



# SHRM Certification Retired Status Request Form

To apply for SHRM Certification retired status you must be completely retired from the profession with no plans to continue working in the Human Resources area.

**NOTE:** SHRM Certification holders who plan to do part-time HR work such as consulting, or teaching **are not** considered retired and therefore **are not eligible** for this status.

SHRM Certification credential holders who hold a retired status must add the word “Retired” in parentheses after their SHRM-CP or SHRM -SCP designation. A retired-status credential holder is not required to recertify.

If you feel you are eligible, please complete this form and send it to [recertification@shrm.org](mailto:recertification@shrm.org) for review. If approved, you will be notified of your status.

NAME: \_\_\_\_\_ CERTIFICANT ID: \_\_\_\_\_  
*\*ID number can be found on your certificate*

CERTIFICATION TYPE: \_\_\_\_\_ SHRM-CP \_\_\_\_\_ SHRM-SCP

Initial Certification Date: \_\_\_\_\_ Certification Expiration Date: \_\_\_\_\_

Retirement Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Date