

Society For Human Resource Management (SHRM) Certified Professional Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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Table of Contents

| | |
|------------------------------------|-----------|
| Copyright | 1 |
| Table of Contents | 2 |
| Introduction | 3 |
| How to Use This Guide | 4 |
| Questions | 5 |
| Answers | 8 |
| Explanations | 10 |
| Next Steps | 16 |

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

- 1. Can a fee for services or FFS plan be interpreted entirely as a health care plan?**
 - A. Yes, in all situations**
 - B. This varies based on what the FFS covers**
 - C. No, in all situations**
 - D. No, it is not offered by a worker**
- 2. How can a person's general knowledge and skills for work be interpreted?**
 - A. Return on investment**
 - B. Human capital**
 - C. Economic functionality**
 - D. Stress response**
- 3. In the context of the Delphi method, what is a unique feature of the approach?**
 - A. You can get new employees to work with this**
 - B. The key entails asking as many new questions as possible**
 - C. This can work with as many or as few people as you wish**
 - D. It is a group of experts hired to find answers**
- 4. Which term refers to non-wage compensation provided to employees?**
 - A. Wage adjustments**
 - B. Benefits**
 - C. Incentives**
 - D. Compensation plans**
- 5. According to OSHA, what is the maximum allowed volume in a work environment to prevent hazardous conditions?**
 - A. 70**
 - B. 75**
 - C. 80**
 - D. 85**

- 6. What is the primary role of the NLRB in a union election process?**
- A. A. To propose labor laws**
 - B. B. To monitor compliance**
 - C. C. To conduct elections**
 - D. D. To represent unions**
- 7. What category can Sandra file a charge under after being fired following a discrimination proceeding?**
- A. Harassment**
 - B. Quid pro protection**
 - C. Discrimination**
 - D. Retaliation**
- 8. What is a key feature of broadbanding in pay structures?**
- A. Reduces the number of pay grades**
 - B. Increases promotion opportunities**
 - C. Links salaries strictly to performance**
 - D. Standardizes pay across all levels**
- 9. What is a key factor when determining if a business's ergonomic changes are an undue hardship?**
- A. The number of employees in the company**
 - B. The location of the business**
 - C. The overall financial impact on the operation**
 - D. The age of the employees**
- 10. How might organizations ensure compliance with OSHA noise regulations?**
- A. By providing employee training**
 - B. By implementing regular break times**
 - C. By monitoring decibel levels regularly**
 - D. By increasing employee wages**

Answers

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1. D
2. B
3. C
4. B
5. C
6. C
7. D
8. A
9. C
10. C

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Explanations

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1. Can a fee for services or FFS plan be interpreted entirely as a health care plan?

- A. Yes, in all situations**
- B. This varies based on what the FFS covers**
- C. No, in all situations**
- D. No, it is not offered by a worker**

The interpretation of a fee-for-service (FFS) plan as a health care plan hinges on the nature of the services provided and who is offering them. A fee-for-service plan typically involves a payment model where a healthcare provider is paid for each specific service rendered to a patient. However, whether it can be classified entirely as a health care plan depends on various factors. In this context, the correct interpretation asserts that a fee-for-service model is not categorized as a health care plan if it is not offered by an entity classified as a worker or healthcare provider. This position highlights the importance of who administers or provides the service. If the services are not provided or managed by a recognized healthcare professional or institution, it cannot be classified as a comprehensive health care plan. Thus, the key component that defines the nature of the FFS plan is its relationship with providers who are responsible for delivering health care services. If this relationship is absent or illegitimate, then categorizing it as a health care plan is not feasible. Understanding this distinction is crucial for interpreting health care frameworks accurately and assessing the validity of various health services offered within different administrative structures.

