

Scholarship Application Information

Purpose

The purpose of the Lubbock SHRM Certification Scholarship is to provide financial assistance to LSHRM members who are interested in obtaining SHRM-CP or SHRM-SCP Certification and are not being reimbursed from their employer or other sources.

Scholarship Eligibility

- Current LSHRM member (Professional or student membership must be active when applying and throughout the year in which the award is received)
- Meet eligibility requirements for SHRM Certification These requirements are outlined on the [SHRM Certification website](#).
- Plan to sit for the exam within 9 months after the scholarship notification date
- Is not receiving any organizational support or reimbursement for the SHRM certification exam and preparation fees

Scholarship Selection Criteria

- 50% work experience/progression (HR involvement and future career plans)
 - Current students without significant work experience will be reviewed based on academic background and breadth and quality of HR coursework
- 50% volunteer activity (SHRM experience preferred, but not required)

Scholarship Selection Process

The Scholarship Application required documents must be submitted via email by **January 26, 2024**. No exceptions will be made. The LSHRM board will evaluate the scholarship applications. The recipient of the SHRM-CP/SHRM-SCP Certification Course Scholarship will be notified by February 2, 2023 by phone or email. The scholarship will cover \$1,500 (approximate cost of certification course). Scholarship is a one-time award that must be used for the current certification course. Previous applicants and past recipients are eligible to re-apply. Previous award is no guarantee of a future award.

Exam Eligibility Requirements

Applicants must meet specific educational and work experience criteria at the time they submit their application, in order to be eligible to sit for the SHRM-CP or SHRM-SCP exam. The following general eligibility criteria, listed below, also apply:

- Applicants must show that they have worked in an HR role for more than 1,000 hours within a calendar year, which equates to one year of experience.
- HR experience can be in an exempt or non-exempt capacity.
- HR experience may be classified directly, as working in an HR role, or indirectly, by consulting, educating, or educating or researching HR practices linked specifically to human resource management.
- National SHRM membership is not required



SHRM Certification Scholarship Program

Lubbock Society for Human Resource Management SHRM Certification Scholarship Application Form

Applicant Data

Last Name _____ First Name _____ Initial _____

Address _____ Apt. _____

City _____ State _____ Zip Code _____

Work Experience

Describe your paid work experience during the last five (5) years. Indicate dates of employment in each job and the number of hours worked per week.

Company/Position	From MO/YR	To MO/YR	Hours/Week
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Memberships

List your professional membership(s)

Organization	Dates of Membership	Positions Held
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Required Documents

- Resume
- Two (2) letters of recommendation. Letters should be sent by an employer or teacher, and a personal reference (non-family member)
- An essay stating
 - Why you are interested in the SHRM-CP/SCP certification
 - How you will further the Human Resources profession by obtaining your designation
 - Your involvement and volunteer experience (with LSHRM or other community/professional organizations)
 - Why you should be a recipient of an LSHRM Certification Scholarship