



# SHRM Certification Exam Acronym List

SHRM has invested a significant effort to determine which terms and words will be used as acronyms in its certification exams and which ones will not. The purpose of the SHRM certification exam is to test HR knowledge, not to test memorization of acronyms. The following acronyms appear in the SHRM Body of Competency and Knowledge (BoCK), may appear on the SHRM-CP and SHRM-SCP certification exams, and are applicable to all examinees.

There are three categories of acronyms—terms that are never spelled out and always appear as an acronym, are standard across HR practice, and are commonly understood by HR practitioners; common acronyms used in HR practice that are spelled out the first time and then used as an acronym in the item thereafter; and, terms that are likely to only be familiar to *some* HR professionals and therefore are *always* spelled out and no acronym will be used in the exams.

**Category 1:** Acronyms that are never spelled out; only use the acronym when referring to **CEO, CFO, HR, HRIS, IT and VP.**

**Category 2:** On the exam, spell out each of *these* terms the first time it is used in an item and place the acronym in parenthesis immediately following the term. If the term is **not** used again in the item do not insert the acronym in parenthesis behind the term.

*Example:* merger and acquisition (M&A); alternative dispute resolution (ADR). *Example:* applicant tracking system appears only once in an item; note there is not acronym behind the term ‘applicant tracking system’. **See list below.**

<b>ADDIE</b>	analysis, design, development, implementation, evaluation	<b>KPI</b>	key performance indicator
<b>ADR</b>	alternative dispute resolution	<b>KSAA</b>	knowledge, skills, abilities, and other characteristics
<b>ATS</b>	applicant tracking system	<b>M&amp;A</b>	merger and acquisition
<b>CHRO</b>	chief human resource officer	<b>MNC</b>	multinational corporation
<b>COO</b>	chief operating officer	<b>PESTLE</b>	political, economic, social, technological, legal, and environmental
<b>CSR</b>	corporate social responsibility	<b>PTO</b>	paid time off
<b>EAP</b>	employee assistance program	<b>ROI</b>	return on investment
<b>EVP</b>	employee value proposition	<b>SWOT</b>	strengths, weaknesses, opportunities, threats
<b>HRBP</b>	HR business partner		
<b>HRM</b>	human resource management		

Special considerations:

- If the term *is used again* within the same test item, use the acronym. Repeat this process for every stand-alone item.
- For scenarios and associated situational judgment items (SJI), spell out the term in the scenario, place its acronym immediately following the term, and then use the acronym elsewhere in the scenario and in every item associated with that scenario.
- Repeat this process for each new scenario and associated set of items.

**Category 3:** If SHRM has not included a term you typically use as an acronym on one of these preceding two lists, SHRM has decided the term will *always be spelled out*. This includes, but is not limited to, *cost-benefit analysis, center of excellence, emotional intelligence, individual development plan, information management, learning management system, realistic job preview, research and development*. Ask first about any other term you want to use in a test item, and we will tell you which category applies.

## Additional U.S. Employment Law Acronyms

The following acronyms are U.S.-specific laws, regulations or terminology and should be familiar to all U.S.-based test takers. International examinees need not be familiar with these terms. These terms will only appear as acronyms on the exam; each will never be spelled out.

<b>ADA</b>	Americans with Disabilities Act	<b>FLSA</b>	Fair Labor Standards Act
<b>ADAAA</b>	Americans with Disabilities Amendment Act	<b>GINA</b>	Genetic Information Nondiscrimination Act
<b>ADEA</b>	Age Discrimination in Employment Act	<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>BFOQ</b>	Bona Fide Occupational Qualification	<b>LMRA</b>	Labor Management Relations Act
<b>COBRA</b>	Consolidated Omnibus Budget Reconciliation Act	<b>NLRA</b>	National Labor Relations Act
<b>EEOC</b>	Equal Employment Opportunity Commission	<b>OSHA</b>	Occupational Safety and Health Act (Law) or Administration (Agency)
<b>EPA</b>	Equal Pay Act	<b>ULP</b>	Unfair Labor Practice
<b>ERISA</b>	Employee Retirement Income Security Act	<b>WARN</b>	Worker Adjustment and Retraining Notification
<b>FCRA</b>	Fair Credit Reporting Act		
<b>FMLA</b>	Family and Medical Leave Act		