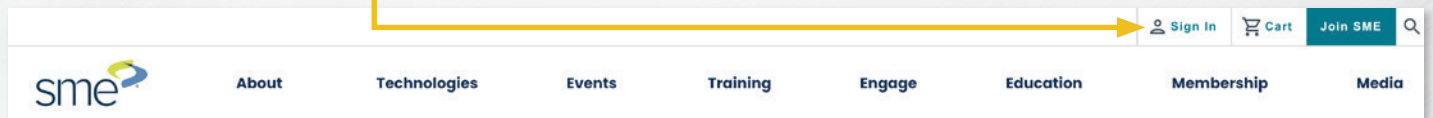




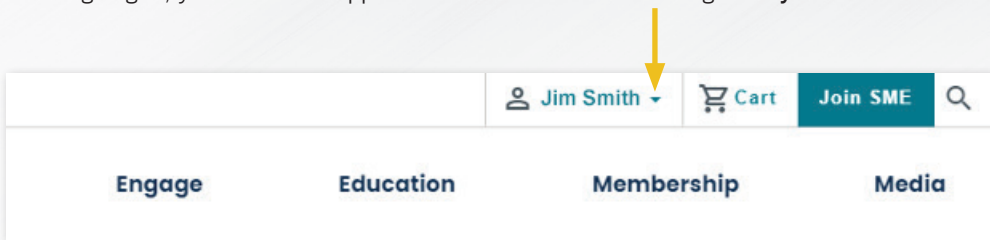
Adding Recertification Credits

To submit recertification activity for credit, **log into your SME Customer Account** at sme.org and click **Sign In** in the upper right-hand corner of the webpage. If you need assistance, call SME at 800.733.4763 or 313.425.3000.

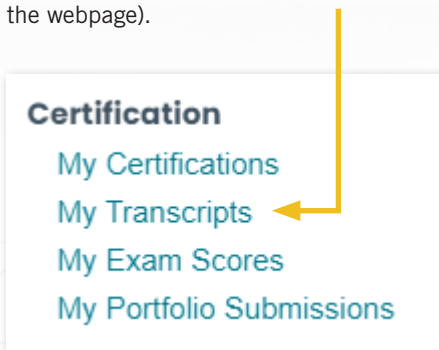


Proceed with the following steps:

- 1 After signing in, your name will appear. Click on the down arrow to go to **My Account**.



- 2 Under **My Account**, click **My Transcripts** under the Certification header (located in the left toolbar near the bottom of the webpage).





3

Click **Add Transcript**

My Account > Transcripts

Transcripts

Date Range: to

Credit Type:

[Add Transcript](#)

4

From here, **enter the details of your recertification activity**. Please **hit tab** as you enter into each required field. You may want to refer to the Body of Knowledge and the Recertification Requirements for your certification. Visit sme.org/recertification for additional information.

My Account > Transcripts

Transcripts

Add Transcript

* Required

* Program Title:

* Activity Type:

* Credit Type:

* Credit Date:

* # of Credits:

Body of Knowledge:

Upload Documentation

I affirm that the credits I am submitting are reported as true and accurate.



5

You will recognize the credit entered after you save. To add more activities, again click on **Add Transcript** and repeat steps three and four.

Transcripts

Date Range: to

Credit Type:

Search

Add Transcript

Total Credits: 52.50 Transcripts sorted by credit date

Mapping webinar

Credit Date: 1/2/2021
Activity Type: Participate or Watch Video/Webinar (BOK related)
Credit Type: Lean Bronze
of Credits: 2.00
Documentation:

6

To view all credits you entered during a specific timeframe, under **My Transcripts**, enter the **Date Range**, select the **Credit Type** (the credit type is the certification for which you submitted credits, e.g., Technologist or Engineer), then click **Search**. This will provide you with your total credits for the date range and credit type you submitted.

My Account > Transcripts

Transcripts

Date Range: to

Credit Type:

Search

Add Transcript

If you have any questions, please email certification@sme.org.