



# SHRM Certification COVID-19 2021 Response Summary Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Location: U.S. Based \_\_\_\_\_ Internationally Based \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Describe your organization's or your community's response to COVID-19 and the part you played in leading the effort. Include a description of the major issues you faced, an overview of the actions taken to address the issues, and a summary of the outcomes of your interventions. Include an estimate of the overall amount of time you devoted to the endeavor. **Limit your write up to no more than 750 words.**

**FOR U.S.-BASED SHRM-CP OR SHRM-SCP CREDENTIAL HOLDERS ONLY:**

At least one chapter or state council COVID-19 specific program must be attended (include the activity code from that event in your write up). Click here for a listing of free Chapter/State Council regional webcasts or contact your local chapter for additional COVID-related offerings.

To redeem your 30 professional development credits (PDCs), do the following:

1. Complete the form. **NOTE:** Activities entered on the form must have taken place during the 2021 year.
2. Log in to your certification portal at [portal.shrm.org](https://portal.shrm.org).
3. Click on Add PDCs, select "no" when asked if you have an activity code, then select the Advance Your Organization category.
4. Type in the required information then upload the form. A correctly completed form must be uploaded in order to receive credits.
5. Submit your completed recertification record when you have 60 or more credits. Your completed recertification record must be submitted by your recertification expiration date or preferably by your end date or before.