WorldatWork®
Total Rewards Association

2026 CERTIFICATION *handbook*

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2026 Certification Handbook

Welcome from Dr. Scott Cawood, TRLC, CCP, GRP, CSCP, CBP
WorldatWork's Chief Executive Officer

If this is your first certification program with WorldatWork … welcome! Already a member of our global community and pursuing another certification or are in the recertification process … welcome back!

Whether you are continuing or starting your educational journey with our member-driven, global association, we are excited that you have chosen WorldatWork to further your learning, skills, and knowledge as a practitioner in HR and Total Rewards.

As we move through 2026, I'd like to share some exciting program highlights!

- **The new Total Rewards Leadership Certification (TRLC)** is now ready for you to earn! This new certification validates that you have the knowledge and skills of a successful Total Rewards leader and influencer.
- **Our Recertification Program has been updated to be more user-friendly** and follow industry standards. It is now designed to make the program clearer, simpler, and better aligned with your professional journey.
- WorldatWork will create **new and updated certifications that meet the global demand** for professional development, as well as new and updated educational products to help guide you through your certification journey.

WorldatWork is the global HR association for Total Rewards … trusted by professionals from over 168 countries and 93% of Fortune 500 organizations. We earn your trust through our unwavering focus and commitment to providing content and experiences that are impactful and relevant. We maintain your trust through our consistent learning processes as well as our efforts to continually provide new educational programs and products that help people achieve their professional goals.

Your decision to pursue a WorldatWork certification reflects a desire to lead and innovate in our profession. To build a world of productive, committed, and inspired workforces means you will help shape not only our future, but that of individuals and organizations around the globe.

Congratulations on making a great choice to further impact our profession and grow your career. We're here to support you each step of the way. Don't hesitate to reach out to our team should you have any questions or observations during your educational journey.

Warmest regards,

Dr. Scott Cawood, TRLC, CCP, GRP, CSCP, CBP
CEO, WorldatWork

About WorldatWork

WorldatWork is the leading global nonprofit organization for professionals who are engaged in the important practice of cultivating inspired, engaged, productive, and committed employees in effective and rewarding workplaces. WorldatWork serves Rewards and HR professionals working throughout the world in organizations of all sizes and in every industry.

Introduction

This Certification Handbook is a collection of policies to guide certification candidates in obtaining and maintaining their WorldatWork credentials. While WorldatWork membership is not a requirement of certification, membership provides valuable opportunities to keep your certification active and to give back to the profession.

This handbook and the policies contained herein, are subject to change by WorldatWork with or without previous notice. Questions should be directed to WorldatWork's Customer Experience Team at 877.951.9191 in the U.S and Canada and +1 480.951.9191 outside the U.S. and Canada.

Statement of Impartiality

At WorldatWork, we are dedicated to providing an unbiased platform for knowledge exchange, fostering innovation, and promoting inclusivity in advancing Total Rewards practices. We offer equal opportunities for learning and engagement, without endorsing or favoring any specific products, services, or companies. Our commitment to maintaining a neutral perspective ensures the avoidance of conflicts of interest.

Statement of Non-Discrimination

WorldatWork values diversity and realizes that our differences make us stronger.

WorldatWork is an equal opportunity company and does not discriminate against any person based on race, color, religion, sex, national origin, age, sexual orientation, veteran status or disability.

WorldatWork has expressed support and commitment to the principles of diversity and equal opportunity. Our eligibility criteria for our examination and certification programs are applied equally to all individuals. WorldatWork's credentialing program does not discriminate based on race, color, religion, creed, age, sex, sexual orientation, gender identity, national origin or ancestry, marital status, veteran status, union affiliation, or status as a qualified individual with a disability, in accordance with applicable laws.

WorldatWork does not tolerate any unlawful discrimination and any such conduct is prohibited. WorldatWork is committed to ensuring that our company reflects the world's diverse population.

WorldatWork Certifications

WorldatWork offers several different credentials. Specific descriptions are as follows:

Certified Compensation Professional | CCP®

Earning the CCP designation can significantly enhance your professional standing within your organization and among your colleagues. For nearly 50 years, the CCP certification has been acknowledged as the premier qualification in compensation management. By obtaining this certification, you will acquire the foundational knowledge necessary to proficiently develop and integrate compensation programs tailored to your organization.

With newly updated content and the consolidation of exams from ten to eight, the CCP certification is better than ever, including a new bundle option for the CCP certification. The new bundle option saves you time and money by providing the opportunity to earn your CCP within two years via our e-learning option.

This certification is comprised of eight multiple-choice exams that are listed in the table below and follow the recommended sequence for completing the certification. Exam takers will have two hours to complete each exam. With successful completion of each exam, the CCP® designation is awarded.

Exam	Number of Scored Questions	Passing Score
Creating Impact Through Total Rewards	80	75%
Understanding the Total Rewards Regulatory Landscape	80	75%
Designing and Managing Base Pay Systems*	80	75%
Improving Performance with Variable Pay	80	75%
Market Pricing and Competitive Pay Analysis	80	75%
Compensation Analytics and Insights	80	75%
Finance and Accounting Applications for Total Rewards	80	75%
Business Acumen and Communication Strategies in Total Rewards	80	70%

*Exam contains 82 questions in total (80 are scored; 2 are unscored).

For more information (including supporting courses, pricing, bundling options, and other resources), please go to the Certified Compensation Professional page on the WorldatWork website.

Global Remuneration Professional | GRP®

A globally recognized certification for over 35 years, the GRP designation positions you for success in developing and integrating compensation programs tailored for multi-national organizations.

Earning the GRP showcases your commitment to upholding the highest standards in compensation management. Armed with the GRP designation, you will be primed to strategically implement effective multinational solutions to today's complex business challenges. This certification ensures alignment with and support for your organizational objectives, enhancing retention and contributing to the overall success of your organization. With newly updated content and the consolidation of exams from ten to nine, the GRP certification is better than ever.

This certification is comprised of nine multiple-choice exams that are listed in the table below and follow the recommended sequence for completing the certification. Exam takers will have two hours to complete each exam. With successful completion of each exam, the GRP® designation is awarded.

Exam	Number of Scored Questions	Passing Score
Creating Impact Through Total Rewards	80	75%
Understanding the Total Rewards Regulatory Landscape	80	75%
Designing and Managing Base Pay Systems*	80	75%
Improving Performance with Variable Pay	80	75%
Market Pricing and Competitive Pay Analysis	80	75%
Compensation Analytics and Insights	80	75%
Finance and Accounting Applications for Total Rewards	80	75%
Business Acumen and Communication Strategies in Total Rewards	80	70%
Managing Global Total Rewards	80	75%

*Exam contains 82 questions in total (80 are scored; 2 are unscored).

For more information (including supporting courses, pricing, and other resources), please go to the Global Renumeration Professional page on the WorldatWork website.

Certified Benefits Professional | CBP®

This certification is well suited to entry- to mid-level HR professionals interested in learning about benefits design and management. It provides the knowledge and skills to develop benefits programs that integrate with business strategy. This certification is comprised of seven multiple-choice exams. Exam takers will have two hours to complete each exam. With successful completion of each exam (a score of 75% or higher), the CBP® designation is awarded. The seven exams are offered for the following domain/topic areas:

Exam	Number of Questions
Total Rewards Management for Benefits Success	80
Regulatory Environments for Benefits Programs	80
Benefits Outsourcing – Selecting, Contracting and Managing Service Partners	80
Retirement Plans – Design Considerations and Administration	80
Health and Welfare Plans – Plan Types and Administration	80
Health and Welfare Plans – Strategic Planning and Design	72
Strategic Communication in Employee Benefits	68

For more information (including supporting courses, pricing, and other resources), please go to the Certified Benefits Professional page on the WorldatWork website.

Certified Executive Compensation Professional | CECP®

WorldatWork recommends that certification candidates for the CECP® exam have at least three years of experience with executive compensation. The CECP® exam contains 100 questions and the exam takers are allowed three hours to complete the exam.

The CECP Body of Knowledge

The CECP® exam is a single competency-based exam based on WorldatWork's CECP® Body of Knowledge (BOK). Candidates preparing for the CECP® exam should review the BOK which is comprised of four main knowledge domains consisting of 78 total tasks representing common skills, knowledge and abilities of the executive compensation professional. Set as the industry standard, the BOK was recently validated and revised by WorldatWork via a formal practice analysis completed by hundreds of executive compensation practitioners. The new CECP® examination covers all topic areas addressed in this BOK.

The CECP Exam Blueprint

The CECP Exam Blueprint shows the distribution of questions on the exam within the four main knowledge domains from the BOK.

Domain	% of Exam Questions
Strategic Management of Executive Compensation	10%
Design Executive Compensation Plans	60%
Administer Executive Compensation Programs	20%
Evaluate Executive Compensation Programs	15%

How the CECP Exam is Scored

The CECP® exam is scored utilizing a scaled scoring range of 120 – 200. **A passing score is 200, and all exam takers who pass the exam receive the maximum score of 200.** Any score between 120 – 199 means that the exam taker did not achieve a passing score. Scaled scores are used to transform raw scores to a common scale. The transformation of the raw scores into the scaled scores permits an exam taker's performance to be described in terms of a common scaled score distribution, ranging from 120 to 200. Scaled scoring is a certification best practice for high-level exams and provides a consistent metric from one examination to the next leading to consistent interpretation across time.

For more information (including pricing, practice exams, and other resources), please go to the Certified Executive Compensation Professional page on the WorldatWork website.

Certified Sales Compensation Professional | CSCP®

WorldatWork recommends that certification candidates for the CSCP® exam have at least two to three years of experience with sales compensation. The CSCP® exam contains 120 questions and exam takers have three hours to complete the exam. The passing score for the CSCP® exam is 75%.

The CSCP Body of Knowledge

The CSCP® exam is a single competency-based exam based on WorldatWork's CSCP Body of Knowledge (BOK). Candidates preparing for the CSCP® exam should review the BOK which is comprised of six main knowledge domains consisting of 72 total tasks representing common skills, knowledge, and abilities of the executive compensation professional. Set as the industry standard, the BOK was validated by WorldatWork via a formal practice analysis completed by hundreds of sales compensation practitioners. The CSCP® examination covers all topic areas addressed in this BOK.

The CSCP Exam Blueprint

The CSCP® Exam Blueprint shows the distribution of questions on the exam within the six main knowledge domains from the BOK.

Domain	% of Exam Questions
Strategic Alignment of Sales Compensation	20%
Design Sales Jobs and Compensation Plans	25%
Communicate Sales Compensation	15%
Manage and Administer Sales Compensation Programs	15%
Evaluate and Improve Sales Compensation Plan Effectiveness	20%
Governance	5%

For more information (including pricing, practice exams, and other resources), please go to the Certified Sales Compensation Professional page on the WorldatWork website.

Total Rewards Leadership Certification | TRLC®

WorldatWork recommends that certification candidates for the TRLC® exam have at least three years of experience in Total Rewards leadership. The TRLC® exam contains 90 questions and exam takers are allowed three hours to complete the exam.

The TRLC Body of Knowledge

The TRLC® exam is a single competency-based exam based on WorldatWork's TRLC® Body of Knowledge (BOK). Candidates preparing for the TRLC® exam should review the BOK which is comprised of seven main knowledge domains consisting of 63 total tasks representing common skills, knowledge, and abilities of the Total Rewards leader.

The TRLC Exam Blueprint

The TRLC Exam Blueprint shows the distribution of questions on the exam within the seven main knowledge domains from the BOK.

Domain	% of Exam Questions
Business Acumen and Strategy	10%
Total Rewards Strategy & Alignment	10%
Leading the Total Rewards Function	20%
Leading the Total Rewards Team	15%
Total Rewards Technical Expertise	20%
Analytics & Evidence-Based Decisions	10%
Influence & Effectiveness	15%

How the TRLC Exam is Scored

The TRLC® exam is scored utilizing a scaled scoring range of 120 – 200. **A passing score is 200, and all exam takers who pass the exam receive the maximum score of 200**. Any score between 120 – 199 means that the exam taker did not achieve a passing score. Scaled scores are used to transform raw scores to a common scale. The transformation of the raw scores into the scaled scores permits an exam taker's performance to be described in terms of a common scaled score distribution, ranging from 120 to 200. Scaled scoring is a certification best practice for high-level exams and provides a consistent metric from one examination to the next leading to consistent interpretation across time.

Certification Eligibility Criteria

WorldatWork offers open access to all its credentials. There are no mandatory prerequisites to take a certification examination. While no specific courses are required to sit for the examination, candidates should consider it beneficial to enroll and complete one or more of the certification courses offered by WorldatWork. Practice exams are also available for our CECP® and CSCP® certifications. Successful exam results remain active for up to 8 years. If a certification designation is not completed within 8 years (for CCP, CBP, GRP) then the candidate will need to retake the current examination.

Cancellation. All cancellation/transfer requests must be submitted via e-mail to our Customer Experience Team at customerexperience@worldatwork.org.

- **Courses - Classroom and Virtual Classroom.** Please refer to the table below on cancellation eligibility. Course fees become nonrefundable and nontransferable once you access the course online portal.

Cancellation Email Receipt	Cancellation Eligibility
More than 30 calendar days before the course start date.	Receive a full refund, account credit, or transfer to another course or learner.
15-30 calendar days before the course start date.	Receive account credit or transfer to another course or learner.
14 or fewer calendar days before the course start date.	Fees are not refundable or transferrable.

- **Courses - E-learning.** Course fees become nonrefundable and nontransferable 30 days after purchase or once you access the course online portal.
- **Exams.** Exam fees become nonrefundable and nontransferable 30 days after purchase.

Payment. Prepayment is required on all orders. WorldatWork accepts payment in U.S. dollars by check, or credit card (Discover [U.S.], American Express, MasterCard or Visa, wire transfer). Make checks payable to WorldatWork.

Taxes. All products are subject to state and local tax as applicable.

Account Credit. Credit on the account is valid for two years. Credits not used within two years are deemed to be a contribution to ongoing WorldatWork research and related programs that support the profession.

Variability. Information, registration, policies, prices, and fees are subject to change without notice.

Non-refundable items. The following products are nonrefundable: hardcopy books, downloaded books, printed course materials, and subscription-based products (e.g. WorldatWork Salary Budget Survey).

Reasonable Accommodations

WorldatWork, and its testing provider, PSI, are interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. The following WorldatWork standard accommodations can be requested directly with PSI during the scheduling process (regardless of whether the exam is administered online or in-person). The following is a list of standard accommodations that can be requested at the time of scheduling.

- Communication Aids – such as hearing aid/cochlear implant, vocal cord magnifiers
- Diabetic Supplies
- Double Time
- Food/Drink
- Medical Devices/medication
- Mobility Devices
- Private Room
- Reader (live)
- Screen magnifier
- Screen reader
- Scribe/Recorder
- Service Animal
- Sign Language Interpreter
- Specialized equipment – such as adjustable height desk/chairs, specific keyboards, whiteboards
- Time and a half

Additional accommodations are available upon request with WorldatWork's Customer Experience Team at 877.951.9191 in the U.S and Canada and +1 480.951.9191 outside of the U.S. and Canada.

