

Become a Certified Workforce Planning Professional (CWPP) Through SWPP

The Society of Workforce Planning Professionals (SWPP) has created a certification program designed specifically for workforce management professionals. This new program is available to anyone in the industry, but is geared toward the most experienced workforce management professionals.

The workforce management certification is composed of four parts, which includes three tests and a project. The tests cover three areas of expertise:

- Planning and Strategy
- Staffing and Scheduling
- Managing Daily Staffing and Service

With satisfactory completion of the three tests and the project, the certified recipient may use the following title after his/her name: Certified Workforce Planning Professional (CWPP).

How do I prepare for the certification tests?

Study materials for the certification are available on our website at <http://www.swpp.org/wmcertstudymaterials.html>. However, there is no requirement for any student to attend any training. Applicants with experience in the field may have gained their knowledge through a variety of sources and it is only important that the knowledge be demonstrated through the certification process. A combination of rigorous test preparation and experience in different workforce management environments are the basis for success in the certification process.

Can I get certified in only one area of workforce management?

Associate Certification is a recent addition to the program that will give workforce management specialists the opportunity to participate in the certification process. Since someone who is only involved in the forecasting area may not be ready to tackle the complete workforce management certification, SWPP is pleased to offer Associate Certification in each of the three testing areas: Planning and Strategy, Staffing and Scheduling, and Managing Daily Staffing and Service. Associate Certification is achieved by passing the specific test in your area and completing a project in that area as well.

What are the costs for certification?

SWPP members receive a discount on certification costs, which are as follows:

CWPP Certification – SWPP Members	\$250
CWPP Certification – Non-Members	\$350
Associate Certification – SWPP Members	\$100
Associate Certification – Non-Members	\$150

For more information or to register to begin the certification process, please visit our website at <http://www.swpp.org/wmcertification.html>.



Society of Workforce Planning Professionals, LLC
6508 Grayson Court • Nashville, Tennessee 37205 • 877-289-0004