

Applicatio for SHRM -CP

How do I apply for the SHRM Certification Exam?

To apply for the SHRM-CP or SHRM-SCP exam, please follow the eight-step process below:

1. Visit <https://store.shrm.org/certification-application>.
2. After completing the application process above, create a user account. Enter your name as it appears on your original, non-expired, government-issued photo ID. (The name on the photo ID must be represented in Latin letters.)
3. During the open registration window, select SHRM-CP Certification Exam.
4. Complete the application form with your eligibility, employment, and demographic information.
5. Sign the affirmation statement agreeing to abide by the following:
 - SHRM Code of Ethics
 - SHRM Privacy Policy
 - The policies and procedures outlined in the SHRM Certification Guide
6. Submit payment for the exam.
7. Upon successful verification and/or completion of the audit, you will receive an Authorization to Test (ATT) letter via email within 10 business days.

التسجيل لاختبار SHRM - CP

كيف يمكنني التقدم بطلب للحصول على امتحان شهادة SHRM؟
للتقدم بطلب للحصول على امتحان SHRM-CP أو SHRM-SCP، يرجى اتباع العملية المكونة من ثمانية خطوات أدناه:

1. قم بزيارة <https://store.shrm.org/certification-application>
2. بعد إكمال عملية التقديم أعلاه، أنشئ حساب مستخدم. أدخل اسمك كما يظهر في بطاقة الهوية الأصلية الصادرة عن الحكومة والتي لم تنته صلاحيتها. (يجب تمثيل الاسم الموجود على بطاقة الهوية بأحرف لاتينية)
3. أثناء نافذة التسجيل المفتوحة، حدد امتحان شهادة SHRM-CP.
4. أكمل نموذج الطلب بمعلومات أهليتك ووظيفتك وبياناتك الديموغرافية.
5. قم بتوقيع بيان التأكيد الذي يوافق على الالتزام بما يلي:
 - مدونة أخلاقيات SHRM
 - سياسة خصوصية SHRM
 - السياسات والإجراءات الموضحة في دليل اعتماد SHRM
6. قم بتقديم الدفع مقابل الاختبار.
7. عند التحقق و/أو إكمال التدقيق بنجاح، ستلقى خطاب تفويض للاختبار (ATT) عبر البريد الإلكتروني في غضون 10 أيام عمل.

خطوات التقديم بالصور



Sign In

Email*

Password*

[Forgot Password?](#)

Keep me signed in

Sign In

Don't have an account? [Create an Account](#)

الخطوة الاولى:

- 1 - تسجيل الدخول الي رابط التسجيل للاختبار <https://store.shrm.org/certification-application>
- 2 - يتم اختيار [Create an Account](#)

Create Account

Email*

First Name*

Last Name*

Password*

Password must:

- be at least 10 characters long
- include both upper and lower case characters
- include one or more numbers

Confirm Password*

By creating an account, I agree to SHRM's [Terms of Use](#) and [Privacy Policy](#).

Create Account

Already have an account? [Sign In](#)

الخطوة الثانية:

4- ادخال الایمیل الذي سيتم ربطه بالحساب والذي ترغب بإتمام الاجراء به

(يمكنك استخدام أي ايميل خاص بك - ليس بالضرورة ايميل العمل)

5- يتم ادخال الاسم الأول ثم اسم العائلة بحروف لاتينية كبيرة ومطابقة للهوية الوطنية او

جواز السفر (شروط ان تكون الوثيقة سارية)

6- انشاء كلمة المرور الخاصة بك

(شروط ان تحتوي حرف لاتيني كبير - حروف لاتينية صغيرة - ارقام - رمز - لا تقل عن 8 عناصر)

7- تفعيل الموافقة على انشاء حساب

Create Account

Email*

Abc-1234@gmail.com

First Name*

Your name

Last Name*

Family name

Password*

.....

strong

Password must:

- ✓ be at least 10 characters long
- ✓ include both upper and lower case characters
- ✓ include one or more numbers

Confirm Password*

.....

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يتم ادخال البيانات حسب النموذج الموضح بالصورة المقابلة



ثم الضغط على [Create Account](#)

Certification

Where do you live?*

United States ▾

Important Note: Effective January 1, 2025 Remote testing is not available in the following countries; therefore, only in-person testing is available: Algeria, Bahrain, China, Comoros, Djibouti, Egypt, Ethiopia, India, Jordan, Kuwait, Mauritania, Morocco, Nigeria, Oman, Palestine, Qatar, Saudi Arabia, Tunisia, UAE, Western Sahara, Iraq, Lebanon, Libya, Somalia, Sudan, Syria, and Yemen. SHRM will continue to offer remote proctoring elsewhere unless test security issues arise. If test security issues arise, SHRM retains the right to eliminate remote testing and will revert to in-person testing only for all applicants.

I am applying as:*

Individual ▾

Certification Type

The following certification types are available to you:

 <p>SHRM Certified Professional HR Professionals who implement policies and strategies, serve as point of contact for staff and stakeholders, deliver HR services, and perform operational HR functions, should take the SHRM-CP exam.</p> <p>NonMember: \$595.00 Member: \$495.00</p> <p>SELECT</p>	 <p>SHRM Senior Certified Professional HR professionals who develop strategies, lead the HR function, foster influence in the community, analyze performance metrics, and align HR strategies to organizational goals, should take the SHRM-SCP exam.</p> <p>NonMember: \$695.00 Member: \$595.00</p> <p>SELECT</p>
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الخطوة الثالثة :

1 - بعد إتمام انشاء الحساب يتم الانتقال الي الصفحة المقابلة و

منها يتم الاجراء التالي :

▪ اختيار اسم الدولة من القائمة (Saudi Arabia)

▪ I am applying as : Individuals

2 - ثم يتم اختيار نوع الشهادة SHRM Certified Professional

: (SHRM-CP)

Certification

Where do you live?*

Saudi Arabia ▾

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يتم ادخال البيانات حسب النموذج الموضح بالصورة المقابلة



ثم الضغط على [Create Account](#)

Certification Application

Certification Form SHRM-CP

[Change Certification Type](#)

Must be completed in English only.

Contact Information

Prefix First Name *

Last Name * Suffix

Legal First Name * Legal Last Name *

Country *

Address Line 1 *

Address Line 2

City *

State/Province/Region Zip Code *

Email *

Phone Type * Phone Number *

Birth Month *

Professional Information

Employer Name *

Company Size *

Job Title *

Specialty *

Position Level *

Industry *

Years of HR Experience *

Demographic Information

What is your race/ethnicity background? *

Are you Spanish, Latino or Hispanic? *

What is your Gender Identification? *

Are you requesting accommodations for testing? *

1 4 - يتم ادخال البيانات الخاصة بالمتدرب بدقة

1 5 - ثم الضغط علي **ADD TO CART**

I accept the terms and conditions stated in the [Candidate Agreement](#)

[Back](#)

ADD TO CART