2. How can a person's general knowledge and skills for work be interpreted?

- A. Return on investment**
- B. Human capital**
- C. Economic functionality**
- D. Stress response**

The correct choice, human capital, refers to the collective skills, knowledge, and experience possessed by an individual or a workforce that can be leveraged to create economic value. In the context of work, human capital encompasses not just the technical skills required for specific jobs, but also the broader competencies that contribute to a person's effectiveness in their role, such as problem-solving abilities, communication skills, and adaptability. Investing in human capital is essential for organizations as it directly impacts productivity, innovation, and overall business performance. This concept underlines the importance of employee development, training programs, and continuous learning, which enhance the skills and knowledge base of employees. The other options, while they touch on relevant concepts, do not specifically capture the essence of interpreting an individual's general work knowledge and skills. Return on investment is a financial metric to assess the profitability of investments rather than a descriptor of personal or employee capabilities. Economic functionality refers more to the role of economic systems and policies rather than individual skills. Stress response deals with how individuals handle stress, which is not directly related to overall knowledge and skills in the workplace. Thus, human capital is the most accurate interpretation in this context.

3. In the context of the Delphi method, what is a unique feature of the approach?
- A. You can get new employees to work with this
 - B. The key entails asking as many new questions as possible
 - C. This can work with as many or as few people as you wish**
 - D. It is a group of experts hired to find answers

The unique feature of the Delphi method lies in its flexibility regarding the number of participants involved. This approach can effectively function with a small or larger group of experts, depending on the specific needs of the research or problem-solving task at hand. The method relies on gathering the insights of a diverse set of experts while maintaining anonymity to avoid the bias that can arise in traditional face-to-face discussions. This characteristic is significant because it allows for a tailored approach to different scenarios, enabling organizations to engage as many or as few experts as necessary to yield valuable insights. The other options, while they describe elements related to group dynamics or expert involvement, do not capture the flexible participant aspect that defines the Delphi method. For instance, the method does not primarily hinge on the involvement of new employees or the volume of questions asked, nor is it solely about hiring a group of experts. Instead, its strength comes from structuring the expert opinions in a systematic way that allows for iterative feedback and refinement.

4. Which term refers to non-wage compensation provided to employees?
- A. Wage adjustments
 - B. Benefits**
 - C. Incentives
 - D. Compensation plans

The term that refers to non-wage compensation provided to employees is "benefits." This encompasses various forms of compensation beyond direct monetary payments and can include health insurance, retirement plans, paid time off, tuition reimbursement, and more. These benefits are designed to improve the overall compensation package offered to employees, thus enhancing job satisfaction and retention. In contrast, wage adjustments typically refer to changes in the base pay of an employee, while incentives are often performance-related bonuses or rewards aimed at motivating employees to achieve specific goals. Compensation plans encompass the overall framework for both direct and indirect compensation but do not specifically focus on the non-wage aspects. Understanding the distinction between these terms is crucial in HR management, as it allows professionals to effectively design and communicate compensation strategies that meet the needs of both the organization and its employees.

5. According to OSHA, what is the maximum allowed volume in a work environment to prevent hazardous conditions?

- A. 70**
- B. 75**
- C. 80**
- D. 85**

OSHA (Occupational Safety and Health Administration) established guidelines to protect workers from the hazards of excessive noise in the workplace. The acceptable exposure limit for noise is set at 90 decibels (dB) for an 8-hour workday. However, in terms of actions taken to prevent hazardous conditions, generally, a sound level of 85 dB is noted as the threshold for requiring hearing conservation measures. When noise levels exceed this level, employers are mandated to implement strategies such as noise monitoring, employee training, and hearing protection to mitigate the risks associated with prolonged exposure. This is why 85 is the maximum allowed volume in work environments for avoiding hazardous conditions related to noise exposure.

6. What is the primary role of the NLRB in a union election process?

- A. A. To propose labor laws**
- B. B. To monitor compliance**
- C. C. To conduct elections**
- D. D. To represent unions**

The primary role of the National Labor Relations Board (NLRB) in a union election process is to conduct elections. The NLRB is an independent federal agency established to enforce the National Labor Relations Act, which governs the rights of employees and employers in the context of union organizing and collective bargaining. During a union election, the NLRB ensures that the process is fair, free from outside influences, and conducted according to statutory guidelines. They are responsible for overseeing the elections, including determining eligibility, providing ballots, and ensuring that the election is conducted in a manner that protects the rights of all parties involved. This role is critical because it helps to uphold the integrity of the election process, making sure that workers can express their interests without coercion from either employers or union representatives. Other roles, such as proposing labor laws or representing unions, fall outside the NLRB's direct responsibilities in the context of conducting an election. Monitoring compliance may be part of their duties after the election, but the specific task of carrying out elections is a cornerstone of what the NLRB is designed to do.

