



## ASHRM Chapter SHRM SHRM-CP/SHRM-SCP Certification Scholarship Guidelines



**ASHRM Certification Scholarships provide financial support to those who are unable to afford the cost of the Education & Certification Preparation Network (ECPN) classes, SHRM Learning System, and registration fee for the exam.**

### **ELIGIBILITY**

To be eligible for the ASHRM's certification scholarship, an individual must:

1. Be an active member of ASHRM or an Anchorage Student Chapter
2. Be employed or intend to be employed in the Human Resource profession
3. Demonstrate achievement and financial need. Have no organizational support or reimbursement (i.e., not receiving corporate, Student Chapter, or other funds) for the ASHRM's certification preparation class, SHRM Learning materials, or exam registration costs
4. Submit a completed scholarship application packet on or before the application deadline
5. Plan to sit for your exam during the current testing window
6. Be willing to attend all the ASHRM Certification Preparation
7. ASHRM scholarship winners must commit to promotion by speaking to the ASHRM ECPN future cohort(s) and through ASHRM communications, including social media.

### **SCHOLARSHIP VALUE**

The ASHRM's certification scholarship covers the actual costs of registering for the certification exam within the standard registration deadline, waived fees to attend ASHRM's Education & Certification Preparation Networking study group, and the SHRM Learning System for a total value of approximately \$1,600.00.

### **SCHOLARSHIP REVIEW PANEL**

The Certification Scholarship committee will consist of three ASHRM members.

### **SCHOLARSHIP AVAILABILITY**

Based on the annual approval and allocation of funds by the ASHRM Board, ASHRM may award a maximum of two (2) scholarships each calendar year:

- One (1) SHRM-CP or SHRM-SCP exam scholarship (total of 1) for the spring/summer testing window
- One (1) SHRM-CP or SHRM-SCP exam scholarship (total of 1) for the fall/winter testing window

### **APPLICATION PACKET**

To be considered complete, a scholarship application packet, which includes:

- A Completed and signed scholarship application
- Current resume
- One-page (700 word max) "Why Me" letter addressing your career goals and how obtaining the SHRM certification will benefit you personally and professionally
- Two professional statements of support

Packets may be submitted via email at [ecpn.ashrm@yahoo.com](mailto:ecpn.ashrm@yahoo.com) and [cgoodwin@rasmuson.org](mailto:cgoodwin@rasmuson.org). Once submitted, no changes may be made to your application packet.

### **REVIEW CRITERIA**

ASHRM's certification scholarships will be awarded based on the scholarship committee's assessment of the candidate's application and responses. If your financial situation changes and you no longer require the funds, we respectfully request that **you withdraw your application** from consideration to provide the opportunity for others.

### **APPLICATION & NOTIFICATION DEADLINES**

Completed scholarship application packets must be received on or before:

- February 24 for the Spring classes
- September 9 for the Fall classes Completed application
- Winners will be notified no later than March 3 for the Spring classes or September 20 for the Fall classes



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**SCHOLARSHIP WINNERS COMMITMENT**

ASHRM scholarship winners must commit to participating in the next ECPN, Session 1: Course Introduction class and other communication opportunities (example, ASHRM social media). Winners will share feedback about their experience preparing for the SHRM-CP or SHRM-SCP exam. Their insights and tips are invaluable for new students embarking on this journey. By sharing their experience and strategies, scholarship winners contribute to fostering a supportive learning environment, empowering fellow ASHRM participants to navigate the complexities of the SHRM certification process effectively.

**All applicants must meet the following criteria:**

- Be an **active member** of ASHRM or an Anchorage Student Chapter
- Be employed or intend to be employed in the **Human Resource profession**
- **Have no other organizational support or reimbursement** (i.e., not receiving corporate, Student Chapter, or other funds) for the ASHRM's certification preparation class, SHRM Learning materials, or exam registration
- Submit a completed scholarship application packet **on or before the application deadline**
- Plan to sit for your exam **during the current testing window**
- Demonstrate **achievement and financial need**
- Be willing to **attend all** the ASHRM Certification Preparation Classes
- ASHRM scholarship **winners must commit to promotion** by speaking to the ASHRM ECPN future cohort(s) and through other ASHRM communications, including social media.

**PERSONAL INFORMATION**

<b>Name:</b>	<b>SHRM Number:</b>
<b>Current Job Title:</b>	<b>How Long in your H.R. Role? If a student, month/year of graduation:</b>
<b>Phone Number:</b>	<b>Email:</b>
<b>Mailing Address:</b>	
<b>Certification Type:</b>	
<b>Are receiving any organizational support or reimbursement to help obtain your SHRM Certification?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> Briefly Describe _____	

**APPLICATION**

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Complete the following questions with as much detail as possible (attach additional pages, if necessary).

**Explain why you have chosen to further your body of knowledge in the HR field: 500 words or less**



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**Describe your previous work-experience as it relates to the Human Resource profession and where you would like to see yourself in 5 years. 500 words or less.**

**What do you believe to be your strengths or professional attributes? 500 words or less.**



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**Explain your financial need and any special circumstances you feel are relevant to your application: 500 words or less.**

**In order to complete your application, you must also submit your resume, “why me” letter and two professional letters of support to the ASHRM Chapter of SHRM.**

**ACKNOWLEDGEMENT**

By signing below, I certify that the information on this application is true and accurate to the best of my knowledge and that I am eligible to apply for this scholarship according to the eligibility criteria cited. I understand that if I am selected for a scholarship award, I may be asked to verify the information provided. And, if selected, I understand my name and photo may be used for promotional purposes. I understand given the nature and purposes of the scholarship program, individuals offered awards for which they are no longer eligible will relinquish the award and any claim to the award. I certify that all the above information is correct and authorize the Anchorage Society for Human Resource Management (ASHRM) to use this application and all information contained herein for the purposes of review and consideration for ASHRM’s Certification Scholarship.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**Completed application packets must be received on/before the application deadline via:**

Email: [cgoodwin@rasmuson.org](mailto:cgoodwin@rasmuson.org); [ecpn.ashrm@yahoo.com](mailto:ecpn.ashrm@yahoo.com) .  
Mail / In Person Carmen Goodwin, ASHRM Education & Certification Board Chair, 301 W. Northern Lights Blvd., Ste 601, Anchorage, AK

**FOR INTERNAL PROCESSING PURPOSES ONLY:**

Date Received	Review Date	Award Decision	Comments
		<input type="checkbox"/> YES <input type="checkbox"/> NO	