

SHRM Learning System® for SHRM-CP/SHRM-SCP

[NYS SHRM Prep Course 2026 Course Syllabus](#)

Course title: *SHRM Learning System for SHRM-CP and SHRM-SCP*

October 3, 2026 – December 12, 2026

(2026 SHRM Learning System)

Course time: Saturday 9:00am-12:00pm EST

Course number:

Instructor: *Matthew W. Burr*

Office hours (TBD): Zoom

Instructor's phone, fax, e-mail: (607)227-4386;

Matthew@Burrconsultingllc.com

<https://burrconsultingllc.com/>

Date	Session/Topic	Homework Assignment (To be completed before the next session)
Week #1	Lecture Sessions 1: <ul style="list-style-type: none">• Present course introduction.• Begin <i>HR Competencies</i>.	<ul style="list-style-type: none">• <i>HR Competencies</i> (begin)- One section at a time or all• <i>CP/SCP Assessment</i>
Week #2	Lecture Book #1	<ul style="list-style-type: none">• <i>Book #1</i>• <i>LMS</i>
Week #3	Lecture Book #1	<ul style="list-style-type: none">• <i>Book #1</i>• <i>LMS</i>
Week #4	Lecture Book #1 & 2	<ul style="list-style-type: none">• <i>Book #1 & 2</i>• <i>LMS</i>
Week #5	Lecture Book #2	<ul style="list-style-type: none">• <i>Book #2</i>• <i>LMS</i>
Week #6	Lecture Book #2	<ul style="list-style-type: none">• <i>Book #2</i>• <i>LMS</i> <p><u>Composite Additional Exam-TBD</u></p>

Week #7	Lecture Book #3	<ul style="list-style-type: none"> • Book #3 • LMS
Week #8	Lecture Book #3	<ul style="list-style-type: none"> • Book #3 • LMS
Week #9	Lecture Book #4	<ul style="list-style-type: none"> • Book #4 • LMS
Week #10	Lecture Book #4 <ul style="list-style-type: none"> • Final Exam on Saturday 	<ul style="list-style-type: none"> • Book #4 • LMS
Week #11	<ul style="list-style-type: none"> • Final Exam Review 	<ul style="list-style-type: none"> • Paper Copy Exam

Course objective:

- ✓ Student Learning Outcomes: 1) HR Competencies 2) Complete HR competencies 3) HR Strategic Planning and Talent Acquisition 4) Employee Engagement and Retention; Learning and Development 5) Total Rewards 6) Structure of the HR Function and Organizational Effectiveness and Development 7) Workforce Management 8) Employee and Labor Relations and Technology Management 9) HR in the global context; Diversity and Inclusion 10) Risk Management; Corporate Social responsibility 11) U.S. Employment Law and Regulations 12) Final Exam, Discussion and Review
- ✓ To better understand the SHRM Learning BaSK.
- ✓ To prepare students for the SHRM-CP and SHRM-SCP Exam.
- ✓ Improve your skills in test taking and Situational Judgment Test Items
- ✓ To provide the students the resources and knowledge to successfully pass the certification exams.

Testing and grading policy:

- ✓ Take all tests and exams.
- ✓ Complete out-of-class reading and assignments.
- ✓ Score 80% or better on the online post-test or paper-and-pencil final exam.
- ✓ Prometric Information: <https://www.prometric.com/en-us/clients/shrm/Pages/landing.aspx>
- ✓ <https://www.shrm.org/certification/apply/TestingLocations/Pages/default.aspx>

Absentee policy:

- ✓ Attend at least 75% of the classes (SHRM Policy).

