



## Certification training

# SHRM Certified Professional

# SHRM-CP

Preparation for the SHRM-CP exam

Training for HR practitioners in operational roles that connects the SHRM BASK to everyday decisions: applying policy, serving employees and managers, and handling sensitive situations.

Delivered by Vertex Business, a professional certification training provider.



### Recorded pathway

14 months



### Live round

with the trainer



### Arabic explanation

exam terminology kept



### Completion

**certificate**

from Vertex Business

Program details and enrolment

[vertexbusiness.xyz/programs/shrm-cp?lang=en](https://vertexbusiness.xyz/programs/shrm-cp?lang=en)

# Everyday HR decisions, within a clear framework.



## About the training

HR practitioners apply policy fairly, answer employee questions precisely and handle delicate situations every day. This training organizes your knowledge within the SHRM BASK and builds the habit of choosing the strongest professional response.

## The exam at a glance

|                                                                    |                                                           |                                                                      |
|--------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------|
| <b>134</b><br><b>questions</b><br>80 knowledge · 54 scenario-based | <b>4</b><br><b>hours</b><br>including 220 testing minutes | <b>BASK</b><br><b>2026 framework</b><br>8 competencies · 14 HR areas |
|--------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------|

Per SHRM's SHRM-CP page and the 2026 SHRM BASK, accessed 14 October 2026. The exam includes 24 unscored field-test items.

## Two item types



### Knowledge items

Test your grasp of HR concepts, practices and terminology.



### Situational judgment

Present a workplace scenario and ask for the most effective action.

## SITUATIONAL JUDGMENT

### How to work through a scenario item

**01**

#### Read the situation

Identify the problem, who it affects and what is needed now.

**02**

#### Return to policy

What do policy and professional practice say here?

**03**

#### Choose the strongest

Separate an acceptable response from the best professional one.

# For people working in HR, or moving into it.



## This suits you if you:

- ✓ **Implement HR policies and procedures**  
You apply policy to real cases and keep it consistent across employees.
- ✓ **Support employees and managers daily**  
You answer questions, follow up requests and act as the first HR contact.
- ✓ **Work in a specialist HR role**  
Such as recruitment, employee relations or rewards, and want the wider picture.
- ✓ **Study HR or are moving into it**  
You need a structured framework that links terms to workplace situations.



## Roles at this level

Illustrative roles that work at this level; SHRM determines eligibility.

- ✓ **HR specialist**  
Runs day-to-day hiring, employee administration and policy tasks.
- ✓ **HR generalist**  
Covers several HR functions in a small or mid-sized team.
- ✓ **Talent acquisition or employee relations specialist**  
Owns one stage of the employee journey and its cases.
- ✓ **Operational HR business partner**  
Serves one department and turns its needs into actions.

## ELIGIBILITY AND LANGUAGE

### Before you apply for the exam

#### Eligibility

SHRM opens the exam to people performing or pursuing HR work, and recommends a basic working knowledge of HR.

Full eligibility on SHRM's official page [↗](#)

#### Exam language

An Arabic version is available to residents of Saudi Arabia, within the countries SHRM lists, at an in-person test center.

#### The senior level

If you lead HR operations or strategy, SHRM-SCP is closer to your role.

# SHRM BASK 2026: what the exam measures

SHRM allocates roughly half of the exam to behavioral competencies and half to HR knowledge domains.

## Behavioral competencies

≈ 50%

### Leadership

- Leadership & Navigation
- Ethical Practice
- Inclusive Mindset

### Interpersonal

- Relationship Management
- Communication

### Business

- Business Acumen
- Consultation
- Analytical Aptitude

## HR knowledge

≈ 50%

### People

- HR Strategy
- Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards

### Organization

- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee & Labor Relations
- Technology Management

### Workplace

- Managing a Global Workforce
- Risk Management
- Corporate Social Responsibility
- U.S. Employment Law & Regulations



### The SHRM-CP angle

For SHRM-CP, SHRM reads these competencies through the proficiency indicators that apply to all HR professionals: applying policy, serving stakeholders and working within a team. The 2026 edition also adds examples of AI in HR practice.