7. What category can Sandra file a charge under after being fired following a discrimination proceeding?

- A. Harassment**
- B. Quid pro protection**
- C. Discrimination**
- D. Retaliation**

Sandra can file a charge under the category of retaliation because her firing followed a discrimination proceeding, which suggests that her employer may have taken adverse action against her as a consequence of her participation in that process. Retaliation occurs when an employer punishes an employee for engaging in protected activities, such as filing a complaint of discrimination, participating in an investigation, or advocating for their rights under employment law. The essence of retaliation protection is to ensure that employees can exercise their rights without fear of reprisal. In this scenario, if Sandra's termination was linked to her involvement in the discrimination proceedings, it would meet the criteria for a retaliation claim. This sets a critical precedent to uphold employees' rights and to deter employers from engaging in punitive actions against individuals who stand up against discrimination.

8. What is a key feature of broadbanding in pay structures?

- A. Reduces the number of pay grades**
- B. Increases promotion opportunities**
- C. Links salaries strictly to performance**
- D. Standardizes pay across all levels**

A key feature of broadbanding in pay structures is its ability to reduce the number of pay grades within an organization. By consolidating multiple narrow pay grades into a few broader bands, broadbanding allows for greater flexibility in how employees are compensated. This streamlined approach simplifies the pay structure, making it easier for HR to manage compensation while providing employees with a clearer understanding of salary ranges and potential for advancement within the organization. It fosters career development and mobility by allowing employees to progress in their roles without being constrained by tightly defined pay grades. This reduction in complexity helps organizations respond more effectively to market changes and internal equity considerations.

9. What is a key factor when determining if a business's ergonomic changes are an undue hardship?

- A. The number of employees in the company**
- B. The location of the business**
- C. The overall financial impact on the operation**
- D. The age of the employees**

Determining if a business's ergonomic changes present an undue hardship fundamentally hinges on the overall financial impact on the operation. This is because the consideration of undue hardship is primarily related to the costs and economic viability of implementing accommodations. For a business, significant financial burden or operational disruption can justify not making certain changes, as it may adversely affect the viability of the organization. While the number of employees, the location of the business, and the age of employees can influence decisions in various ways, they do not directly address the core concern of financial feasibility. The financial impact encompasses a broader scope, including how the changes might affect productivity, operational efficiency, and resource allocation. Therefore, assessing the financial implications is critical in determining whether accommodating ergonomic changes would create an undue burden on the business.

10. How might organizations ensure compliance with OSHA noise regulations?

- A. By providing employee training**
- B. By implementing regular break times**
- C. By monitoring decibel levels regularly**
- D. By increasing employee wages**

Monitoring decibel levels regularly is critical for organizations to ensure compliance with OSHA noise regulations. This practice helps in identifying areas where noise exposure exceeds permissible levels, allowing organizations to take necessary actions to mitigate risks to employees' hearing. Regular monitoring can provide data on noise levels over time, which is essential for assessing compliance and making informed decisions about necessary changes in work practices, equipment, or engineering controls to protect employees. By staying proactive in measuring and addressing noise exposure, organizations can effectively manage their compliance with OSHA standards and maintain a safer workplace. While training employees on the effects of noise and methods to protect their hearing is beneficial, it does not directly address the nuances of compliance as effectively as monitoring does. Similarly, implementing regular break times can help reduce overall exposure to noise but does not substitute the need for measuring and ensuring that noise levels remain within safe limits. Increasing employee wages does not have a direct correlation to noise compliance and does not address the regulatory requirements put forth by OSHA. Thus, monitoring decibel levels serves as the most direct means of achieving compliance with OSHA noise regulations.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://shrm-cp.examzify.com>

We wish you the very best on your exam journey. You've got this!