Second Test Window: Dec. 1, 2026 - Feb. 15, 2027(TBD)

<https://www.shrm.org/credentials/certification/exam-options-fees>

Course Link:

<https://www.shrm.org/certification/Pages/default.aspx>

[SHRM Certification | SHRM-CP & SHRM-SCP](https://www.shrm.org/certification/Pages/default.aspx)

Earn your SHRM-CP or SHRM-SCP credential to demonstrate your credibility and proficiency across all competencies of the HR profession.

www.shrm.org

<https://www.shrm.org/certification/apply/eligibility-criteria/Pages/default.aspx>

[Eligibility Criteria | SHRM Certification](https://www.shrm.org/certification/apply/eligibility-criteria/Pages/default.aspx)

The SHRM-CP certification is intended for individuals that perform general HR/HR-related duties; or for currently enrolled students and individuals pursuing a career in Human Resource Management.

www.shrm.org

<https://www.shrm.org/certification/about/Pages/Not-Sure-Where-To-Begin.aspx>

[Not Sure Where To Begin? - Society for Human Resource Management](https://www.shrm.org/certification/about/Pages/Not-Sure-Where-To-Begin.aspx)

Applications Accepted Starting: January 4, 2021 Extended Early-Bird Application Deadline: April 2, 2021
Extended Standard Application Deadline: May 18, 2021

www.shrm.org

<https://www.prometric.com/shrm>

<https://nys.shrm.org/>

[Home Page | New York State Council SHRM](https://nys.shrm.org/)

Welcome to the New York State Council SHRM. Greetings New York State HR Professionals, As I kick off my last year as State Council Director of New York State SHRM (NYS SHRM), I remain passionate to continue the "Giveback" theme I set into place in 2021.

nys.shrm.org

<https://www.shrm.org/about-shrm/pages/membership.aspx>

SHRM Membership Benefits

Join SHRM's community of 300,000+ HR professionals from around the world and gain access to key tools and resources as we continue to make better workplaces for a better world.

www.shrm.org

<https://www.shrm.org/membership/student-resources/pages/default.aspx>

Student Membership - Society for Human Resource Management

SHRM student membership offers access to mentorship programs, academic scholarships, and a network of 300,000+ HR pros. Pursue your purpose within the world of HR.

www.shrm.org

<https://www.shrm.org/learningandcareer/learning/pages/specialty-credentials.aspx>

SHRM Specialty Credentials

Build specialized knowledge and expand your influence by earning a SHRM Specialty Credential. These credentials allow HR professionals to demonstrate targeted competence in several key areas while ...

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<https://www.shrm.org/foundation/pages/default.aspx>



The banner features the SHRM Foundation logo on the left. To the right, there are two circular icons: one with a graduation cap and the text '500K+' and 'In educational opportunities, training, and valuable resources'; the other with a gear and the text '300+' and 'Emerging Professional & Student Guidance'. Below these icons is a red button with the text 'APPLY TODAY'.

SHRM Foundation

The Employing Abilities at Work certificate is a multi-faceted program with the actionable knowledge and tools HR professionals, people managers and business leaders need to recruit, hire, and ...

www.shrm.org

<https://www.leraweb.org/>

[SHRM - Society For Human Resource Management | Prometric](#)

SHRM-CP & SHRM-SCP Certification Exams. For information on the SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP), please go to shrmcertification.org, e-mail: certification@shrm.org or call 1-703-535-6360. The Certification Handbook contains valuable information regarding your certification exam. All candidates should carefully review the Handbook during the ...

www.prometric.com

1. <https://portal.shrm.org/Login.aspx?ReturnUrl=/Profile/Default.aspx>
2. <https://learnhrm.partnerrc.com/am/@@login?camefrom=/am/%40%40summary>
3. <https://quizlet.com/197009988/shrm-cp-exam-flash-cards/>
4. <https://quizlet.com/144355156/shrm-scp-flash-cards/>
5. <https://www.shrm.org/topics-tools/news/evolution-shrm-certification-part-ii-changes-to-exams>
6. <https://shrm.pace.edu.vn/knowledge-center/scoring-the-shrm-cp-and-shrm-scp-exams>
7. <https://www.shrm.org/foundation>
8. <https://www.shrm.org/credentials/specialty-credentials>
9. <https://nys.shrm.org/conference-cruise>
10. <https://nys.shrm.org/new-york-state-chapters>
11. <https://www.shrm.org/topics-tools/news/certification-qa-verification-review>
12. <https://www.shrm.org/credentials/certification/certification-fags>
13. <https://www.shrm.org/credentials/certification/how-to-get-shrm-certified-process>
14. <https://www.shrm.org/topics-tools/news/how-much-study-shrm-certification-exams>