Source: the 2026 SHRM BASK and SHRM's official SHRM-CP page on [shrm.org](https://shrm.org).

# Three training modules, tied to your daily work.

The training groups BASK competencies and domains into three connected modules; the official blueprint on the previous page remains the exam reference.

## 01 Behavioral Competencies

Leadership, ethics, inclusion, relationships, communication, business acumen, consultation and analytics.

**Applied example** A manager asks for an attendance-policy exception for one team member.

## 02 People

HR strategy, talent, engagement, learning and rewards.

**Applied example** A strong candidate asks for pay above the approved range.

## 03 Organization & Workplace

HR structure, organization development, workforce, relations, technology, global work and risk.

**Applied example** An employee complaint that needs a quick, fair investigation.

### — LEARNING OUTCOMES

#### What you will be able to do

##### 01 Apply policy to a real case

Consistently and fairly, with the reason for the decision documented.

##### 02 Spot the missing information

Before responding to an employee or manager request.

##### 03 Compare responses and choose the best

Separate acceptable from best practice in scenario items.

##### 04 Organize SHRM BASK revision

A study plan built around the areas that need strengthening.

## Two ways to study. Choose what fits your time.



### Recorded pathway

Start once your account is activated and study, and replay explanations, at your own pace. Personal access for 14 months from payment confirmation.

**Suits you if your schedule changes often.**



### Live round

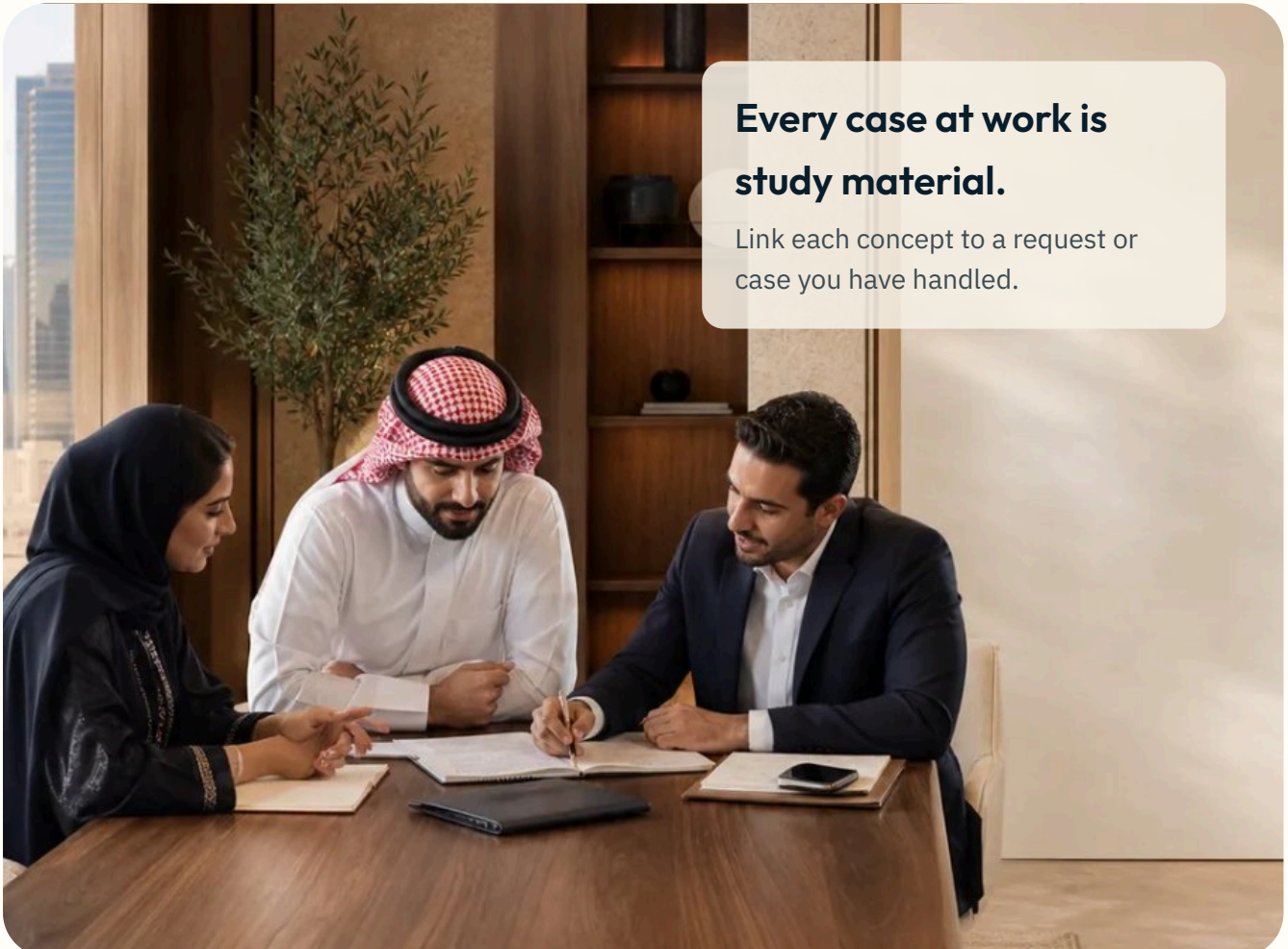
Live sessions with the trainer on the round schedule published on the program page. Purchased separately from the recorded pathway.