Language

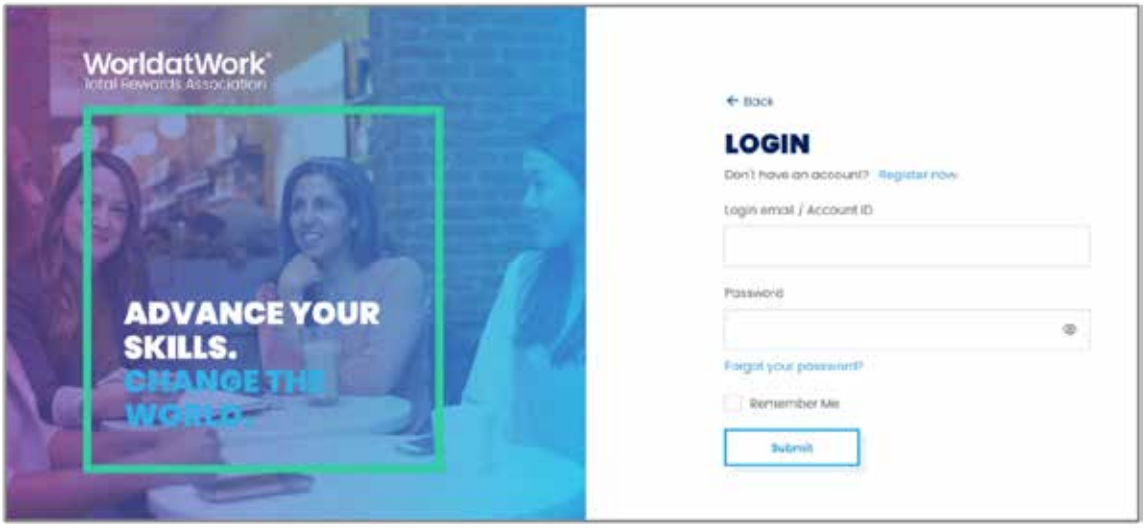
Examinations are offered in U.S. English.

Exam Delivery

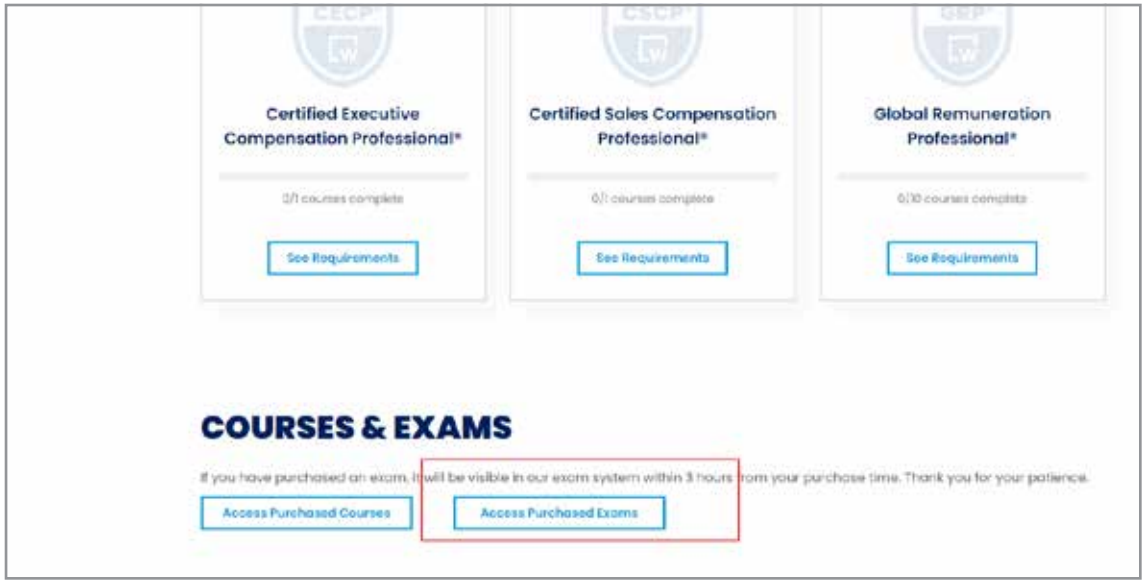
WorldatWork offers certification proctored examinations on-demand (record and review) through a third-party provider, PSI. If needed, exams may be offered in person at any of PSI Test Center around the globe.

PSI On-Demand (Record and Review) and PSI Test Center scheduling

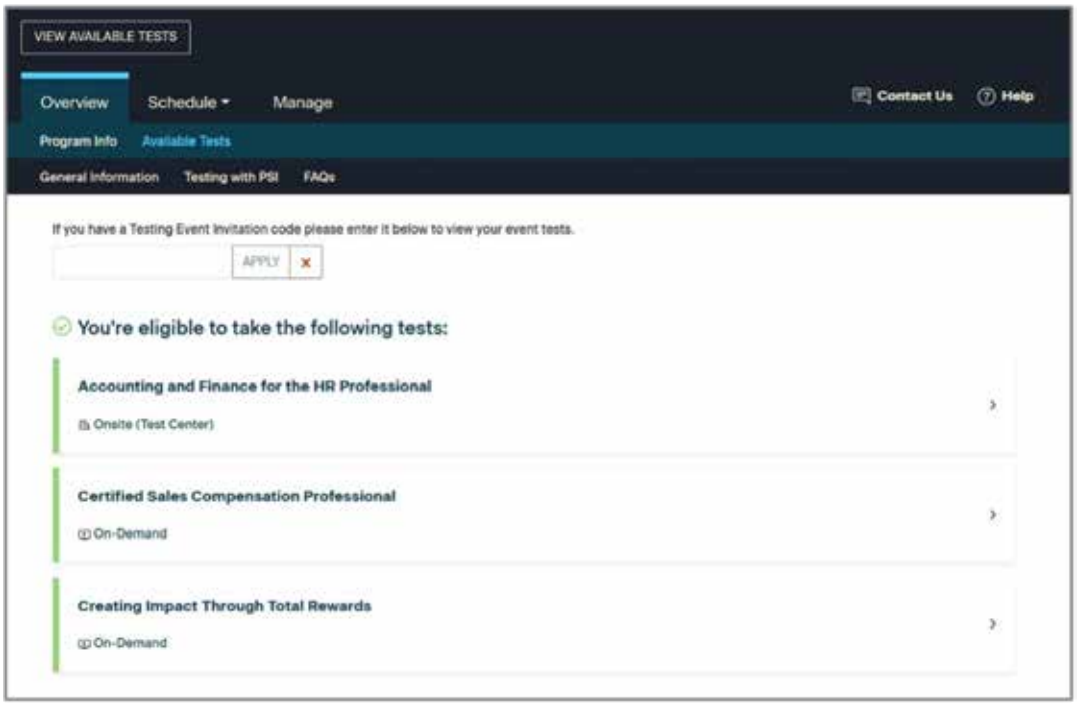
1. Candidates will purchase their exam from WorldatWork. The purchase can be made through the WorldatWork website, Customer Experience, or through various WorldatWork partners.
2. If you plan to take your exam on the final day of your 120-day testing window, please be sure to schedule it at least 48 hours in advance, as same-day scheduling is not permitted on the last day.
3. Once an exam is purchased, you will proceed to the WorldatWork Learner Dashboard by following this link: https://worldatwork.org/profile. Here you will enter your WorldatWork username and password and click on "Submit" Button.



4. Select **Access Purchased Exams** link.

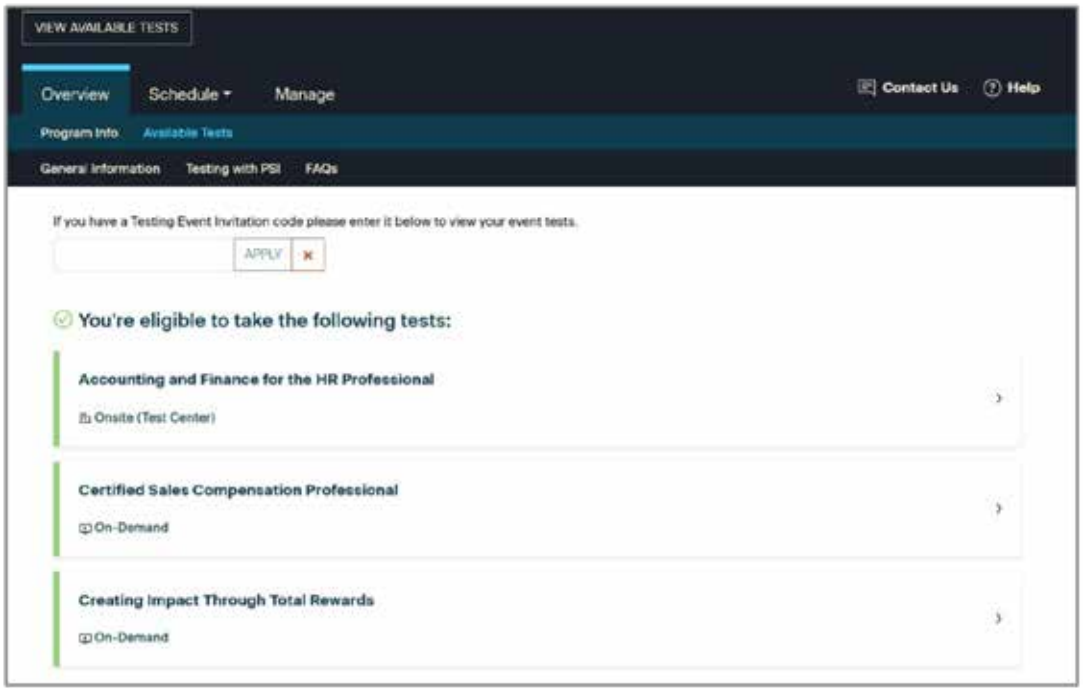


5. The candidate will navigate to PSI dashboard page https://test-takers.psiexams.com/watw program Info Page (important: it can take up to three hours after purchase for the exam to appear in PSI). Candidates must select **Schedule button** or **Available Tests** button to view the eligible exams to schedule.

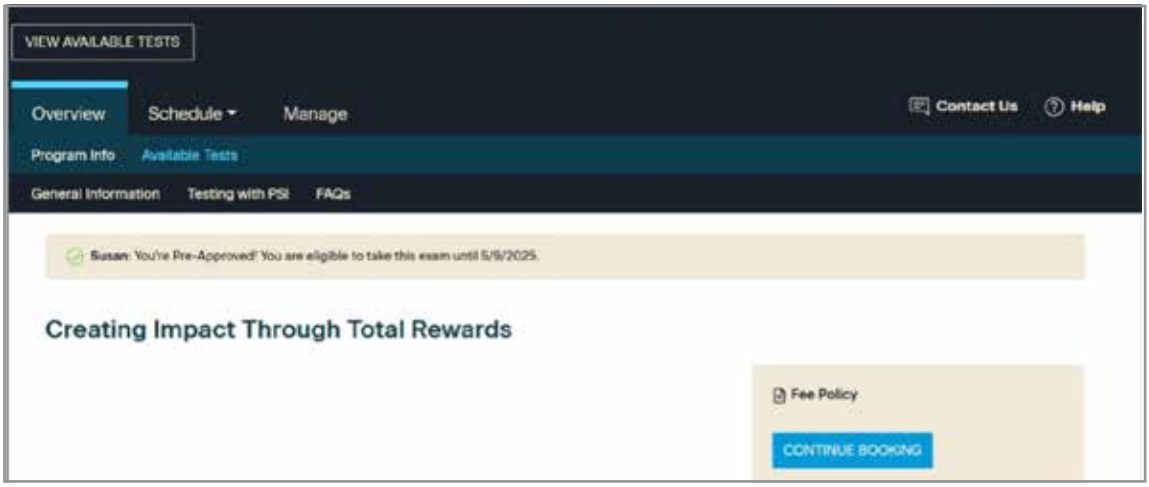


On-Demand mode

6. Candidates will choose On-Demand mode exam.

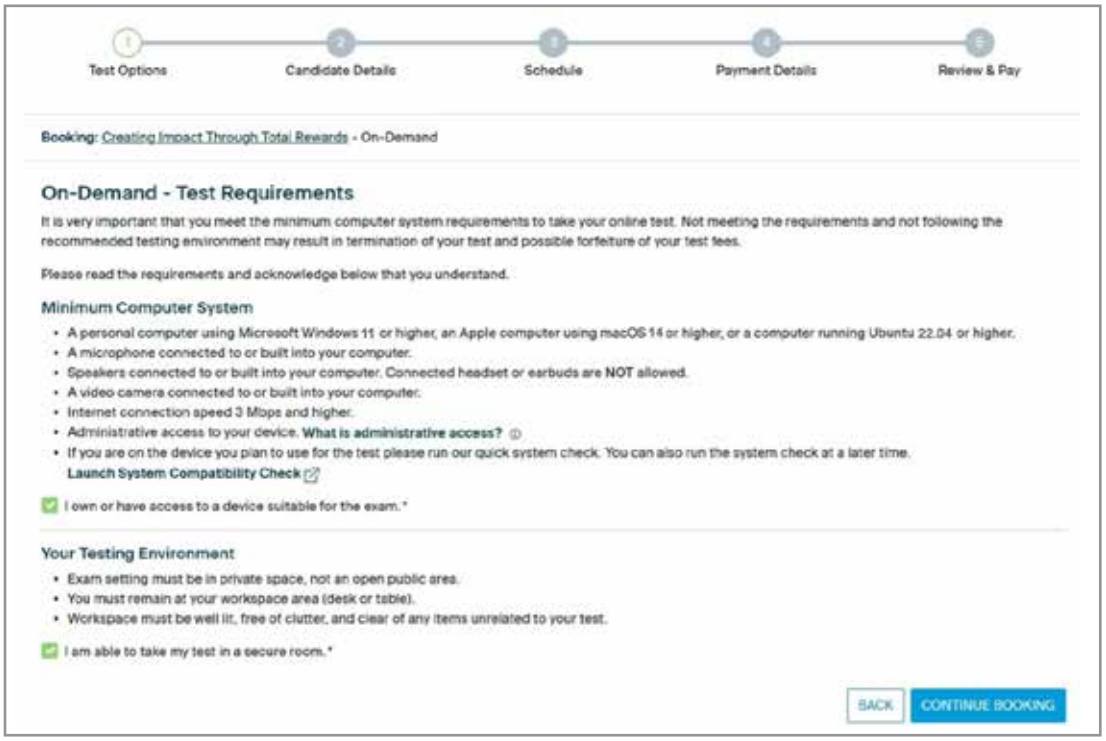


7. Check exam name and click on **CONTINUE BOOKING.**



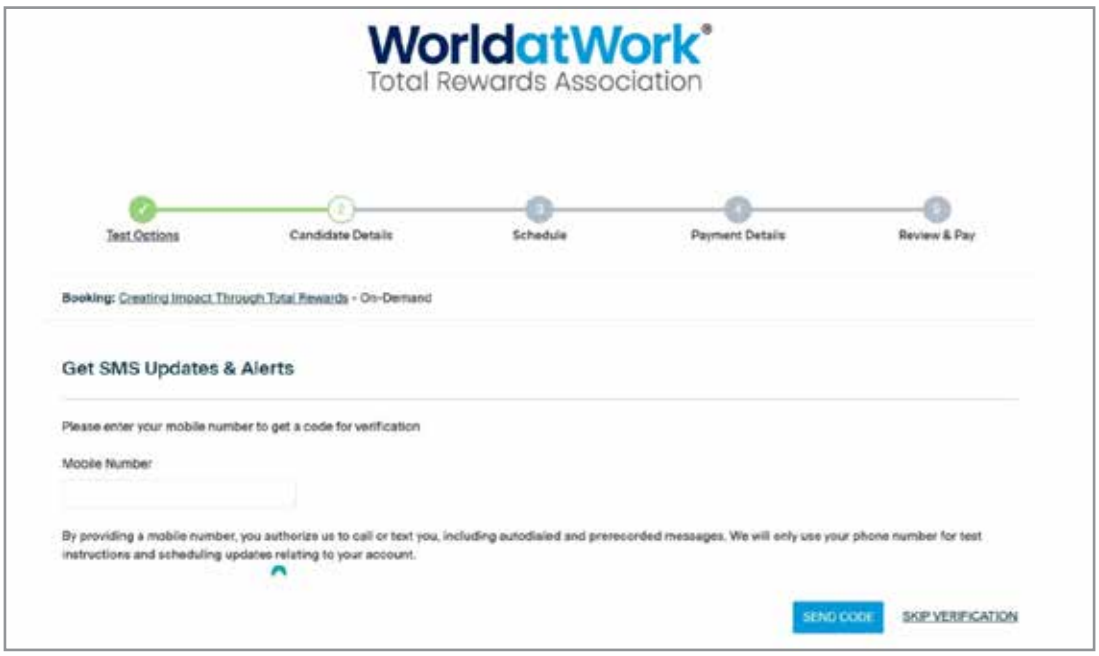
8. Verify test delivery mode and click on **CONTINUE BOOKING.**