Practice Makes Improved: 8 Test Prep Thoughts from a SHRM Certification Exam Prep Course Instructor

Over the past three years, I have worked with Elmira College as the SHRM Certification Exam Prep Course Instructor. The course has been a tremendous success at the institution and all the credit goes to the students who work vigilantly in preparing for and passing the SHRM-CP and SHRMP-SCP exams. The pass rate for the SHRM-CP over the three-year period is 93.75%, the SHRM-SCP is 80% and the combined pass rate for both is 86.88%. The pass rate for both exams is significantly higher than national and international averages, something that we are proud of at the college. Not only do I instruct the course, but I also prepared for and passed a certification in June of 2018. Having this unique experience of instructing and studying provided me insight into how to prepare for and successfully pass the SHRM Certification Exam(s). The thoughts I outline below have proven success factors, in both the classroom and for me personally. Below are my thoughts and recommendations for anyone to be successful on their certification journey:

1. Join a prep class or study group to remain disciplined. The material for the SHRM certification exam can be daunting, the journey is long and can be an isolating experience. Joining a study group or SHRM class (in class or virtually), will provide you an edge in successfully passing the exam. There are over 1,000 pages of reading in the multiple books you receive from SHRM. A prep class or study group will hold most of us accountable in preparing for, reading, discussing, practicing and better understanding the material. As I was studying for my certification, discussing material with the 11 folks in my class assisted in all our preparation.
2. Be disciplined in your approach to studying, reading and practicing the questions. Schedule time to study and a routine that will keep you focused on the end goal. Developing a routine will ensure you incorporate habits into your life that will ensure you are successful in passing the exam. Yes, that means reading in the morning, during lunch breaks, on vacation and business travel, at night and on the weekends. Yes, that means practicing questions on both the SHRM-CP and SHRM-SCP learning portals. Find quiet places to focus and study; coffeeshops, local libraries, local colleges, etc. Understand what environment works for you. The questions are not easy, it takes immense effort to improve your abilities on

practice exams. The more disciplined you are in your prep, the better you will do on the exam.

3. Check your progress, measure your ability. We cannot measure what we do not understand. Take the entire prep test prior to beginning the material, this will provide a baseline for you to begin the journey and provide guidance on area's you need to focus on during the process. Take a midterm exam halfway through the class or study group. Another progress check, to ensure you are on your way to being successful. Yes, there will be areas that you struggle with because you haven't read some of the material. Take the final and bonus exam. In my classes, we take four tests; the prep test, a midterm exam, the final exam and a written final exam (provided by SHRM). None of which are take home, it's in class or at home in front of the computer. Prepare like you are sitting in the testing center. After we take the exams, we will review areas that students struggled with and discuss the right answer. This is the benefit of taking a prep class or study group. We all have areas of improvement. Do you know yours?
4. What is your learning style? Some people obtain information from reading, watching/listening or doing; auditory, visual and kinesthetic. Know the learning style that works best for you, to ensure efficient and effective preparation. In my courses we mix up PowerPoint slides and lecture with scenario's, practice questions and open discussion. My learning style is reading and doing. What is yours?
5. Practice makes improved, not perfect. The more time you focus on reading the material and practicing questions the more improvements you will make as you progress through the material. Do not get discouraged by a low-test score (consistently, my classes have had very low practice exam scores but have been successful on the official test), find the area that is cause for concern and focus on improving in that area. Don't memorize the practice questions, jump from SHRM-CP to SHRM-SCP questions to ensure you are mixing up the material. Take practice exams in both learning systems. Question prep and practice will make all the difference during the process. We spend a minimum of 30-minutes each class on practice questions and scenario's. The formula works, use it and remain disciplined.
6. Network with others. If other HR professionals in your local chapter have taken or are preparing for the exam, talk to them about their routines. Everyone has a different style, I work better in the morning, then afternoon and night. Understanding other's routines will ensure you develop a routine that works best for you. Besides, it's only 12-15 weeks of sacrifice, I think we can all do that.

