to define the competencies and knowledge relevant to today's global HR professional. Through these efforts, a clear picture emerged of what is expected of future HR professionals and leaders.

# SHRM Body of Competency & Knowledge™



\*Applicable only to examinees testing within the U.S.

## The HR Business and Management Professional Program

As part of its initiative to strengthen human resource (HR) capabilities in Asia, BTI Consultants, a division of Kelly® has partnered with Society for Human Resource Management (SHRM) to offer this program, which aims to enhance the practitioners in the region to develop competencies in line with international standards. They provide essential prerequisite knowledge and skills for HR professionals to expand their generalist knowledge and to build their foundation in HR.

### SHRM-CP and SHRM-SCP

Both credentials SHRM Certified Professional (SHRM-CP<sup>SM</sup>) and SHRM Senior Certified Professional (SHRM-SCP<sup>SM</sup>) were developed to validate core HR knowledge and skills in demonstrating mastery of generally accepted principles, independent of geographic region, from professionals practicing HR outside of the United States. Through demonstrated knowledge, the credentials enhance the credibility of HR professionals and the organisations they serve.

The SHRM-CP and SHRM-SCP program was launched on 5 January 2015 by SHRM after years of research to define the competencies and knowledge relevant to today's global HR professional. SHRM regards the SHRM-CP and SHRM-SCP as the new standard in certification for the HR profession. By incorporating key HR competencies into the SHRM-CP and SHRM-SCP, SHRM is enhancing the relevance of the new certifications. SHRM's new credentials demonstrate to the global business community that the credential holder has strong abilities in both aspects of HR practice competency and knowledge—that are required for effective job performance.

The new SHRM certification recognises that HR professionals are at the core of leading organisational success:

- It is built on one singular SHRM Body of Competency and Knowledge (SHRM BoCK) designed to elevate the HR profession around the world.
- It tests the HR professional's competency—the ability to put that knowledge to work through critical thinking and application.
- It demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioural competencies, through practice and experience to drive business results.

### Benefits for Employers

Invest in developing competent HR professionals To partner with you in managing your people	Provide your HR practitioners with relevant skills and qualifications to perform their roles effectively	Demonstrate your commitment to upskill your HR practitioners	Develop your HR practitioners to have skills and experience which have been assessed against a professional recognition framework
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### Benefits for HR Practitioners

Gain a professional certification which is internationally recognised	Enhance your generalist knowledge in HR	Stay up to date with the latest developments in HR
Access essential resources and information relevant to your profession	Advance your career with the establishment of professional networks	Get access to our online resource center and email helpline that provides HR support through all stages of the employment life cycle

# BTIConsultants

BTI® Consultants is a major global consulting firm that specializes in board and executive search, talent management, and leadership development. BTI Consultants leverages on the ability to align ourselves with the changing face of leadership, our deep network of proven consultants extends our reach across specific industry sectors and disciplines. We operate on the premise that every leader we place has the ability to make a positive impact to the business they enter, the people they interact with, and the community at large. [www.bticonsultants.com](http://www.bticonsultants.com)

## KELLY®

As a global leader in providing workforce solutions, Kelly Services, Inc. (Nasdaq: KELYA, KELYB) and its subsidiaries, offer a comprehensive array of outsourcing and consulting services as well as world-class staffing on a temporary, temporary-to-hire, and direct-hire basis. In 2016, the Company is commemorating 70 years of industry leadership. Kelly® has a role in managing employment opportunities for more than one million workers around the globe by employing 550,000 of these individuals directly with the remaining workers engaged through its talent supply chain network of supplier partners. Revenue in 2015 was \$5.5 billion. [www.kellyservices.com.my](http://www.kellyservices.com.my)

## SHRM

Founded in 1948, the Society for Human Resource Management (SHRM) is the world's largest HR membership organization devoted to human resource management. Representing more than 275,000 members in over 160 countries, the Society is the leading provider of resources to serve the needs of HR professionals and advance the professional practice of human resource management. SHRM has more than 575 affiliated chapters within the United States and subsidiary offices in China, India and United Arab Emirates.