9. Verify On-Demand Test Requirements

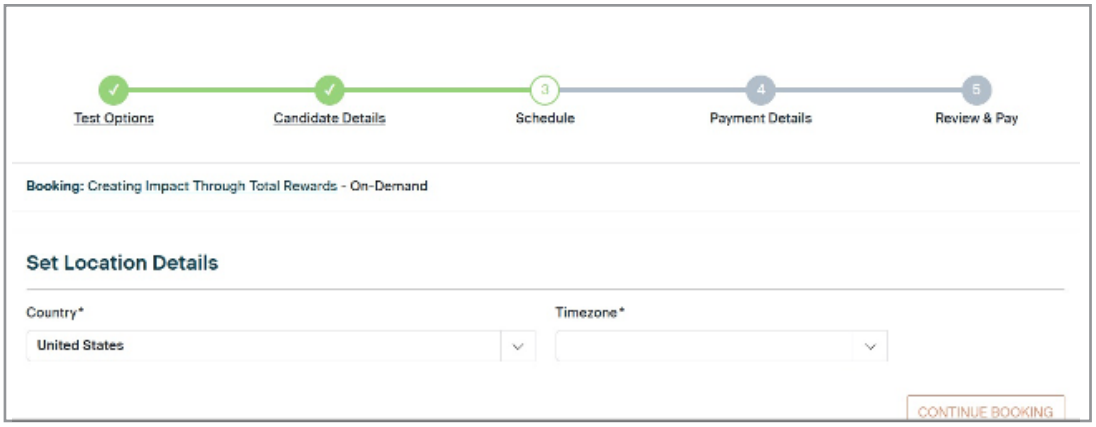


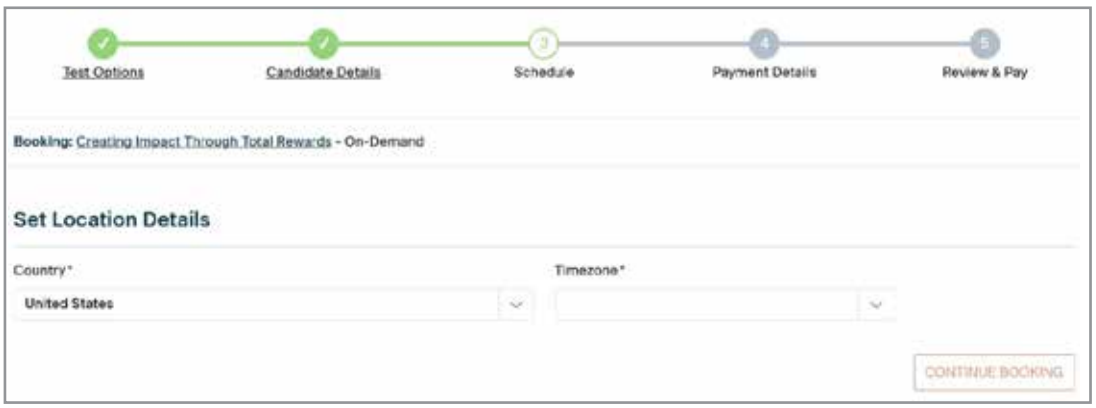
10. Verify details

11. Enter Mobile Number to get SMS Updates and Alerts

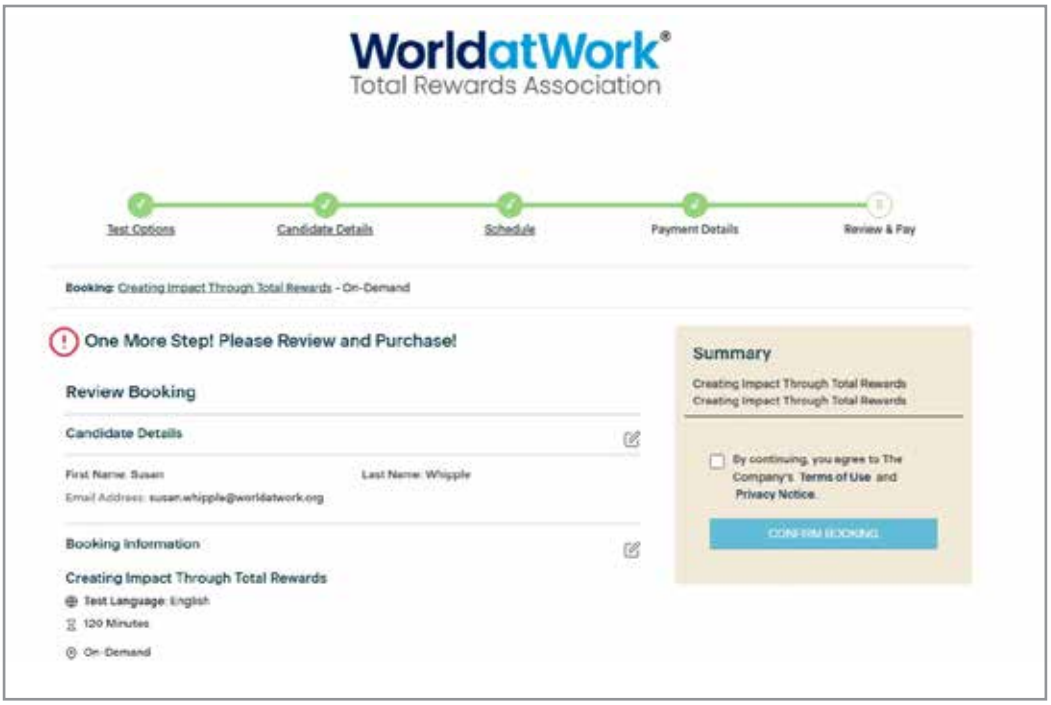


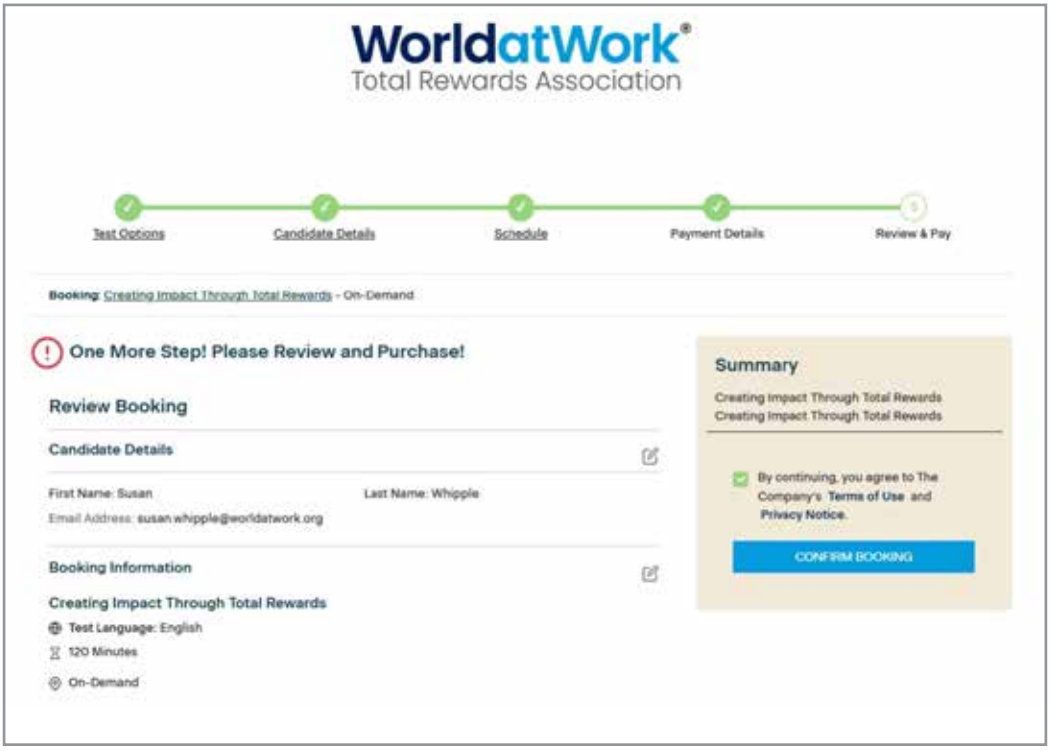
12. To select session, select **COUNTRY** and **Time Zone.**



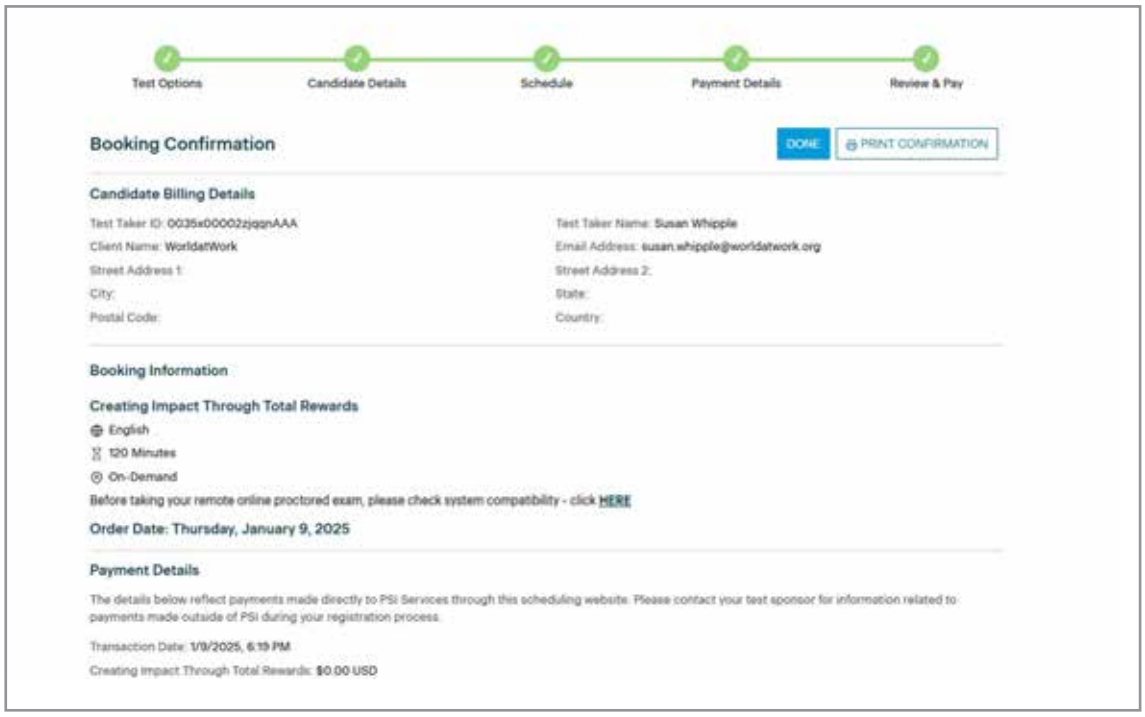


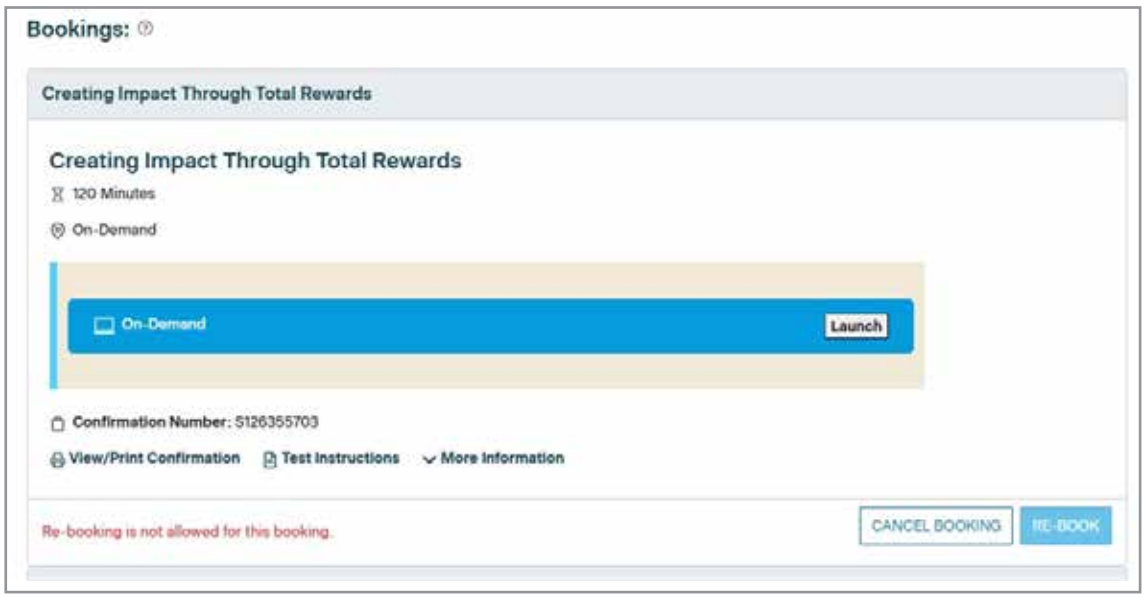
13. Please review delivery mode and booked date details before selecting the check box and click on **CONFIRM BOOKING** Button.