7. Test day, the day is upon us. Know if you are a morning or afternoon person, I work better in the morning, therefore I register for early morning exams. This makes a difference in our focus and abilities. Unfortunately, most of the classes or study groups are at night, which does not always give you an accurate measurement on exams and practice questions if you are a morning person.
8. Don't burn out. Be prepared to spend many hours studying for this exam for 12-15 weeks. If you have been consistent in your study habits, schedule an exam sooner rather than later after the class or study group ends. The longer you put off taking the exam, the more momentum you will lose. Don't over study and burn out. Developing a study routine will provide a stable and efficient process. Over studying and over practicing can be a detriment to any of us. If you start feeling burned out, take time off from studying and reading. As you approach the exam, start to phase out the practice and reading. I find that practice questions are the best option for me, I will do 100-150 questions per day for 6-weeks. The days leading up to the exam, I slowly drop to 25-50 questions per day. Know what works for you.

Practice Makes Improved, Not Perfect

Eight tips on how to make the most of your SHRM certification exam prep course

By Matthew W. Burr, SHRM-SCP & Kathleen Pascucci, SHRM-SCP

August 2023

The SHRM certification exam prep course that I teach at Elmira College in New York state has been a tremendous success: Our pass rate over a three-year period is 93.75 percent for the SHRM-CP and 80 percent for the SHRM-SCP, significantly higher than both the national and international averages. It's something we are proud of, and I speak not only as a course instructor but as someone who has prepared for and passed an HR certification exam. The unique experience of instructing as well as studying has provided me with insight into how best to pass the SHRM certification exam.

While most readers of this newsletter are already SHRM certified, I'm sharing these tips here to pay it forward. You may be a SHRM-CP credential-holder who has thought about taking the SHRM-SCP exam. Or you may be encouraging colleagues to seek SHRM certification and want to offer them guidance on their journey. The eight tips outlined below to get the most benefit out of a certification prep course are proven to be successful—both in the classroom for my students and for me personally.

1. **Join a prep class or study group.** Preparing for the SHRM certification exam can be a long, daunting, isolating experience. When you sign up for a SHRM Education Partners cert prep course, you'll receive the SHRM Learning System

for SHRM-CP/SHRM-SCP—over 1,000 pages of material in multiple books. Joining an in-person or virtual prep class or study group will give you an edge, helping you remain disciplined and holding you accountable for reading, discussing and understanding the material.

2. **Be disciplined in your approach.** The more disciplined you are in your preparation, the better you will do on the exam. Develop a routine to keep you focused on the end goal. Schedule time to stick to that routine. Study, read and practice the questions. Yes, that means reading in the morning, during lunch breaks, on vacation, on business travel, at night and on the weekends. It means practicing questions on both the SHRM-CP and SHRM-SCP learning portals. It will take immense effort to improve your abilities, so find quiet places to focus, including coffee shops, libraries and local colleges. Understand which environment works for you.
3. **Check your progress and measure your ability.** Before you begin studying the materials, take the assessment test, which will provide a baseline and guidance for which areas you should focus on. Take a practice test halfway through your studies for another progress check—there will be areas you struggle with because you haven't read some of the material. Finally, take the final post-test after you've read all the materials and taken all the other assessments. The benefit of a prep course or study group is the opportunity to follow up these practice exams with a review of areas in which you and your fellow students have struggled and a discussion of the right answers. We all have areas for improvement.
4. **Know your learning style.** People obtain information from reading, watching, listening and doing. In my courses, we mix up PowerPoint slides and lectures with scenarios, practice questions and open discussion. Some students write out index cards with definitions, and others focus on the written materials. Know the learning style that works best for you—auditory, visual or kinesthetic—to ensure the most efficient and effective preparation.
5. **Practice makes improved, not perfect.** The more time you focus on reading the materials and practicing questions, the more improvement you will make. Don't get discouraged by a low score on a practice exam; just find the areas that are cause for concern and focus on improving in those areas. (Students of mine who've had low practice scores have succeeded on the official tests!) Don't

memorize the practice questions; mix it up by jumping from SHRM-CP to SHRM-SCP questions and taking the practice exams for both. The formula that works in my course is spending a minimum of 30 minutes in each class on practice questions and scenarios. Use that formula to remain disciplined.