**Suits you if you prefer a fixed schedule and live interaction.**



### Arabic explanation, exam terminology kept

Concepts are explained in Arabic while the English terms stay exactly as they appear on the exam.



### Every case at work is study material.

Link each concept to a request or case you have handled.



## STUDY PLAN

# A practical plan from your starting point to exam day.

### 01 Find your starting point

Rate yourself on the eight competencies and three knowledge domains, and note your three weakest areas.

### 02 Split time across the blueprint

Roughly half on behavioral competencies and half on HR knowledge, with extra time for your gaps.

### 03 Learn a concept, then apply it

After each concept, recall a case from work and ask: what is the right action here?

### 04 Practise and review mistakes

Use the practice questions available to you, and revisit every miss a few days later.

### 05 Write down your reasoning

Note why you chose an answer and why you ruled out the others.

### 06 Review cumulatively and pace yourself

A weekly review of earlier material, and practice spreading 220 minutes across 134 questions.

#### Knowledge items

Precision with concepts and terms: review them in English, as they appear on the exam.

#### Situational judgment items

Choosing the right action: compare acceptable with best, and return to policy and ethics.

**“An excellent session. I learned important things about the certification and benefited a lot... everything was explained so clearly that I had no questions left.”**

— SHRM learner after a live session · translated from Arabic · published on the Vertex site

**“What impressed me most was the trainer’s care that the information landed and that everyone had a chance to take part... and pointing out what matters most in the material.”**

— CPTD learner about the trainer after a session · translated from Arabic · published on the Vertex site

**“This achievement would not have been possible without the support, guidance and training I received... which prepared me for the exam.”**

— Learner who earned CPTD · translated from Arabic · public post shown on the Vertex site



### About Vertex Business

Vertex Business provides professional certification training in talent development, human resources and project management, alongside a professional diploma in medical research and team training for organizations. Training pairs Arabic explanation that keeps the exam’s English terminology with application to real workplace decisions.

[Company details](#) 



### Applying for the exam

Exam registration, fees and scheduling are handled directly with SHRM.

[Official SHRM-CP page](#) 

## COMPLETION CERTIFICATE AND PROFESSIONAL CREDENTIAL

When you complete the training requirements, you receive a Vertex Business certificate of completion.

The SHRM-CP professional credential itself is awarded by SHRM once you pass its exam and meet its requirements.



## Choose how you study and enrol



Scan with your phone camera

### ENROLMENT

- ✓ Current prices, VAT included
- ✓ Next live round dates
- ✓ Enrolment and payment
- ✓ Contact the Vertex Business team

[View program and enrol →](#)

01

#### Open the program page

Scan the code or tap the link.

02

#### Choose your study option

Recorded pathway or live round.

03

#### Complete enrolment

Start once your account is activated.

[vertexbusiness.xyz/programs/shrm-cp?lang=en](https://vertexbusiness.xyz/programs/shrm-cp?lang=en)