14. Once your booking is confirmed, select **DONE.**



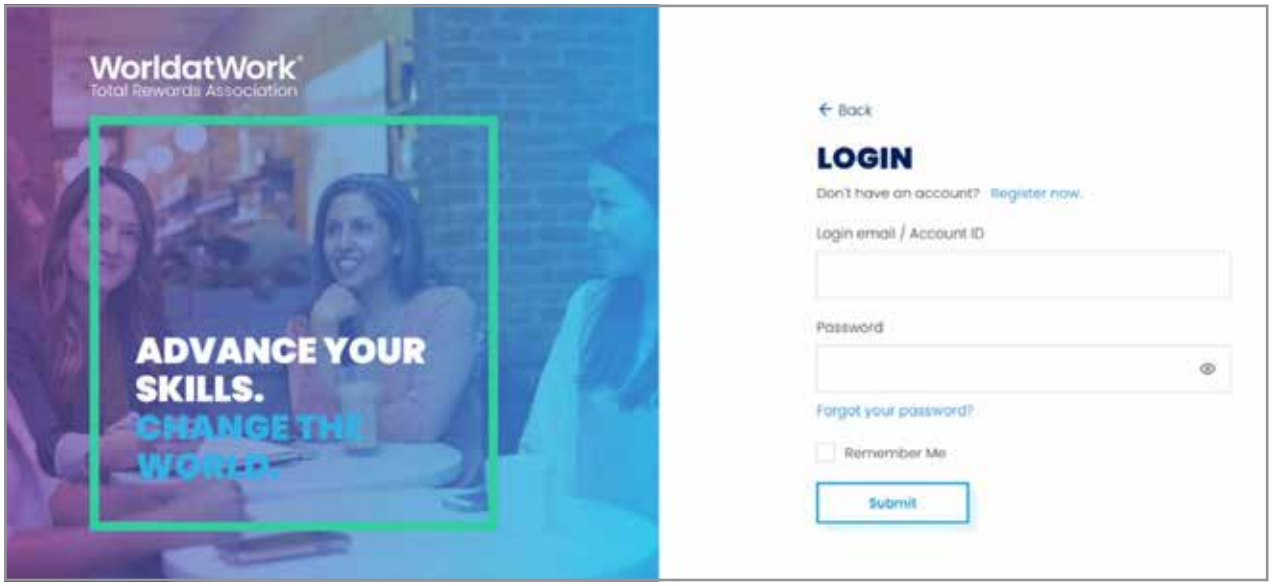


For PSI Test Center scheduling

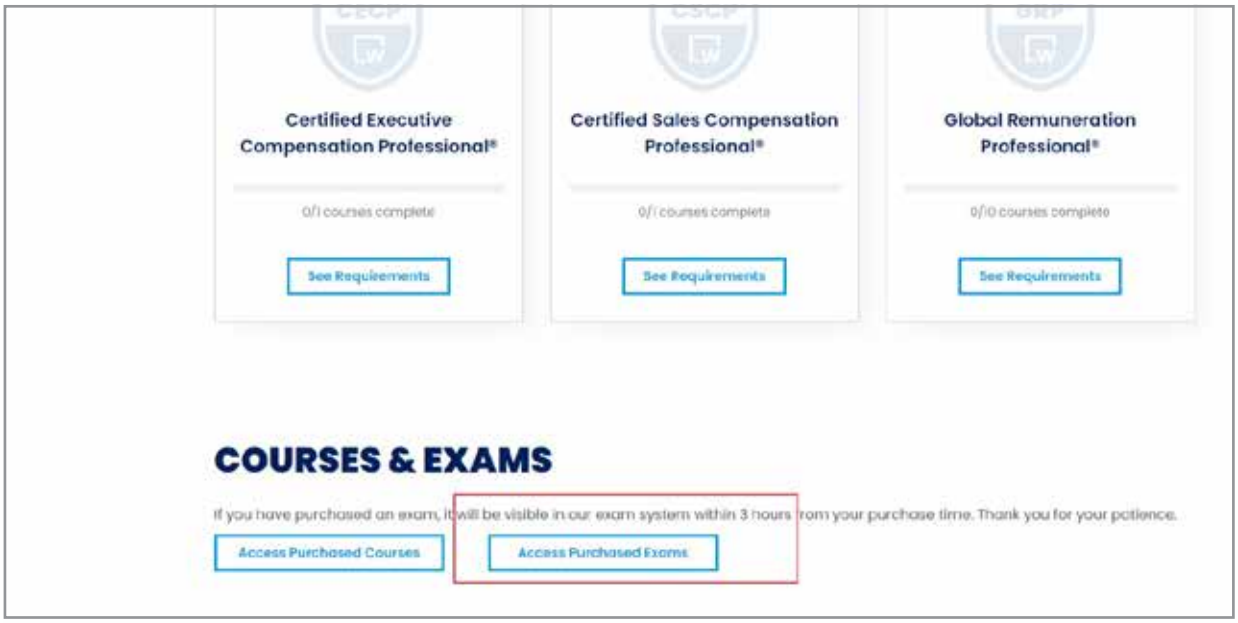
1. Candidates may request to take an exam at a PSI Test Center by contacting WorldatWork's Customer Experience Team at 877.951.9191 in the U.S and Canada and +1 480.951.9191 outside the U.S. and Canada.
2. If you plan to take your exam on the final day of your 120-day testing window, please be sure to schedule it at least 48 hours in advance, as same-day scheduling is not permitted on the last day.
3. Once WorldatWork approves the in-person test center exam, follow the instructions below to schedule the exam.
4. For rebooking or cancellation, candidates may reach out to WorldatWork for rebooking or cancellation requests by contacting WorldatWork's Customer Experience Team at 877.951.9191 in the U.S and Canada and +1 480.951.9191 outside the U.S. and Canada.

Test Center mode:

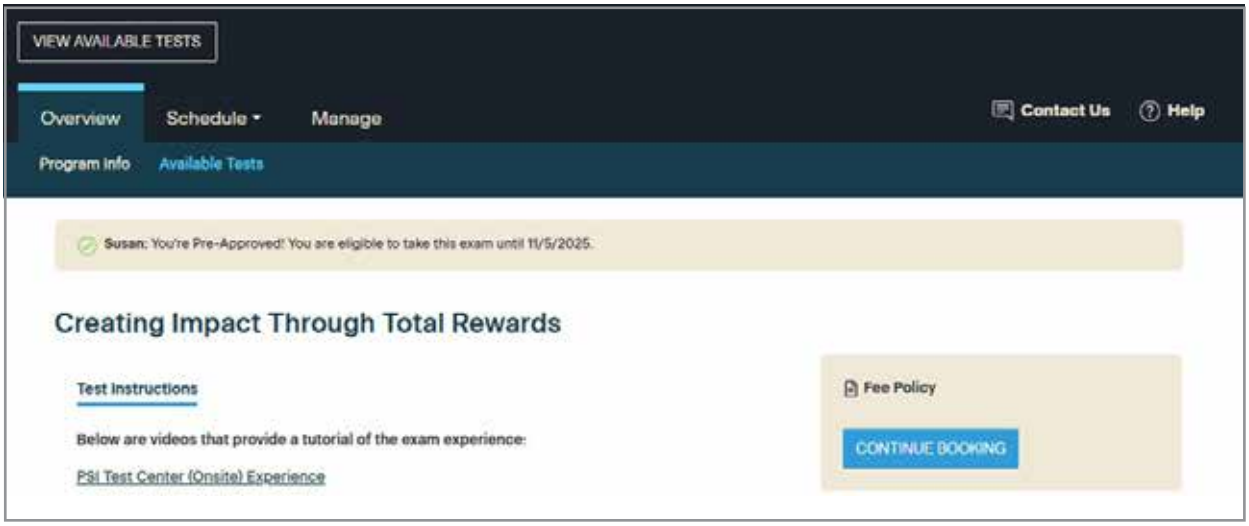
1. Once an exam is purchased and approved, you will proceed to the WorldatWork Learner Dashboard by following this link: https://worldatwork.org/profile. Here you will enter your WorldatWork username and password and click on "Submit" Button.



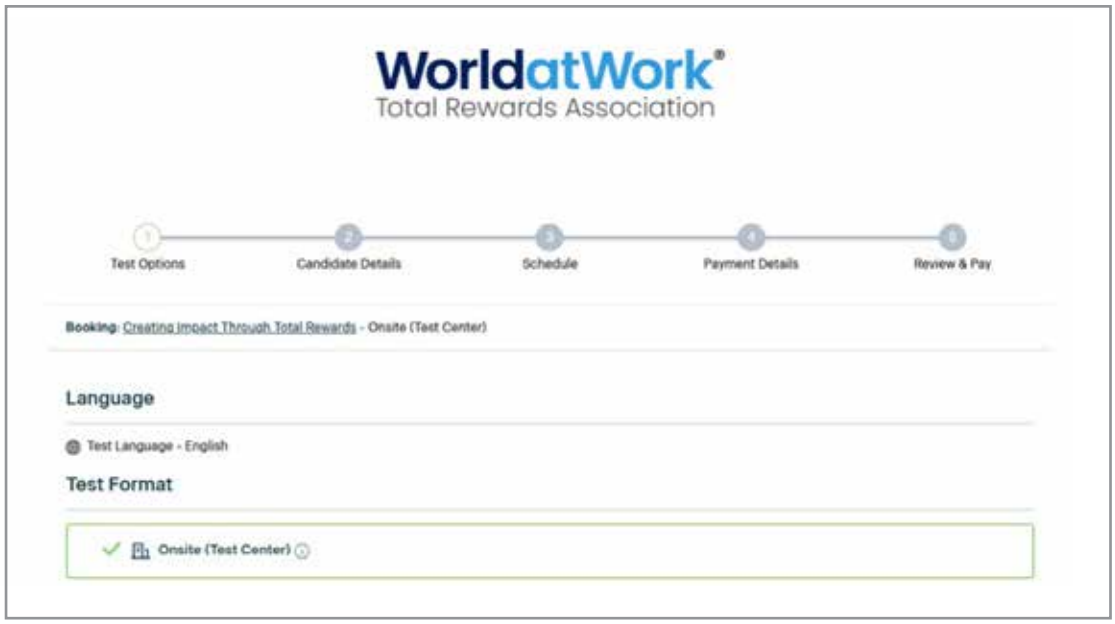
2. Select **Access Purchased Exams** link.



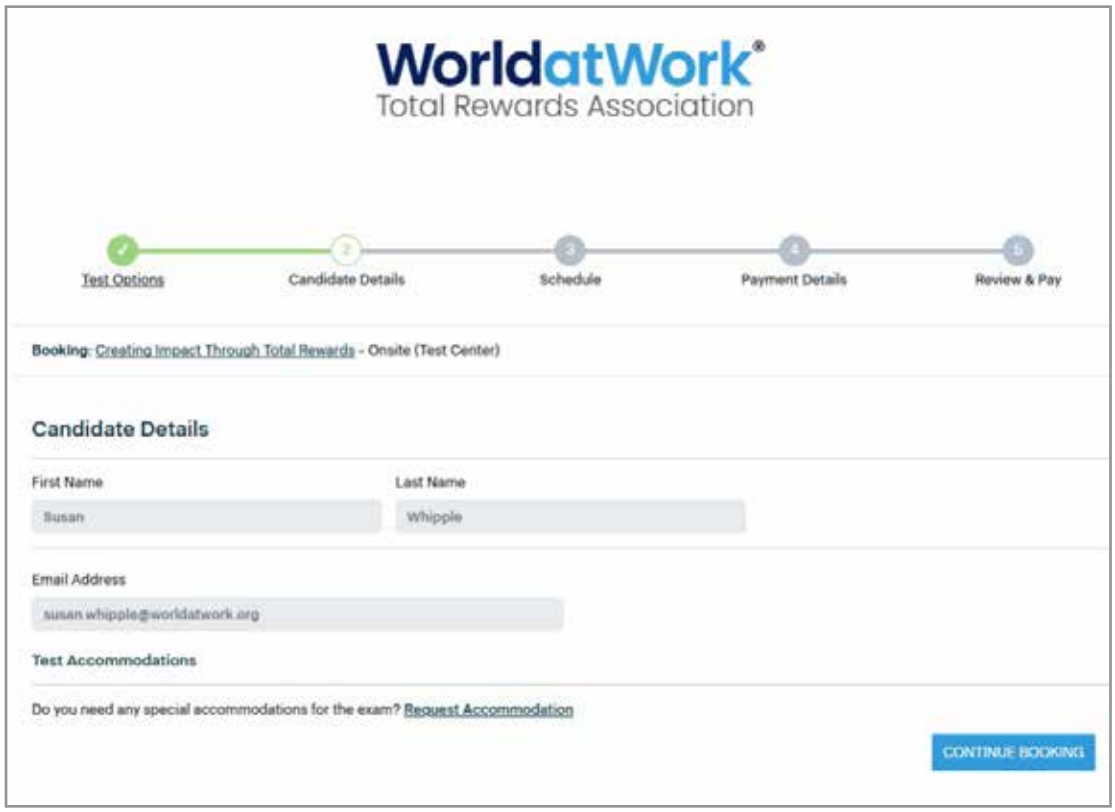
3. The candidate will navigate to PSI dashboard https://test-takers.psiexams.com/watw program info page (important: it can take up to three hours after purchase for the exam to appear in PSI). Candidates must select **Schedule button** or **Available Tests** button to view the eligible exams to schedule. Check Exam Name and click on **CONTINUE BOOKING**.



