

Date 5:30 PM - 7:30 PM	Instructors	INSHRM Fall Certification Prep Course / Study Group Outline
9/17/2025 <u>Location:</u> <i>Virtual</i> <i>Details will be emailed</i>	<i>Ian Graves & Russ Bowen</i>	<ul style="list-style-type: none"> • SHRM-CP/SHRM-SCP Introduction <ul style="list-style-type: none"> ○ Learning System ○ Test Applications- Second Test Window: Dec 1, 2025 – Feb 1, 2026 Deadline closes @ 11:59 PM, ET. ○ Body of Competency & Knowledge (BOCK) • Learning Styles • Format of the study sessions • Using the SHRM Study System
9/24/2025 <u>Location:</u> <i>Virtual</i>	<i>Russ Bowen</i>	<ul style="list-style-type: none"> • Ethical Practice (Competency) • Diversity, Equity, & Inclusion (Competency) • Relationship Management (Competency) • Communication (Competency)
10/1/2025 <u>Location:</u> <i>Virtual</i>	<i>Ian Graves</i>	<ul style="list-style-type: none"> • HR Strategy (People) • Talent Acquisition (People) • Global Mindset (Competency) if time allows
10/8/2025 <u>Location:</u> <i>Virtual</i>	<i>Russ Bowen</i>	<ul style="list-style-type: none"> • Employee Engagement & Retention (People) • Learning and Development (People) • Total Rewards (People)
10/15/2025 <u>Location:</u> <i>Virtual</i>	<i>Ian Graves</i>	<ul style="list-style-type: none"> • Structure of the HR Function (Organization) • Organizational Effectiveness & Development (Organization) • Workforce Management (Organization)
10/22/2025 <u>Location:</u> <i>Virtual</i>	<i>Russ Bowen</i>	<ul style="list-style-type: none"> • Employee and Labor Relations (Organization) • Technology Management (Organization) • Business Acumen (Competency) if time allows
10/29/2025 <u>Location:</u> <i>Virtual</i>	<i>Ian Graves</i>	<ul style="list-style-type: none"> • Managing a Global Workforce (Workplace) • Risk Management (Workplace) • Consultation (Competency) if time allows
11/5/2025 <u>Location:</u> <i>Virtual</i>	<i>Russ Bowen</i>	<ul style="list-style-type: none"> • Corp Social Responsibility (Workplace) • Employment Law & Regulations (Workplace) • Analytical Aptitude (Competency) if time allows
11/12/2025 <u>Location:</u> <i>TBD/In Person</i>	<i>Ian Graves & Russ Bowen</i>	Distribute final paper exam for take home <ul style="list-style-type: none"> • Review final exam / answers w/ discussion • Celebrate!

Testing Windows

The SHRM-CP and SHRM-SCP exams are offered during two windows each year. When applying for the exam, you must apply during the application period that coincides with your testing window. Applications must be received by the standard deadline for each window.

Second (Fall) Test Window: Dec. 1, 2025 - Feb. 15, 2026

Applications Accepted	Deadline
June 4, 2025	Dec. 17, 2025

Exam application deadlines close at 11:59 PM, ET.