SHRM provides resources, global best practices and a network of valuable contacts to more than 5,000 members in over 140 countries, in addition to U.S.-based HR professionals involved in global HR. As part of SHRM's commitment to developing the HR profession globally, SHRM opened offices in Beijing, China, and Mumbai, India, to help establish important two-way relationships, provide education and facilitate the advancement of HR. [www.shrm.org](http://www.shrm.org)

### Contact us:

E : [shrm@bticonsultants.com](mailto:shrm@bticonsultants.com)

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# SHRM HR Business & Management Professional Certification Preparation Programs

IN PARTNERSHIP WITH  
**SHRM**<sup>®</sup>  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

## Registration Form

Program date: (SHRM-CP & SHRM-SCP) 01-03 November 2017

Program applied for

SHRM Certified Professionals (SHRM – CP) / SHRM Senior Certified Professionals ((S SHRM- SCP)  
Program fee: SGD 3,500



### Registration Details

NAME OF APPLICANT (as per NRIC)

NRIC NO. /PASSPORT NO.

GENDER

NATIONALITY

DESIGNATION

COMPANY NAME

COMPANY REGISTRATION NO.

ADDRESS

TELEPHONE

MOBILE

EMAIL

### Contact Details of Head of Department/ Immediate Supervisor

NAME

DESIGNATION

EMAIL

MOBILE (optional)

TELEPHONE

REFERRED BY

### Contact Person For Finance Department

NAME

DESIGNATION/DEPARTMENT

EMAIL

TELEPHONE (direct line)

MODE OF PAYMENT

**Declaration** I hereby confirm all of the above information submitted to BTI Consultants to be true and correct.

SIGNATURE & DATE

COMPANY STAMP

*(Please attach a photocopy of your identification card)*

**Kindly complete the form and submit to:**

BTI Consultants Pte Ltd  
6 Battery Road #38-01  
Singapore 049909

T+65 6603 3368

E [shrm@bticonsultants.com](mailto:shrm@bticonsultants.com)

F+65 6532 0107

#### Terms and Conditions

1. Program fees are not inclusive of relevant government taxes and examination fees. Fees are inclusive of the 3-day program workshop, materials, luncheon and 2 tea breaks only. Certification exam fee is paid directly to SHRM upon registering.
2. Payment Terms: Upon completion and return of the signed and stamped registration form, full payment is due immediately or upon receipt of invoice. A receipt will be issued on payment. Due to limited seats, we advise early registration. We reserve the right to refuse admission if payment is not received on time. Unless otherwise stated on the booking form, payment must be made in Singapore Dollars. The program fee is payable directly to BTI Consultants Pte Ltd.
3. Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the program are allowed. Substitutions between 14 days and the date of the course will be allowed subject to administration fee of equal to 10% of the total fee that is to be transferred. The full course fee is payable and is non-refundable. The service charge is non-refundable and non-creditable. If, for any reason, BTI Consultants decides to cancel or postpone this course, BTI Consultants is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The course fee will not be refunded but can be credited to a future course. Course program content is subject to change without notice.
4. Copyright: All intellectual property right in all materials produced or distributed by SHRM and BTI Consultants in connection with the course is expressly reserved and any unauthorised duplication, publication or distribution is prohibited.
5. Client information is kept on Kelly group of companies' database and used by Kelly group of companies to assist in providing selected products and services which may be of interest to the Client and which will be communicated via mail correspondence, phone, fax (include automatic dialling), email, and other electronic means of communications. Visit [www.kellyservices.com.sg/SG/Privacy-Statement](http://www.kellyservices.com.sg/SG/Privacy-Statement). For training and security purposes telephone calls may be recorded.
6. Important note: While every reasonable effort will be made to adhere to the advertised package, BTI Consultants reserves the right to change course dates, location, omit program features, or merge the course with another program or event where necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be offered or made.

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