4. Verify test delivery mode and Click on **CONTINUE BOOKING**.

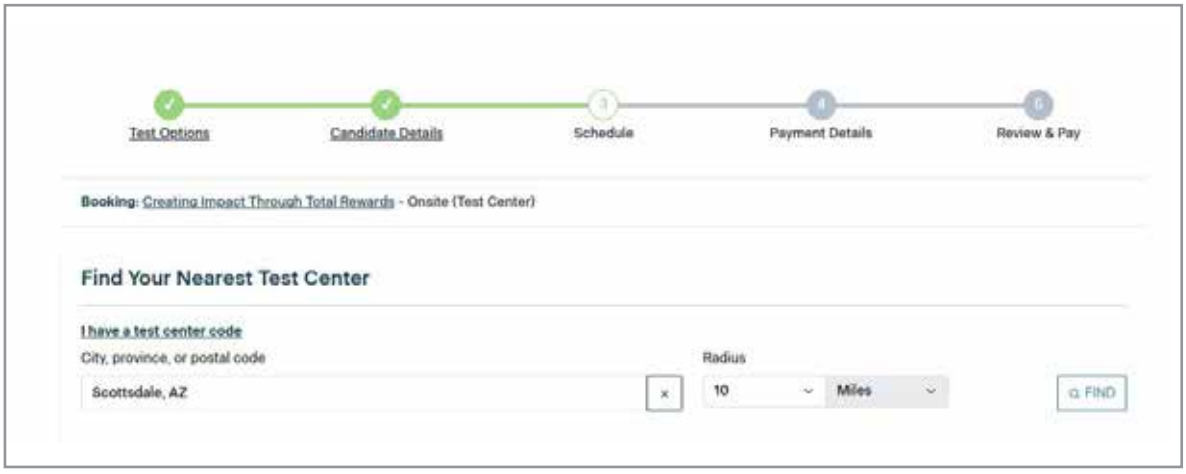


5. Confirm Candidate Details and Click on **CONTINUE BOOKING**.

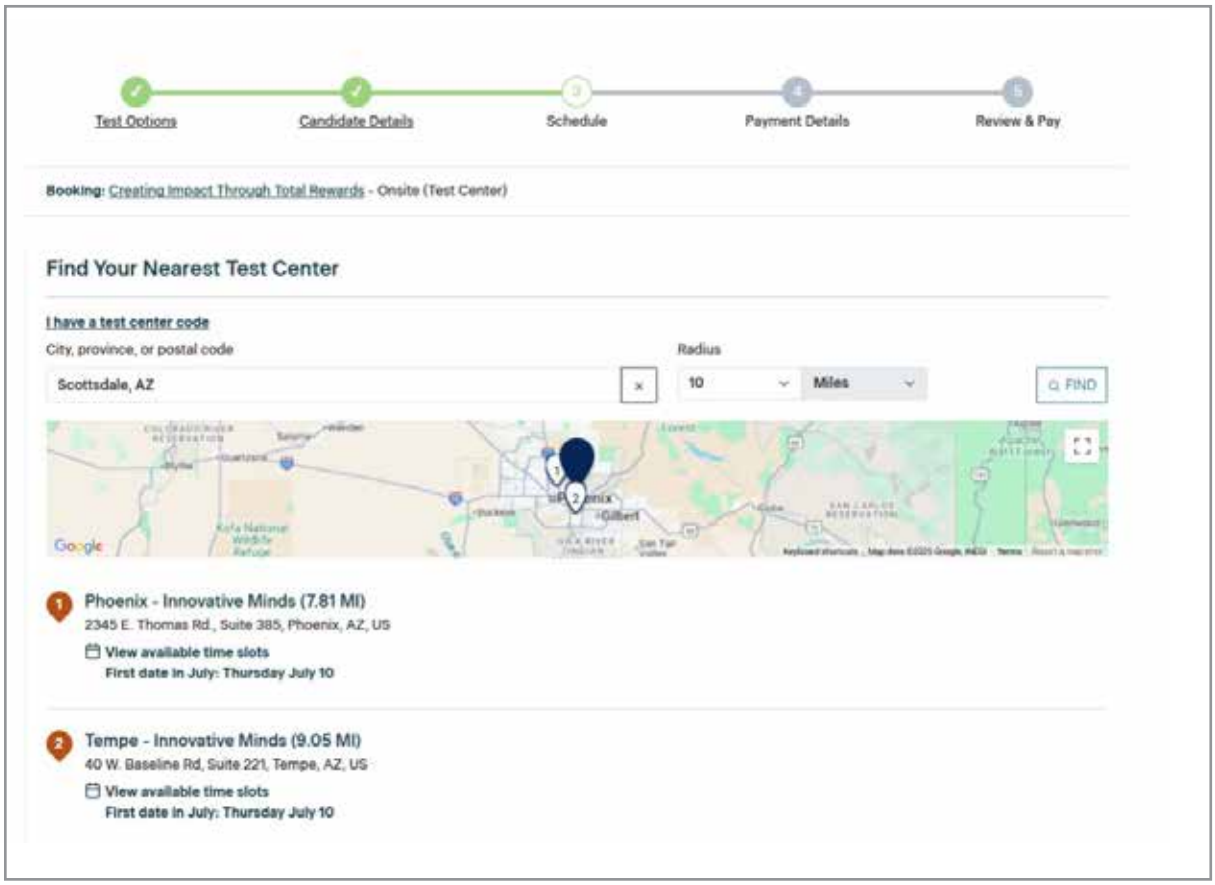


6. Enter Mobile Number to get SMS Updates and Alerts

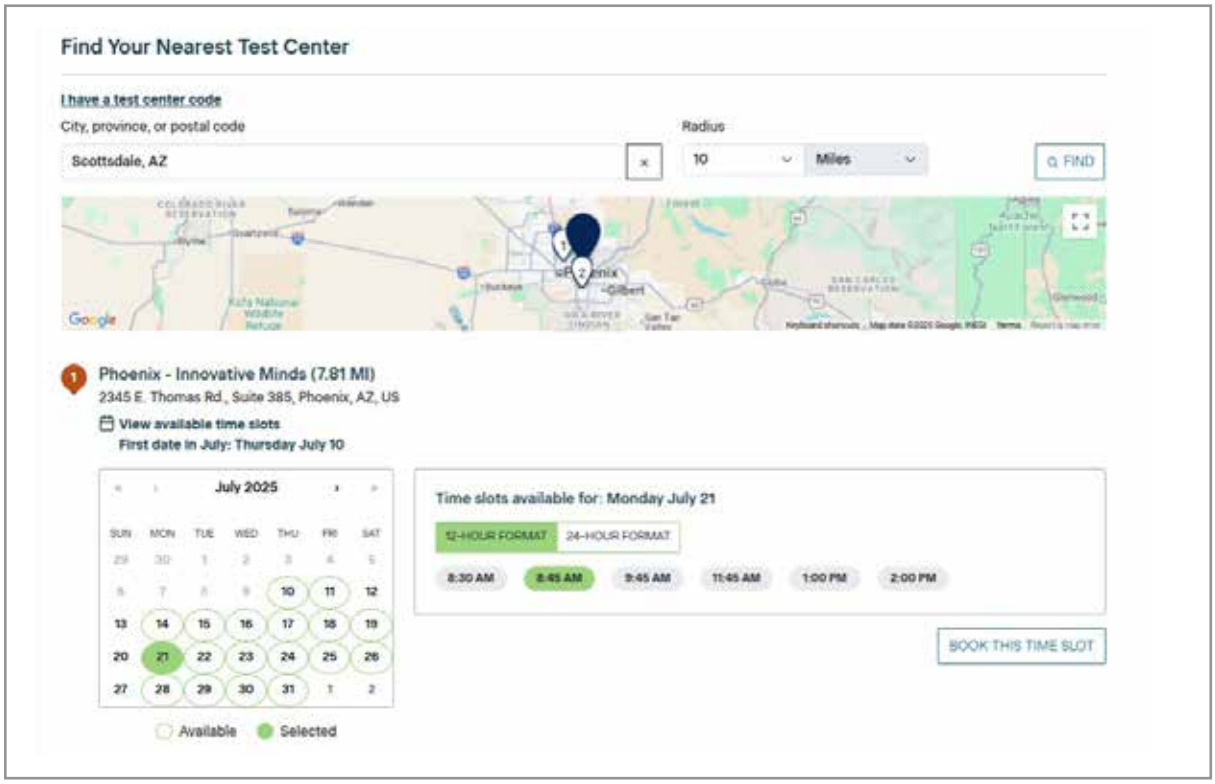
7. To select Test Center, enter the "City or Postal Code" and select **FIND**.



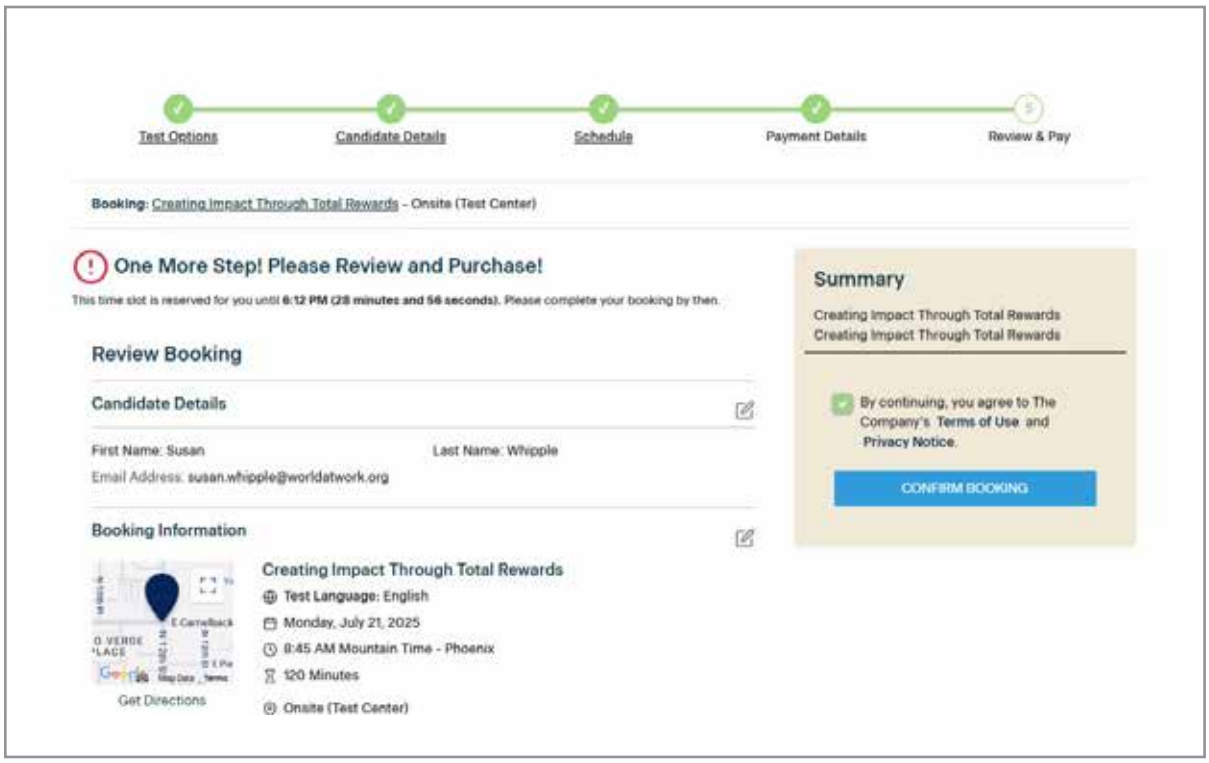
8. Select test center from the list.



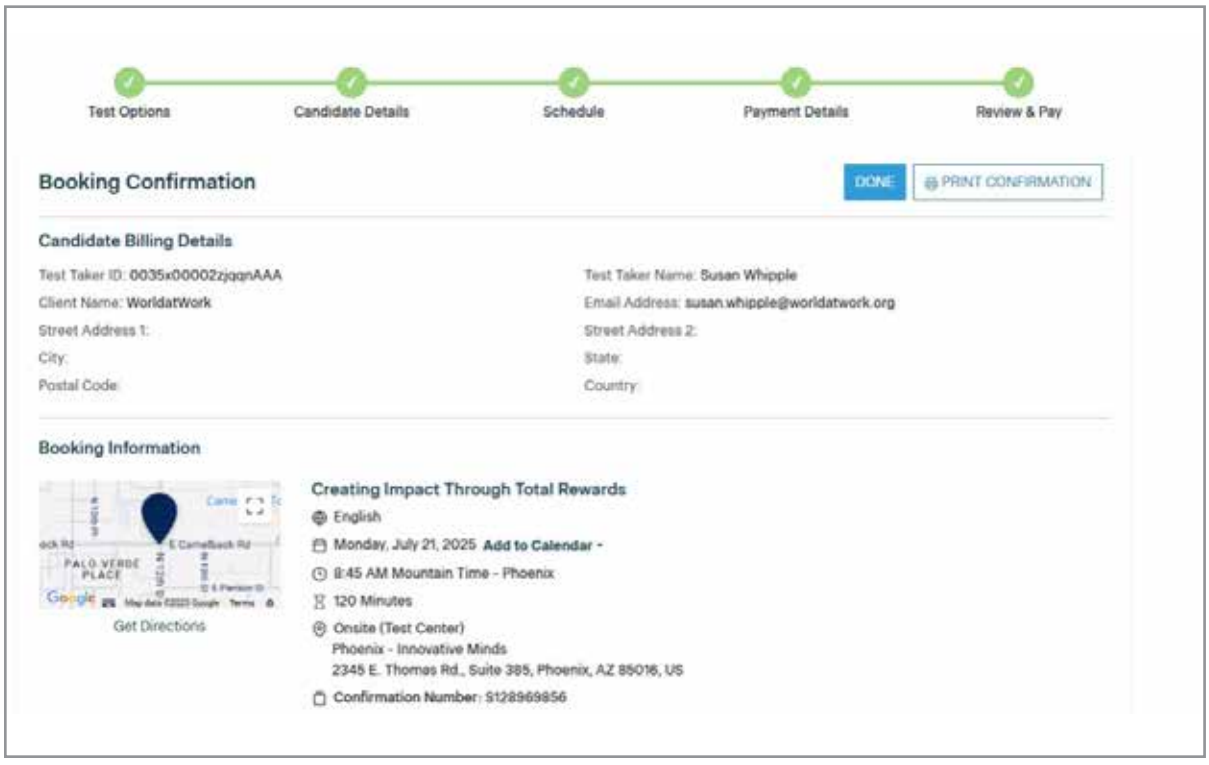
9. Select a date and time to book an appointment.

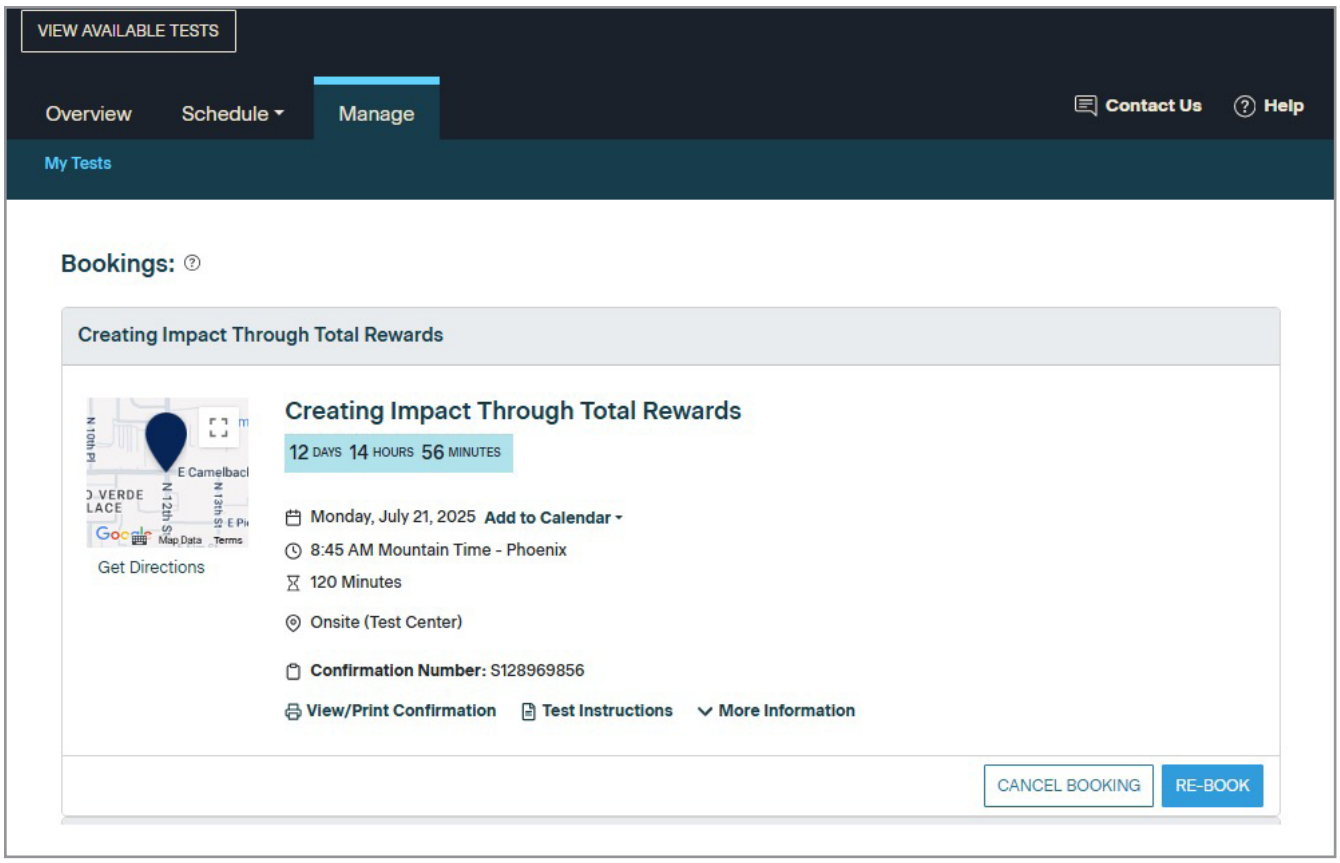


10. Please review delivery mode, booked date, and booked time details before selecting the check box and click on **CONFIRM BOOKING** button.



11. Once your booking is confirmed, select **DONE**.





PSI On-Demand Exam and PSI Onsite (Test Center) Security

WorldatWork and PSI administration security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities.

The following security procedures apply during the **online on-demand test:**

1. Procedures

- You can launch your exam right from your home computer. Requirements include a web camera, speakers, microphone, and stable broadband internet connection. Please go through the compatibility check on the PSI registration platform.
- If you need assistance during your exam, you should initiate a chat with the online test administrator using the in-exam chat tool.
- You must present valid, unexpired and acceptable ID(s) in order to take your test. Military IDs are not acceptable.
- PSI requires all employees and exam takers to always conduct themselves in a professional and courteous manner. Exhibiting abusive behavior toward anyone via chat or phone will be reported to WorldatWork and may result in criminal prosecution.
- You may not exit the camera view or use your cell phone or other electronic devices during the examination.
- Talking or mouthing words while testing is prohibited.

2. Security

- You are prohibited from reproducing, communicating, or transmitting any test content in any form for any purpose. This behavior will result in the disqualification of test results, will be reported to WorldatWork and may lead to legal action.
- With the exception of your testing machine, electronic devices and recording devices of any kind (including but not limited to cell phones, pagers, and cameras) are NOT permitted during the On-Demand.
- You will be required to scan the room where you are testing prior to launching your test. Before scanning you must remove all items such as notes, drinks, a box of tissues or any such items on your desk. Walls should be clear of any materials, though art and decor are permitted.
- Other people are not allowed in the room while you are testing. Someone else entering the room and/or talking to you is considered a test violation and may result in termination of your test.

3. Restrictions

- Water in a clear container is allowed. Food is not allowed unless prior documentation is provided as an exam accommodation.