6. **Network with others.** Talk to other HR professionals in your local chapter who have taken or are preparing for the exam. Everyone has a different study style; I work better in the morning than I do in the afternoon or at night, for instance. Understanding others' routines will help you develop the routine that works best for you.
7. **Test day: morning or afternoon?** Because I work better in the morning, I register for early morning exams. What time of day you take the test makes a difference in your focus and abilities. Know if you are a morning or afternoon person. (Be aware, though, that most prep classes and study groups are held in the evening, so if you're a morning person, doing your practice questions at night may not yield accurate measurements.)
8. **Don't burn out.** Schedule your SHRM-CP or SHRM-SCP exam soon after your prep class or study group ends. The longer you wait, the more momentum you will lose. On the other hand, don't over-study or over-practice and burn out. Developing a routine will provide you with a stable and efficient process. If you start to feel burned out, take some time off. As you approach exam day, gradually phase out reading and practicing. The best option for me was to do 100 to 150 questions per day for six weeks, and leading up to the exam I slowly dropped to 25 to 50 questions per day. Know what works for you.

The above strategies work, but everyone is different. Your mixture of reading, definitions, scenarios, questions, practice exams and discipline will ensure a successful SHRM certification journey. Be confident in your approach as you prepare and execute!

Matthew W. Burr, SHRM-SCP, owner of Burr Consulting LLC in Elmira, N.Y., and McKinney, Texas, a co-owner of Labor Love LLC, an HR consultant, an adjunct professor, and an on-call mediator and fact finder for the New York State Public Employment Relations Board.

[NYS Fall 2026 SHRM Exam Prep Course](#)

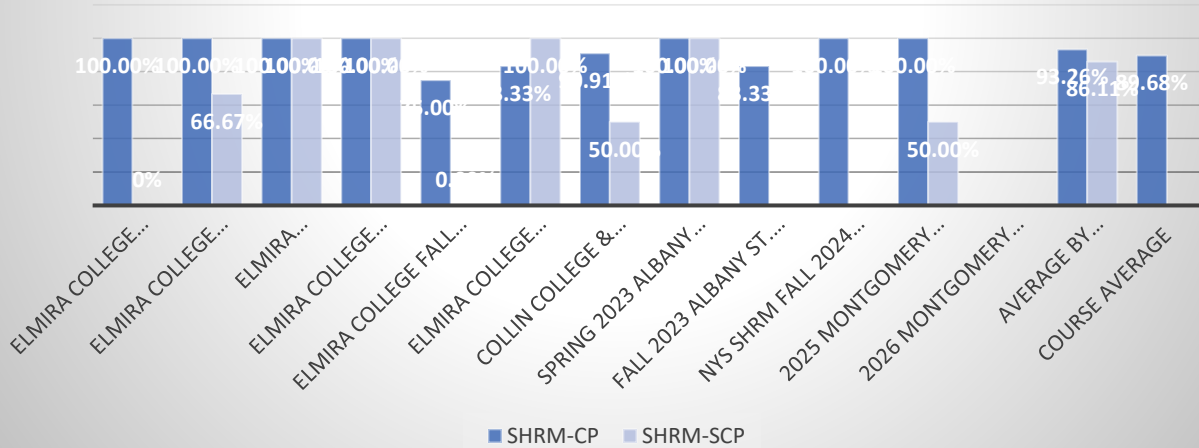
**Elmira College, Collin College, Montgomery
CC, St. Rose, NYS SHRM**

**SHRM Certification Exam Prep Course Exam and
One-on-One Coaching Pass Rates**

May 2016- July 2025

***(SHRM-CP Global Average 70%, SHRM-SCP Global
Average 57%, Combined Average 63.5%)***

89.7%



[Matthew W. Burr](#)

Instructor Professional Biography



**Mathew W. Burr, MJ-LEL, MBA, MHRIR, GPHR, SHRM-SCP, SPHR, CPHR-INT,
Chartered MCIPD**

Lean Six Sigma Black Belt

ABOUT:

Matthew Burr has over 19-years of experience working in the human resources field, starting his career as an Industrial Relations Intern at Kennedy Valve Manufacturing to most recently founding and managing a human resource consulting company; Burr Consulting, LLC, Talentscape, LLC (Partnering with MRI Network) and Co-Owner of Labor Love, a Labor, and Employment Law poster printing company. Prior to founding the consulting firm, the majority of his career was heavy industry manufacturing and healthcare. He specializes in compliance auditing, training labor and employment law, conflict resolution, performance management, labor, and employment relations. Matthew has a generalist background in HR and operations, while providing strategic HR and operational solutions to his clients, focusing on small and medium sized organizations. He works as an Adjunct at Alfred State University, Tompkins Cortland Community College, and Montgomery Community College. He successfully designed an HR Concentration in the business management major that aligned with both SHRM and HRCI certifications, providing opportunities for students to sit for both the SHRM-CP and aPHR certifications upon completion of the degree, concentration, and internship hours as an Assistant Professor of Management at Elmira College (Retired January 2022). Matthew is also the SHRM Certification Exam Instructor, with a current pass rate of 92% on the SHRM-SCP and 83% pass rate on the SHRM-CP and a combined 88% on both exams over a 7-year period of instructing the course (Elmira College, Collin College & The College of St. Rose). Matthew works as a

trainer at Tompkins Cortland Community College, Corning Community College, Broome Community College, and HR Instructor for Certification Preparation for the Human Resource Certification Institute (HRCI). He also acts as an On-Call Mediator and Factfinder through the Public Employment Relations Board in New York State, working with public sector employers and labor unions.

PUBLICATIONS:

Matthew has over 70+ publications including, American Bar Association (ABA) Experience Magazine, Cornell HR Review, Business Insider, New York State Bar Association (NYSBA), PayScale, Society of Human Resource Management (SHRM), and Expert 360 (in Australia). In early 2017, he published his first book, “\$74,000 in 24 Months: How I killed my student loans (and you can too!),” proceeded by his second book, which was published in January 2021, “Slay the Student Loan Dragon: Tips and Tricks on How to Conquer the Student Loan Game” and his most recent book, “Unbox Your HR Career” in July 2023.

VOLUNTEER WORK:

Matthew is currently the New York State Society of Human Resource Management (NYSSHRM) Certification Director.

EDUCATION & TRAINING:

Academic Institutions, Degrees, Certifying Organizations & Certifications			
<i>Academic Institution</i>	<i>Degree</i>	<i>Certifying Agency</i>	<i>Certification</i>
Tompkins Cortland Community College	Associate Business Administration	Villanova University NewPage Corporation	Lean Six Sigma Black Belt 2023 Lean Six Sigma Green Belt 2013
Elmira College	Bachelor Business Management & Administration	HRCI	SPHR (Senior Professional Human Resources)
University of Illinois	MHRIR (Masters in Human Resources & Industrial Relations)	SHRM	SHRM-SCP (Senior Certified Professional)
Syracuse University	MBA (Masters of Business Administration: Focus in Entrepreneurship)	HRCI	GPHR (Global Professional Human Resources)
Tulane University	MJ-LEL (Masters in Jurisprudence Labor & Employment Law)	CPHR British Columbia & Yukon/ United Kingdom Chartered Institute of Personnel & Development	CPHR (Chartered Professional in Human Resources, Canada)/ Chartered MCIPD (Chartered Member)

Additional Training & Development:

- SHRM Workplace Coaching and Mentoring Recertification Program, 2020
- SHRM Foundation Employing Abilities @Work Certificate, 2020
- SHRM Foundation Veterans at Work Certificate Program, 2018
- Delta County Chamber of Commerce: Delta Force Leadership Program, 2013

FEATURED IN & ON:

Matthew featured on CNN Money, Fast Company, Fits Small Business, Fox News, Magnify Money, Monster.com, My Twin Tiers, Namely, Student Loan Hero, Smart Sheet and CEO Blog Nation, Human Resource Certification Institute (HRCI), Society of Human Resource Management (SHRM).