The following security procedures apply during the **onsite (test center) test:**

1. Identification

- On the day of your test, report to the Test Center 30 minutes before your booked time. Once you enter the building, look for the signs indicating PSI Test Center Check-In. A candidate who arrives more than 15 minutes after the booked test time will not be admitted.
- To gain admission to the Test Center, you must present (1) form of identification. The form of identification must be government issued, current and include your name, signature, and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.
- Examples of valid forms of identification are current: driver's license with photograph; state/province identification card with photograph; international passport; or Visa with photograph. Test Takers will have the option to use their mobile device or their webcam to capture their photo identification card via a QR code in the Capture page during the Check-In Process. The Test Taker default selection will be the mobile device and the Check-In Specialist will have no changes to their flow but will see higher quality images in the photo ID review screen.
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).
- Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the test is considered a missed booking. There will be no refund of test fees.
- After your identification has been confirmed, you will be directed to a testing carrel. You will be prompted on-screen to enter your candidate identification number.

2. Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes. The following security procedures apply during the test:

- Tests are proprietary. You are prohibited from reproducing, communicating, or transmitting any test content in any form for any purpose.
- No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the test.
- No guests, visitors or family members are allowed in the testing room or reception areas.

3. Personal Belongings

No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the test is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- Watches
- Hats
- Wallets
- Keys

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings. If any personal items are observed or heard (such as cellular/smart phones, alarms) in the testing room after the test is started, you will be dismissed, and the administration will be forfeited.

4. Restrictions

An online whiteboard is available for all on-demand exams. In addition, an online calculator will be available. A non-programmable physical calculator will also be allowed.

You will be provided with ten (10) pieces of scratch paper to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the proctor at the completion of testing. A whiteboard is allowed, where available, and must be erased by the candidate in the proctor's view.

- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the test may be asked during the test.
- Eating, drinking, or smoking is not permitted in the Test Center.

Attainment of Certification

Once a candidate has completed their exam with our exam provider, PSI, their score will immediately appear on screen after the exam. Following the completion of the exam, the candidate will receive a test completion email confirmation. WorldatWork exams are recorded and reviewed by a proctor and can take up to 7 days to be reviewed by PSI. If no issues are raised, then a badge will be issued.

Liability Release

By acknowledging receipt of this handbook, an applicant releases WorldatWork, its employees and vendors, from any and all liabilities for any delay or disruption in the application process, testing arrangements, or other issues. Additionally, an applicant will be governed by the provisions of the handbook currently in force at the time of the handbook's reception.

Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit the examination fee. WorldatWork is authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration will be addressed by WorldatWork. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by WorldatWork. Following is a list of major WorldatWork violations*:

- Someone other than the candidate in the room during the session and candidate asks for assistance on the exam.
- Candidate provides an inaccurate or fraudulent score report, and/or modifies an official score report.
- Candidate did not wipe whiteboard at exam's conclusion.
- Candidate is acting in an inappropriate manner.
- Candidate has inappropriate materials in view of the desktop.
- Candidate places an object over the camera to obstruct the proctor's view.
- Candidate is browsing the internet.
- Candidate is browsing other local resources during the exam.
- Candidate uses software to copy exam content.
- Candidate performs a copy/paste of exam content and saves content.
- Candidate takes a picture or video of the screen.
- Candidate is using "other" application on their computer.
- Candidate is using instant messaging on their computer.
- Candidate left the room (with or without informing the proctor).
- Candidate attempts to use a telephone or mobile device.
- Candidate attempts to use another computer.

*Subject to change. Additionally, this list is not exhaustive, and so does not preclude other similar actions by the candidate from being considered a violation.

Handling of Tests

WorldatWork will take all available precautions to ensure the appropriate and secure handling of completed in-person or virtual tests. In the rare and extreme case in which the tests become lost or unreadable, candidates will be required to undergo retesting without being charged a re-examination fee. Candidates will be responsible for their own travel-associated expenses for future testing.

Candidate Score Report and Access to an Exam

Candidates will receive a score report after completing their exam (also via e-mail). The score report will show their exam score as well as the exam result ("pass" or "did not pass"). The score report will also show how the candidate performed for specific content areas. WorldatWork is unable to provide a candidate with their specific exam or specific questions within their exam. This is due to security purposes as well as to maintain the integrity and validity of the exam.

Candidate Profile Account/Transcript

Once earned, the designations remain part of the candidate profile. The status of one's certification and expiration can be found in the candidate's online profile under Certification Status.

Retesting: Candidate Does not Pass

Candidates unsuccessful on the examination are permitted to sit for the next exam administration after 30 days at a reduced fee.

Exam Result Appeals Policy & Process

- Exam takers who wish to challenge their exam result may submit a written appeal via e-mail to certification@worldatwork.org.
- The written appeal should contain the following information:
  - Exam taker's name and e-mail address
  - Exam name
  - Reason for the exam result challenge
  - Evidence to support the exam result challenge
- The exam taker must submit the written appeal within 30 calendar days of the completion of the exam.
- The WorldatWork Certification Team will prepare the appeal and, when necessary, include additional information for review by the Exam Result Appeal Committee, and this may include a content review by a subject matter expert. If the WorldatWork Certification Team contacts the exam taker with a request for additional information or questions, the exam taker will need to respond with the requested information or answers within 7 business days.
- The WorldatWork Certification Team will then forward the appeal to the Exam Result Appeal Committee for review.
- The Exam Result Appeal Committee Consists of:
  - Director, Legal
  - Director, Worldwide Education and Certification
  - Director, Research and Insights
- The appeal will be reviewed by the Exam Result Appeal Committee within 15 business days of receipt of the written appeal.
- The WorldatWork Certification Team will notify the exam taker of Exam Result Appeal Committee's decision within 30 business days of hearing the appeal.
- If the Exam Result Appeal Committee upholds the exam taker's challenge and grants an appeal, the WorldatWork Certification Team will revise the exam result (pass/fail) in the exam taker's record and certification credit will be applied.

Appropriate Use of the Certification

An individual who has been granted a WorldatWork certification may list the certification on LinkedIn, stationary, websites, business cards, and other promotional materials as:

First name, Last name, Professional Designation

First name, Last name, Abbreviation of specialty

Should the certification become inactive for any reason, the individual should immediately cease the use of the title "Professional Designation" and acronym designation.

Recertification

WorldatWork certification holders must complete continuing education or participate in activities that advance the profession to retain those credentials. In general, recertifying a credential requires completion of 30 hours of education and/or activity every three years. Certification holders may be required to provide information about the education or activities that they complete but will not be required to pay a recertification fee if their credential remains in good standing.

Calculating Recertification Credits

Certification holders may earn recertification credits by completing education (courses, certification exams, webinars), attending events, or participating in activities that advance the profession.

Recertification credits are calculated following these guidelines:

Education – 1 hour of education = 1 recertification credit

For example: You are an active CSCP and pursuing CCP. You complete the Creating Impact Through Total Rewards course and pass the exam. The course is 9 hours in length and the exam is a 2-hour exam (for a total of 11 hours). You would earn 11 recertification credits towards recertifying CSCP.

Events/Activities that advance the profession – credits will either be calculated using the 1 hour of activity = 1 recertification credit or calculated based upon the activity category. Additionally, some activities have annual credit limits, meaning that there is a cap on how many credits you may earn each certification year for a certain activity.

For a more complete list of how recertification credits are calculated (including any cap on earned credits over a given twelve-month period), please see the **recertification opportunities** section of the WorldatWork website.

Recertification Timeframe – Single Certification

Anyone who earns a WorldatWork certification will need to recertify that certification within three (3) years from the date when the certification was earned (or, from the date that the certification was last recertified). For example:

- You earned CCP on 8/1/2025, so you will need to recertify by 8/1/2028.
- You earned CSCP on 10/1/2021 and last recertified on 10/1/2024. You will need to recertify by 10/1/2027.

Recertification is required for anyone to continue to use the credentialed acronym after their name and be recognized by WorldatWork as an active holder of the certification. Additionally, digital badges will expire (after the recertification date) for anyone who does not recertify.

Recertification Timeframe – Multiple Certifications

If you hold multiple certifications, you will need to recertify each individual certification. Recertifying one certification does not automatically recertify other certifications that you hold. For example:

- You earned CCP on 8/1/2025, so you will need to recertify your CCP by 8/1/2028.
- You also earned CSCP on 12/1/2025, so you will need to recertify your CSCP by 12/1/2028.

Number of Recertification Credits Required to Recertify

You will need to earn a total of 30 recertification credits within the three-year period from the certification earned date to the recertification date. Any credits earned outside of the three-year period will not count toward recertification. For example:

- You earned CCP on 8/1/2025 (so your recertification date is 8/1/2028).
  - Any recertification credits you earn between 8/1/2025 and 8/1/2028 count toward recertifying your CCP.
  - Any recertification credits you earned before 8/1/2025 will not count toward recertifying your CCP on 8/1/2028.

Domain-Specific Recertification Credits and General Recertification Credits

There are two types of recertification credits: Domain-specific and General. Of the 30 credits required for recertification, 10 must be domain-specific with the remaining 20 as general.

1. Domain-specific credits are recertification credits for the domain related to the certification.

There are two domains:

- Compensation (may be applied to CCP/GRP, CECP, and CSCP)
- Benefits (may be applied to CBP)

A domain-specific recertification credit may be applied to multiple certifications as long as the recertification credit was earned within the three-year recertification period and applies to those specific certification domains. For example:

Example A – CCP and CSCP

- You have an active CCP and CSCP (both with the same recertification date of 12/1/2025) and to date have not earned any domain-specific credits toward recertification of your CCP and CSCP.
- On 10/1/2025, you complete a course worth 5 compensation domain-specific recertification credits. The 5 compensation domain-specific recertification credits count toward the domain-specific recertification credit requirement for both CCP and CSCP.
- Your profile will show 5 of 10 domain-specific credits earned for CCP and 5 of 10 domain-specific credits earned for CSCP.

Example B – CBP and CCP

- You have an active CBP and CCP (both with the same recertification date of 12/1/2025) and to date have not earned any domain-specific credits toward recertification of your CBP and CCP.
- On 10/1/2025, you complete a course worth 5 benefits domain-specific recertification credits. The 5 benefits domain-specific recertification credits count toward the domain-specific recertification credit requirement for CBP only.
- Your profile will show 5 of 10 domain-specific credits earned for CBP and 0 of 10 domain-specific credits earned for CCP.

2. General credits are recertification credits that may apply to any certification. General recertification credits count toward multiple certifications as long as they were earned within the three-year recertification period. For example:

- You have an active CCP and CSCP (both with the same recertification date of 12/1/2025) and to date have not earned any general credits toward recertification of your CCP and CSCP.
- On 10/1/2025, you complete a course worth 5 general credits. The 5 general recertification credits count toward the general recertification credit requirement for both your CCP and CSCP.
- Your profile will show 5 of 20 general credits earned for your CCP and 5 of 20 general credits earned for your CSCP.

Of the 30 credits required for recertification, 10 must be domain-specific with the remaining 20 as general. Domain-specific recertification credits earned above the 10 required for recertification will continue to count toward the 20 general recertification credits needed for recertification. For example:

- You have a CCP and have earned 15 Compensation domain-specific credits.
- Your profile will show 10 domain-specific recertification credits + 5 general recertification credits earned.
- You will need to earn an additional 15 recertification credits (either domain-specific or general) within the 3-year recertification period.

Grace Period

Anyone that does not recertify within the recertification period will be placed in a 1-year grace period and will not be allowed to use the certification acronym after their name. Additionally, the digital badge for that certification will expire.

How to Recertify while in the 1-year Grace Period

Someone with a certification in the grace period may still recertify by earning the required 30 (10 domain-specific + 20 general) recertification credits within a 1-year period. For example:

- Your CCP had a recertification date of 11/1/2024, and you did not recertify by the 11/1/2024 recertification date. You are now in the 1-year grace period (from 11/1/2024 to 11/1/2025).
- On 6/1/2025, You log into your WorldatWork profile to view the number of recertification credits earned over the past 3 years (from 6/1/2022 to 6/1/2025).
- You see that 20 recertification credits have been earned from 6/1/2022 to 6/1/2025. You now need to earn an additional 10 recertification credits by the end of their grace period (11/1/2025) to recertify.
- Note that as you continue forward through the grace period, recertification credits that are more than 3 years old (i.e., earned more than 3 years ago) will expire.

New Recertification Date

Once someone recertifies while in the grace period, the new recertification date will be 3 years from the date of recertification within the grace period. For example:

- Your CCP expired on 11/1/2024 and is now in the grace period from 11/1/2024 to 11/1/2025.
- On 6/1/2025, you earn 30 recertification credits and recertify. Your new recertification date is 6/1/2028.

After the Grace Period Ends

Recertification is no longer an option once the grace period ends, and the former holder of the certification will need to pay for and pass the current exam required for the certification (for CECP and CSCP), or a recertification exam (for CCP/GRP, CBP). For example:

- You earned your CCP on 6/1/2022 and did not recertify on 6/1/2025. Starting on 6/2/2025, you entered the 1-year grace period (ending 6/1/2026).
- You did not earn the required 30 recertification credits during the grace period that ended on 6/1/2026.
- After 6/1/2026, You would need to pay for and pass the CCP recertification exam.

How to Earn Recertification Credits

WorldatWork Recertification Credits

Recertification credits earned from WorldatWork (educational course, event, webinar, volunteer activity, etc.) will be automatically credited to your profile. You do not need to enter WorldatWork Recertification Credits into your profile.

Domain-specific recertification credits will be allocated (if applicable) and automatically credited to your profile.

Domain-specific recertification credits can be allocated to multiple domains … for example:

- Course A is 5 hours in length, and 60% of the course focuses on compensation; the other 40% focuses on benefits.
- 3 domain-specific recertification credits may be allocated to compensation; 2 domain-specific recertification credits may be allocated to benefits.

Additionally, a mix of domain-specific and general recertification credits may be allocated to a product or activity. For example:

- Course B is 5 hours in length, and 60% of the course focuses on benefits with the balance of the course on non-domain-specific topics.
- 3 domain-specific recertification credits may be allocated to benefits; 2 general recertification credits may also be allocated.

Non-WorldatWork Recertification Credits

You may enter non-WorldatWork education, events, or activities into a form located within your WorldatWork profile. Anyone requesting more than 3 non-WorldatWork recertification credits for an activity/entry will need to also submit documentation (e-mail confirmation/receipt, certificate) validating the number of recertification credits earned.

WorldatWork will conduct periodic audits to review randomly selected samples of non-WorldatWork recertification credit entries to verify/confirm accuracy and authenticity.

Annual Recertification Credit Maximums

Some recertification credit opportunities have annual credit maximums that may be earned for each of the three, 12-month periods within your 3-year recertification cycle. For example:

- You earned your CCP on 9/1/2025 and you teach several HR-related college courses (for which you may earn 3 recertification credits per course). However, there is an annual credit maximum of 6 recertification credits for this specific recertification credit opportunity. This annual credit maximum is applied as such:
  - Between 9/1/2025 and 8/31/2026 (the first 12-month period of your 3-year recertification cycle), you teach three HR-related college courses. You will earn 6 recertification credits.
  - Since you may only earn a maximum of 6 recertification credits, the 3 recertification credits earned for the third HR-related college course that you taught will not be applied to your profile.
  - Starting on 9/1/2026 (and until 8/31/2027), you may again earn up to 6 recertification credits for teaching HR-related college courses.

Annual recertification credit maximums are not calculated or accumulated over a calendar year. For example:

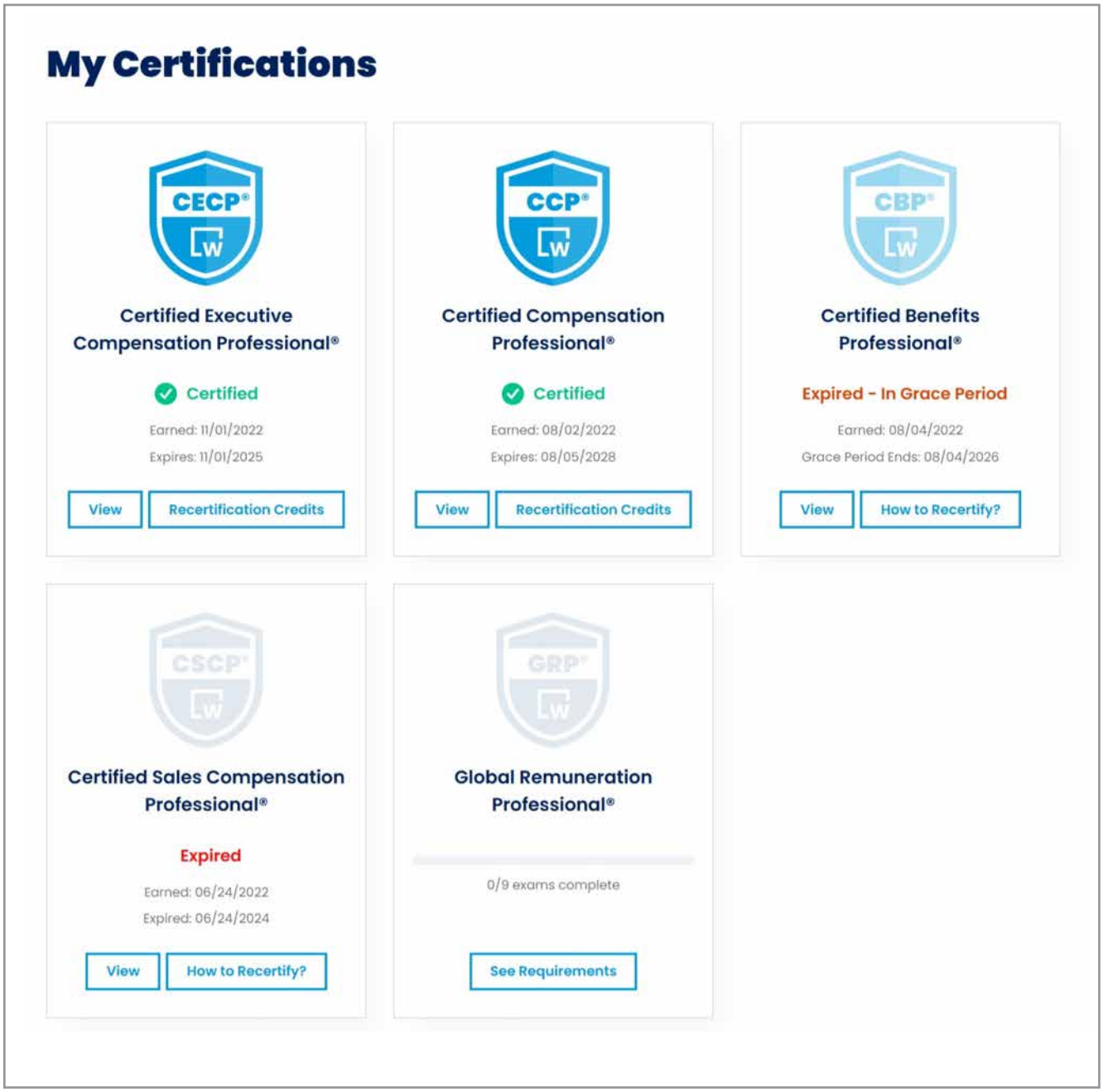
- You earned your CCP on 9/1/2025. Your recertification date is 9/1/2028. The three, 12-month periods within your 3-year recertification cycle are:
  - Year 1 = 9/1/2025 to 8/31/2026
  - Year 2 = 9/1/2026 to 8/31/2027
  - Year 3 = 9/1/2027 to 8/31/2028

For a list of recertification credit opportunities, including annual credit maximums, please go to the **recertification opportunities** page on the WorldatWork website.

How to Track Recertification Credits

You may log into your WorldatWork profile page to view their certification status (active, expired, in grace period) for each certification you have earned or are pursuing. The recertification date for each active certification will also be displayed.

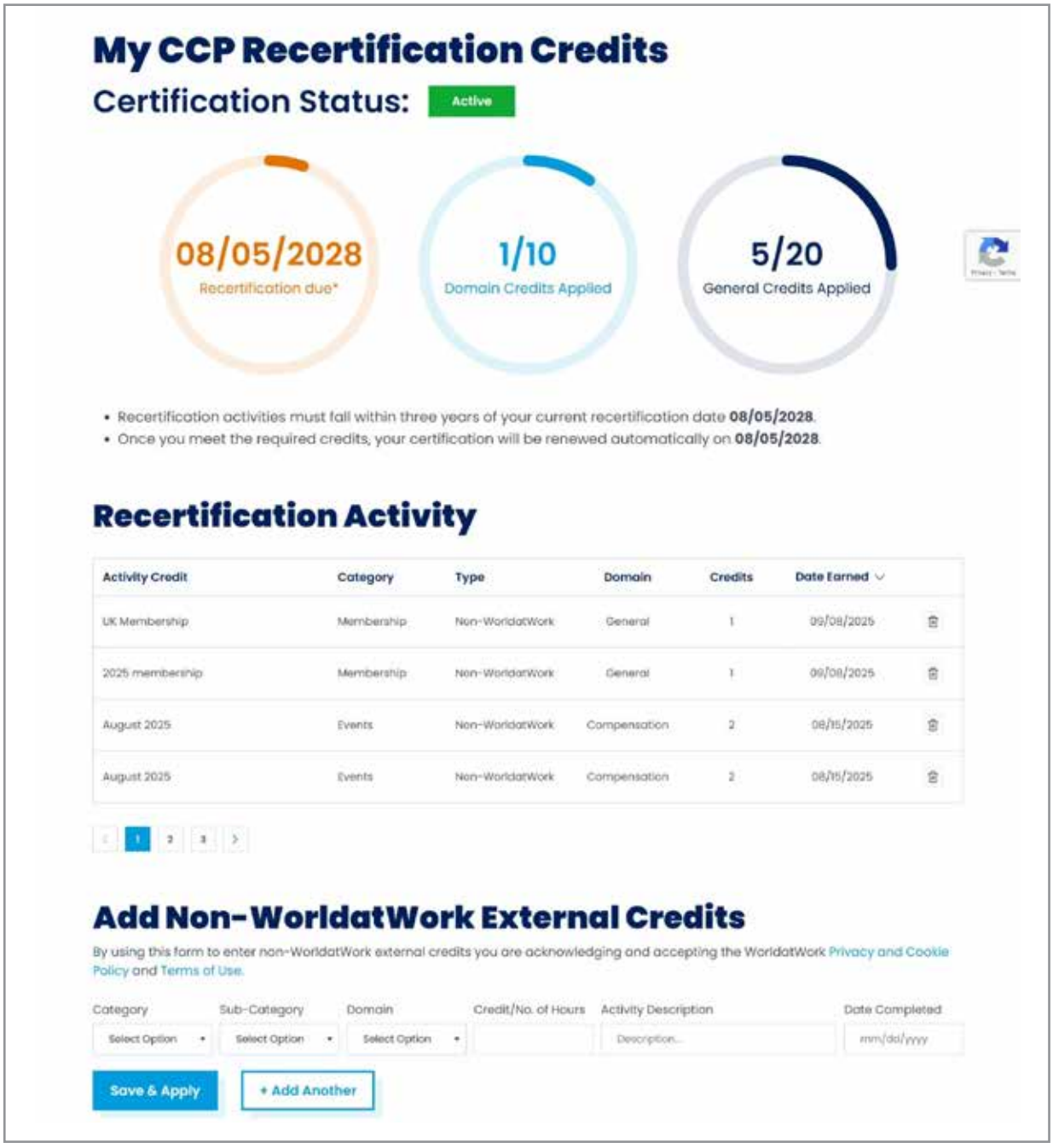
The profile page (see sample below) will provide a certification snapshot:



From your profile page, you may select an individual certification and go to a web page that contains the following for that specific certification:

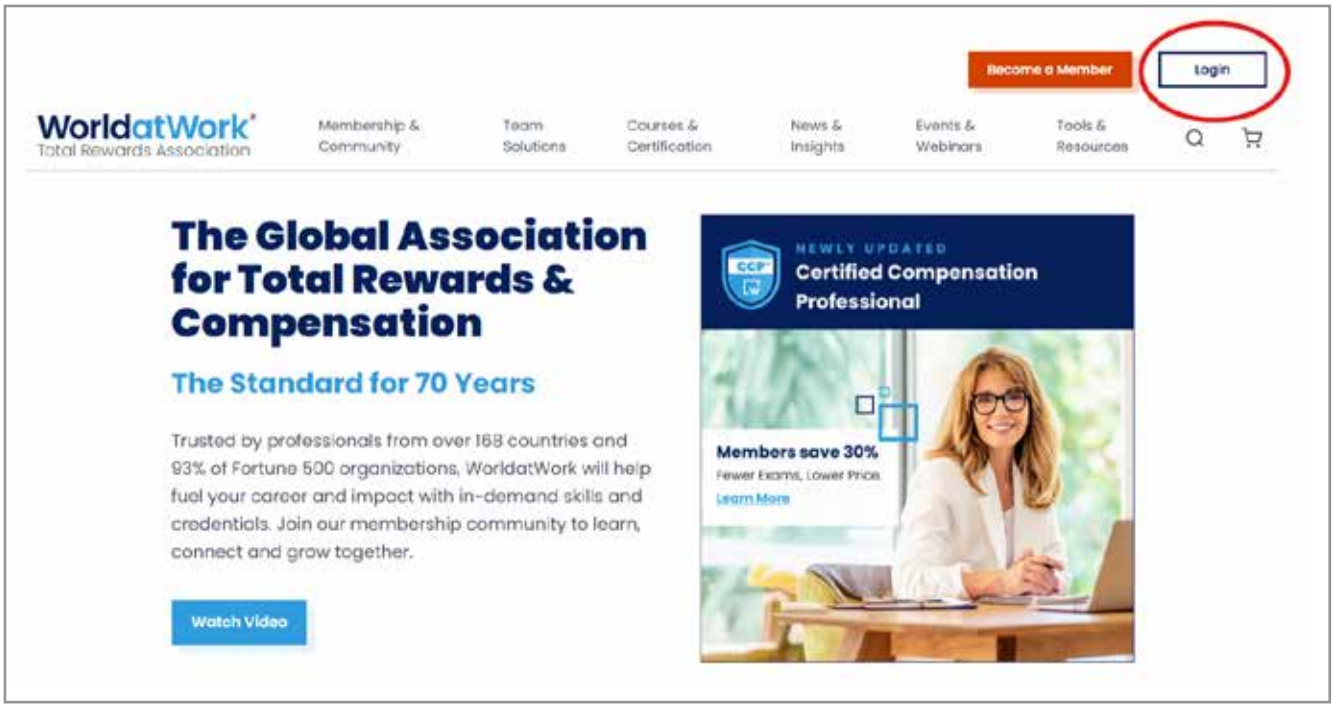
- Certification status (active, in grace period, expired)
- Next recertification date
- Number of domain-specific and general recertification credits earned, as well as needed for recertification.
- List of earned recertification credits (for the past three years)
- Application form to enter non-WorldatWork recertification credits.

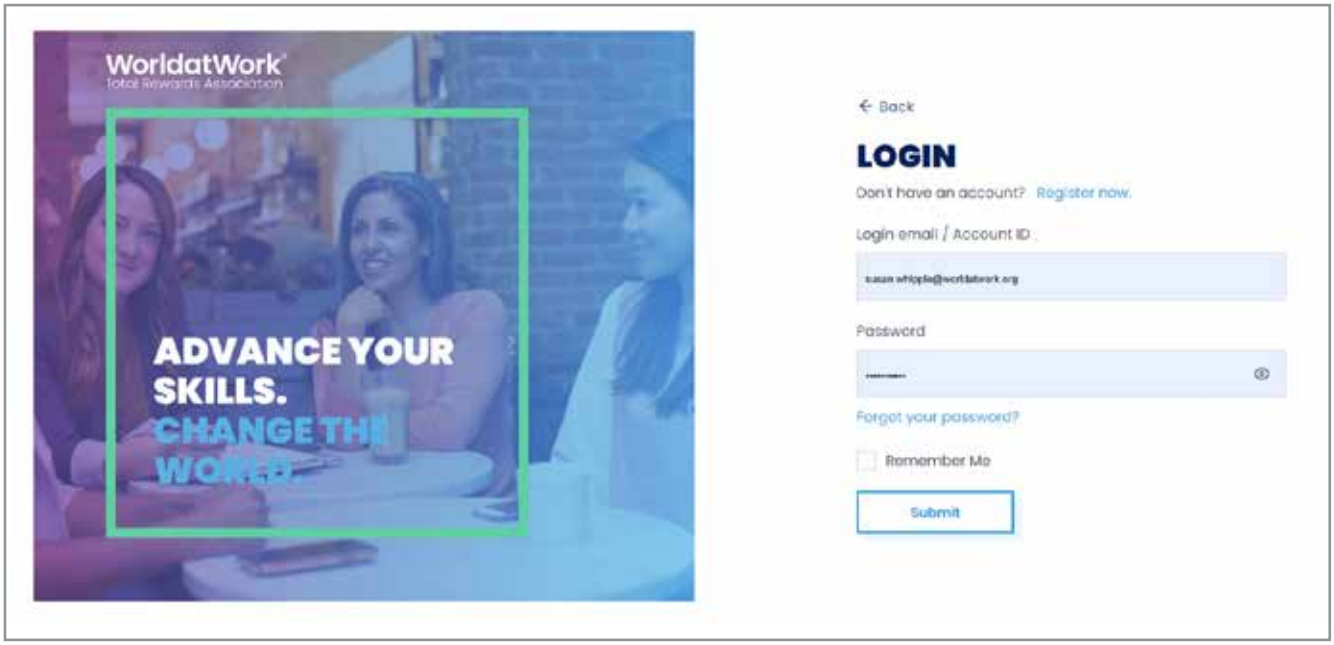
This web page (see sample below) is a dashboard for a single certification:



How to Enter Recertification Credits for a Non-WorldatWork Activity

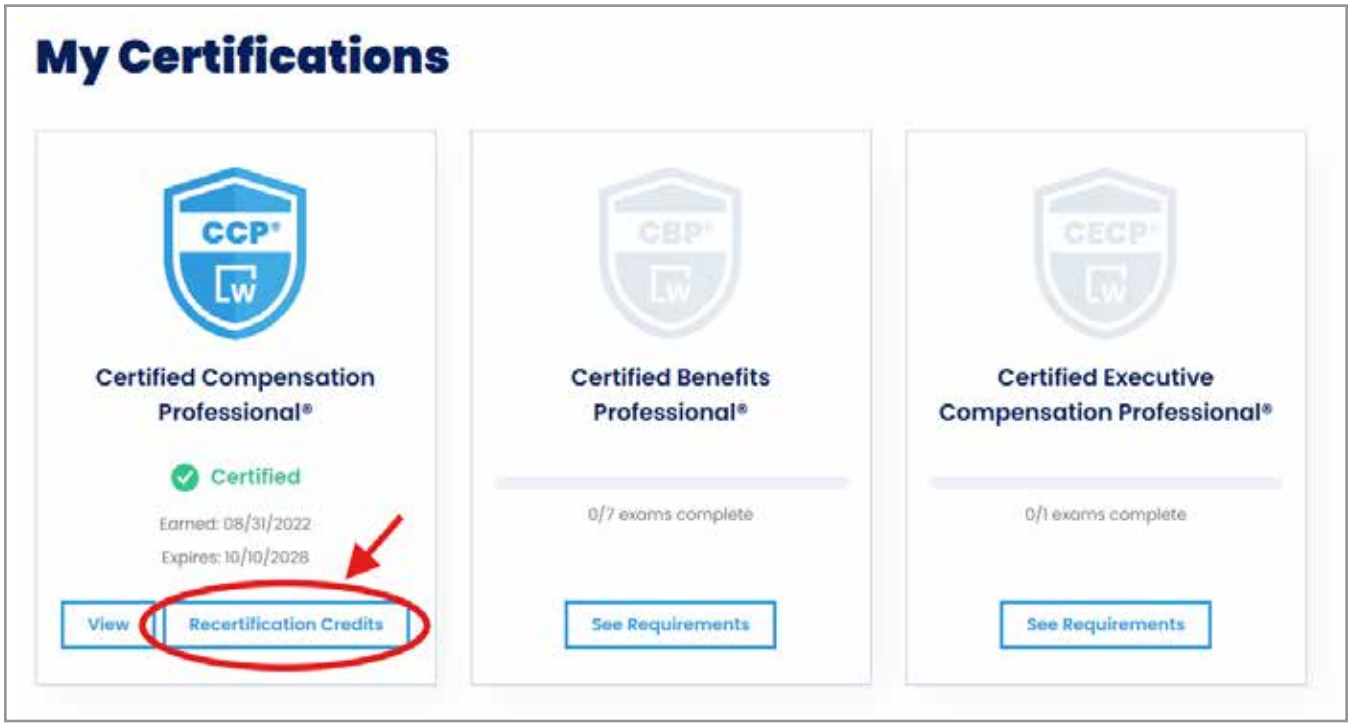
1. Go to the WorldatWork website: WorldatWork Home | WorldatWork
2. Login to your profile:



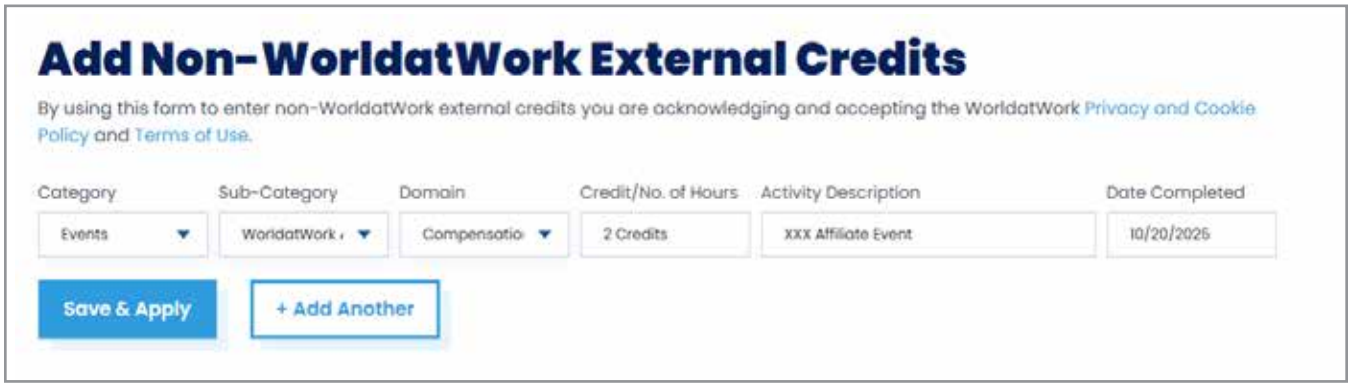


3. Go to **My Profile**

4. Scroll down to the **My Certifications** section and select the **Recertification Credits** box.



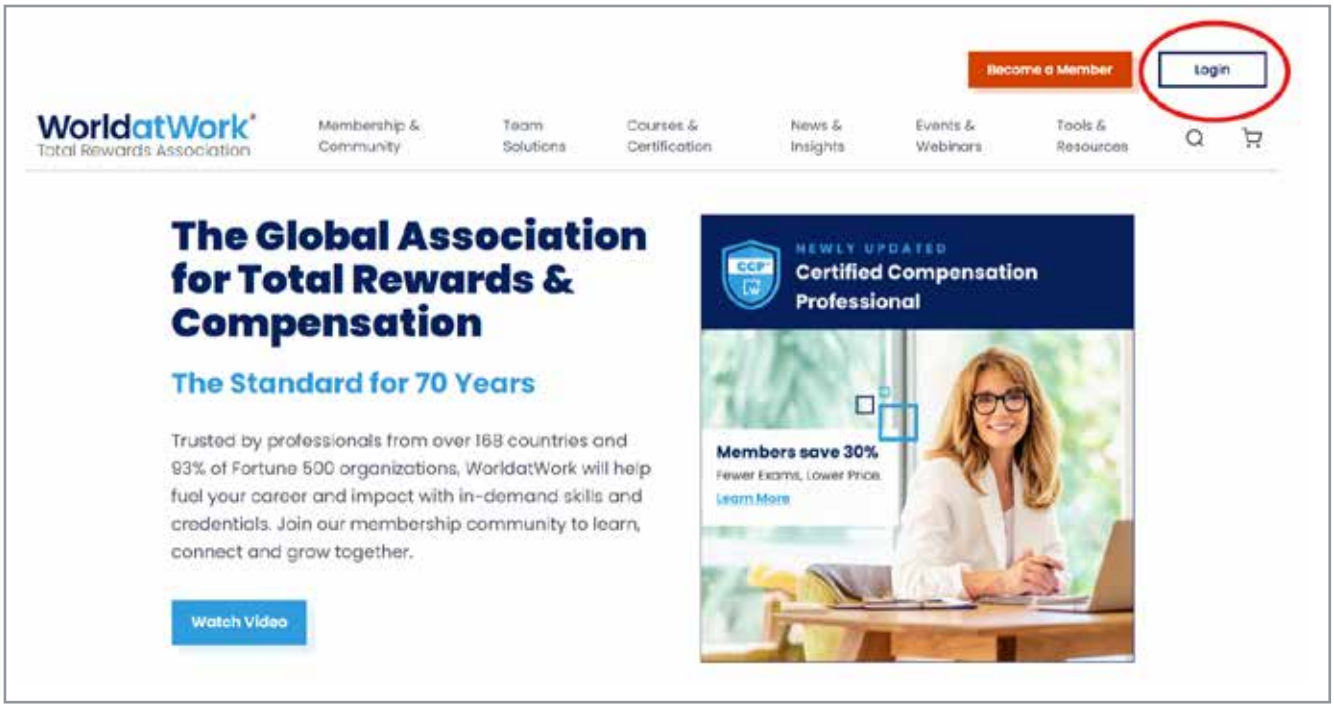
5. Scroll down to the **Add Non-WorldatWork External Credit**s section
   - Choose the most relevant option from the **Category** dropdown
   - Choose the most relevant option from the **Sub-Category** dropdown
   - Select appropriate option in the **Domain** section
   - Select number of hours* in the **Credits/No. of Hours** section
   - Add a description, such as title, to the **Activity Description** section
   - Add date of the activity in the **Date Completed** section
   - Click **"Save & Apply"** to complete the credit entry

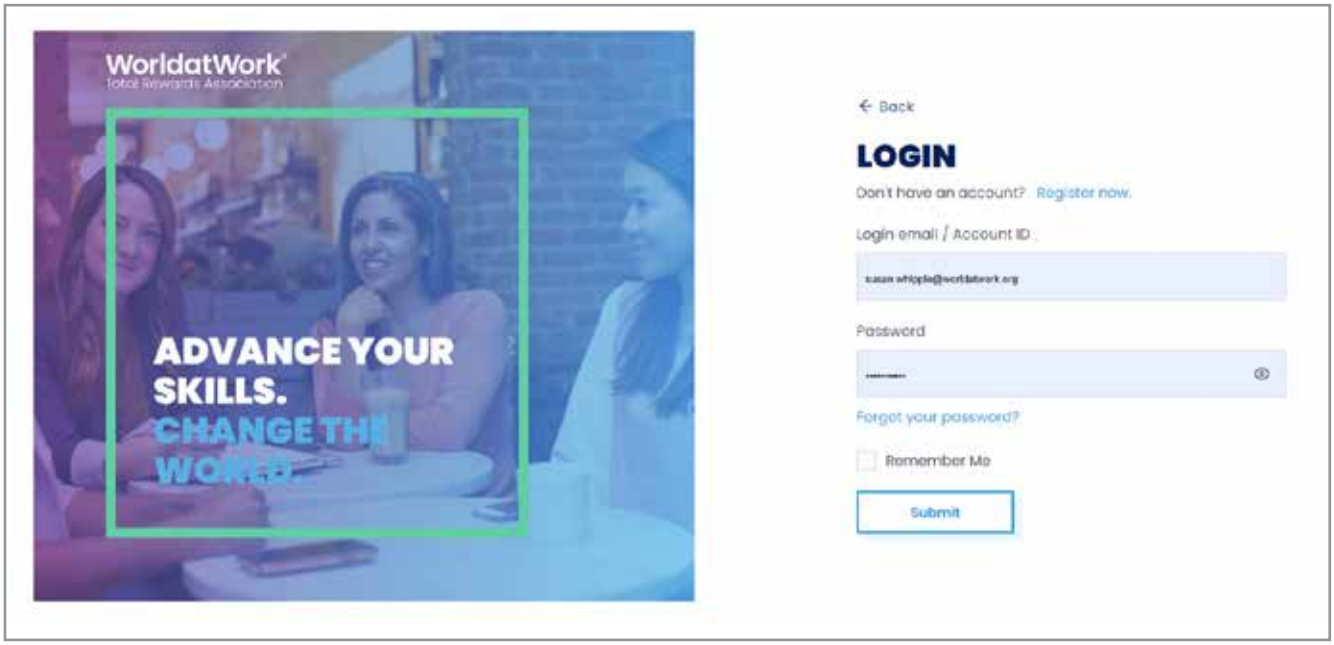


* Claiming more than 3 credits requires submission of additional documentation

How to Enter Recertification Credits for a WorldatWork Affiliate Event

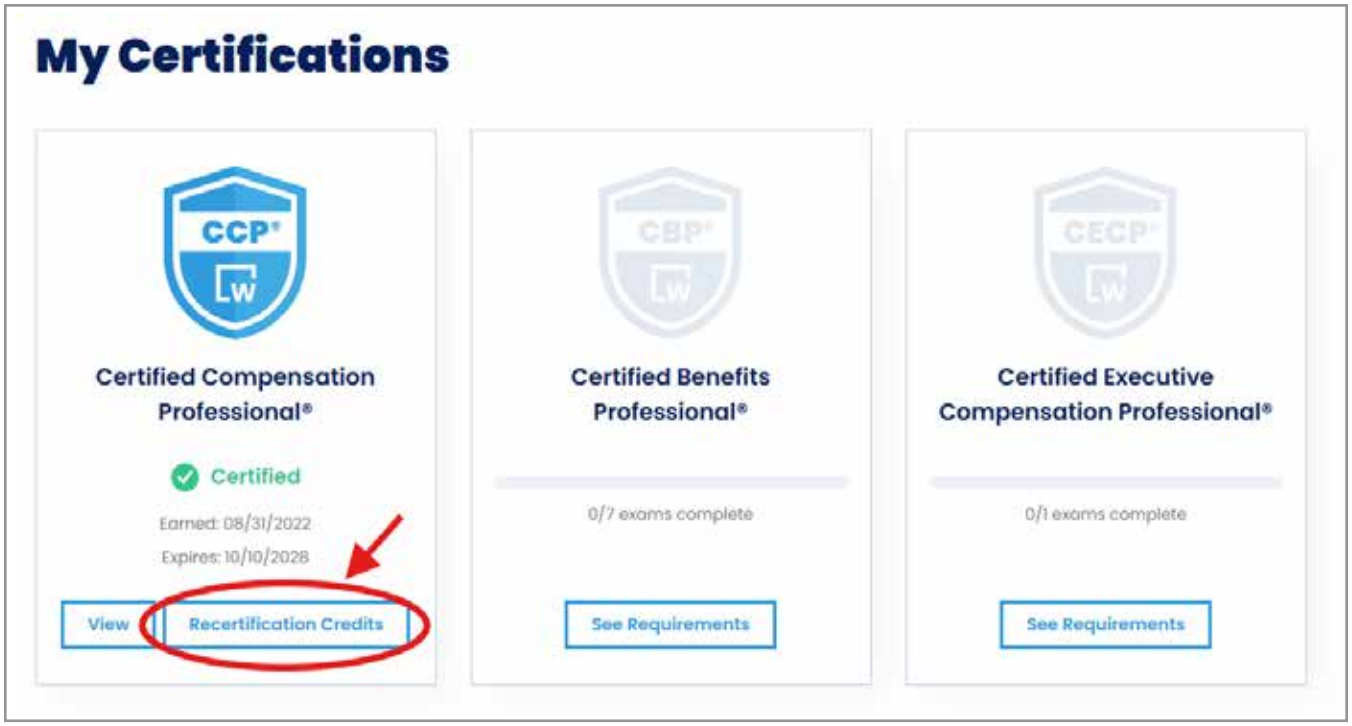
1. Go to the WorldatWork website: WorldatWork Home | WorldatWork
2. Login to your profile:



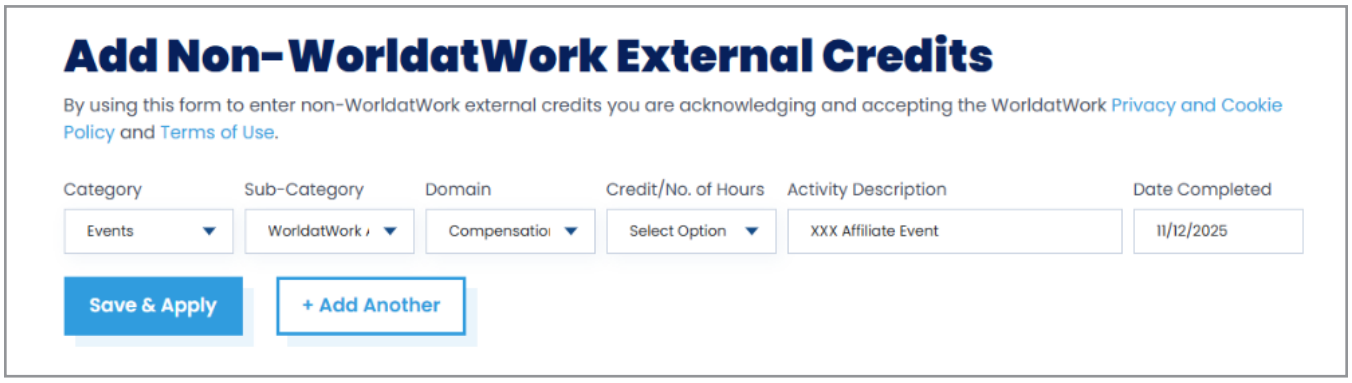


3. Go to **My Profile**

4. Scroll down to the **My Certifications** section and select the **Recertification Credits** box.



5. Scroll down to the Add Non-WorldatWork External Credits section
   - Select **Events** in the "Category" section
   - Select **WorldatWork Affiliate Organization Event** in "Sub-Category" section
   - Select appropriate **Domain** in the "Domain" section
   - Select the **number of credits for the event (1 credit = 1 hour, up to 10* credits/hours)** in the "Credits/No. of Hours" section
   - Add **Event** title in the "Activity Description" section
   - Add **Event date** in the "Date Completed" section
   - Click **"Save & Apply"** to complete the credit entry



* Claiming more than 3 credits requires submission of additional documentation

Candidate Confidentiality Agreement

To ensure the integrity of all WorldatWork credentials, all candidates must acknowledge the Candidate Confidentiality Agreement that follows:

I understand, acknowledge, and agree:

- That the questions and answers of the exam are the exclusive and confidential property of WorldatWork and are protected by WorldatWork's intellectual property rights;
- That I will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person without prior written approval of WorldatWork;
- That I will not remove from the examination room any exam materials of any kind provided or any other material related to the exam including, without limitation, any notes or calculations;
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- That I will not sell, license, distribute, give away, or obtain from any other source other than WorldatWork the exam materials, questions or answers.
- That I will not create or contribute to certification efforts competitive with the certification scheme for a period of three years from taking the examination.
- I agree that my obligations under this Agreement shall continue in force during the course of my certification.

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