SHRM RECERTIFICATION PROVIDER

Activity Submission Instructions

Welcome to the SHRM Recertification Provider Program! You are now authorized to offer programs and events for SHRM professional development credits (PDCs). This document provides you instructions on how to input your programs (activities) into your Recertification Provider account.

Before adding programs to your SHRM Recertification Provider portal, please note the following:
- Programs must be added to the portal **before** the program begin date. Programs that have already occurred **cannot** be added retroactively.
- Programs are awarded PDCs immediately after you add them to your portal, without preapproval by SHRM. Programs added to the SHRM portal are in the public domain, which allows anyone to register/participate in the programs. Only active programs are searchable in the public domain.
- Programs must be a minimum of 1 hour in length to equal 1 PDC, with increments of 15-minutes only, thereafter (e.g. 1.25, 2.5, 4.75, 5.0, etc.). If you have a program that offers more than 45 PDCs, contact the SHRM Recertification Provider Team at RecertificationProvider@shrm.org.

After adding programs to your SHRM Recertification Provider portal, please note the following:
- An Activity ID is created immediately, which means the program has been awarded PDCs.
- You will not be able to edit grayed out fields or the number of PDCs after the Activity ID is generated. Please Contact the SHRM Recertification Provider Team, if any of your program information has changed at RecertificationProvider@shrm.org.
- Activity IDs should not be sent to registrants before a program starts. Activity IDs should be provided only to participants who complete the program. The Activity ID can be communicated through a certificate of completion or onsite program information.
- When giving out the Activity ID to attendees, please use the CONSOLAS font type, as it is the best font for distinguishing between letters and numerals (e.g. O and 0; I and 1; S and 5, etc.).

Program Types/Formats
- Virtual Learning (Real-time) Programs
  Virtual programs require a live instructor as well as real-time/live interaction and engagement with the instructor and/or other students. Virtual Learning includes webinars and webcasts that require real-time/live (not recorded) interaction.
- eLearning/Self-Paced Programs
  eLearning/self-paced programs are programs that do not require real-time/live interaction or engagement with an instructor or other participants. eLearning/self-paced programs include passive learning activities such as videoconferences, webcasts, audiocasts, podcasts, eBooks, and books.
- If you have a Virtual Learning program that is also offered as eLearning/self-paced, treat them as two separate program formats, and add them to your portal as separate programs.
- If you offer a recurring program (a live seminar/workshop or Virtual Learning), please select the **Recurring** program type and set a begin/end date range not exceeding more than two years of your provider status. A recurring program has the same content but is delivered at different times/locations.
- For all eLearning/self-paced programs (whether recurring or one-time), select the **eLearning** program type.

Steps for Adding Your Provider Activities/Programs

1. Go to https://portal.shrm.org and click **Login**.
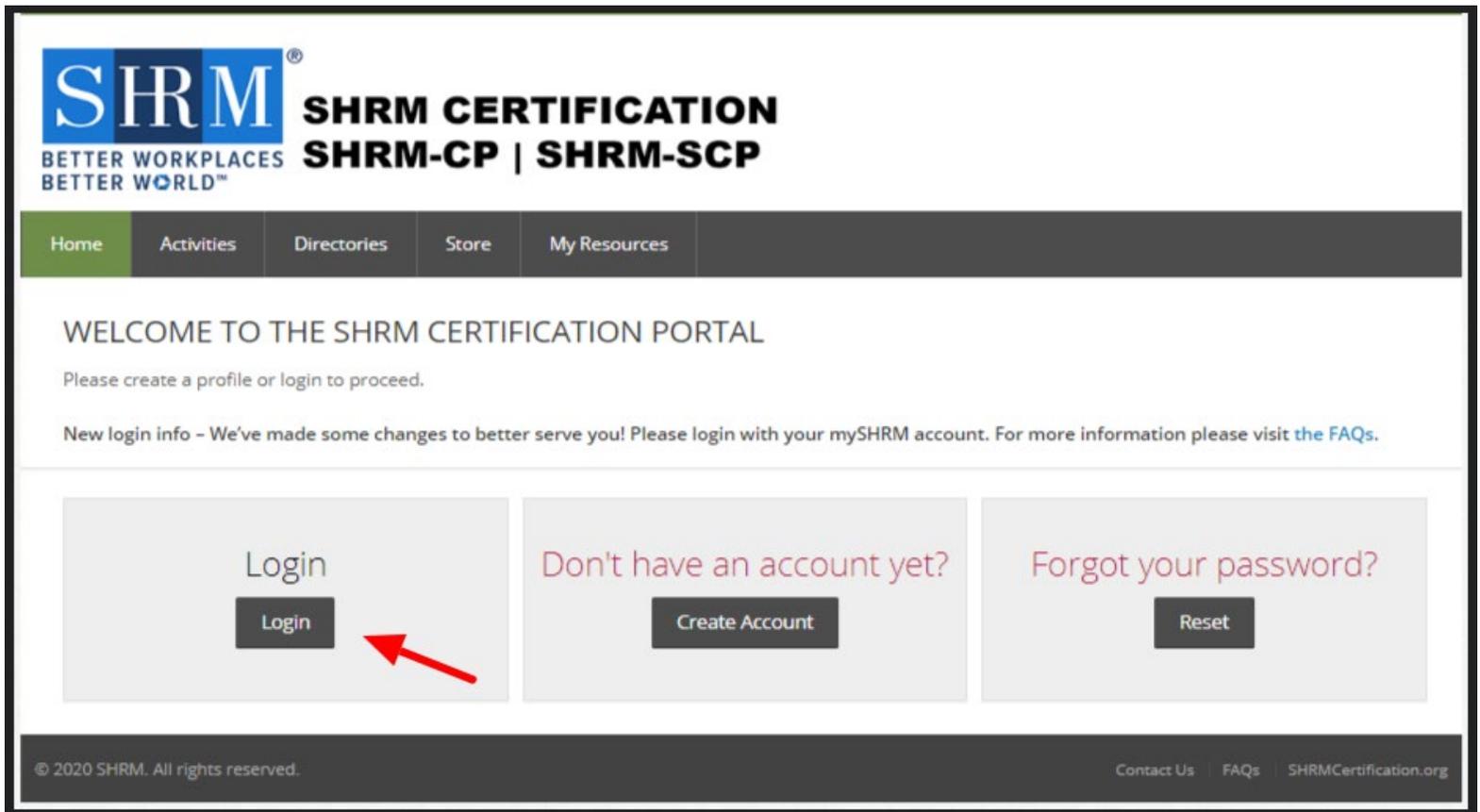
2. Enter your email address and password for your Provider account and click **SIGN IN**.
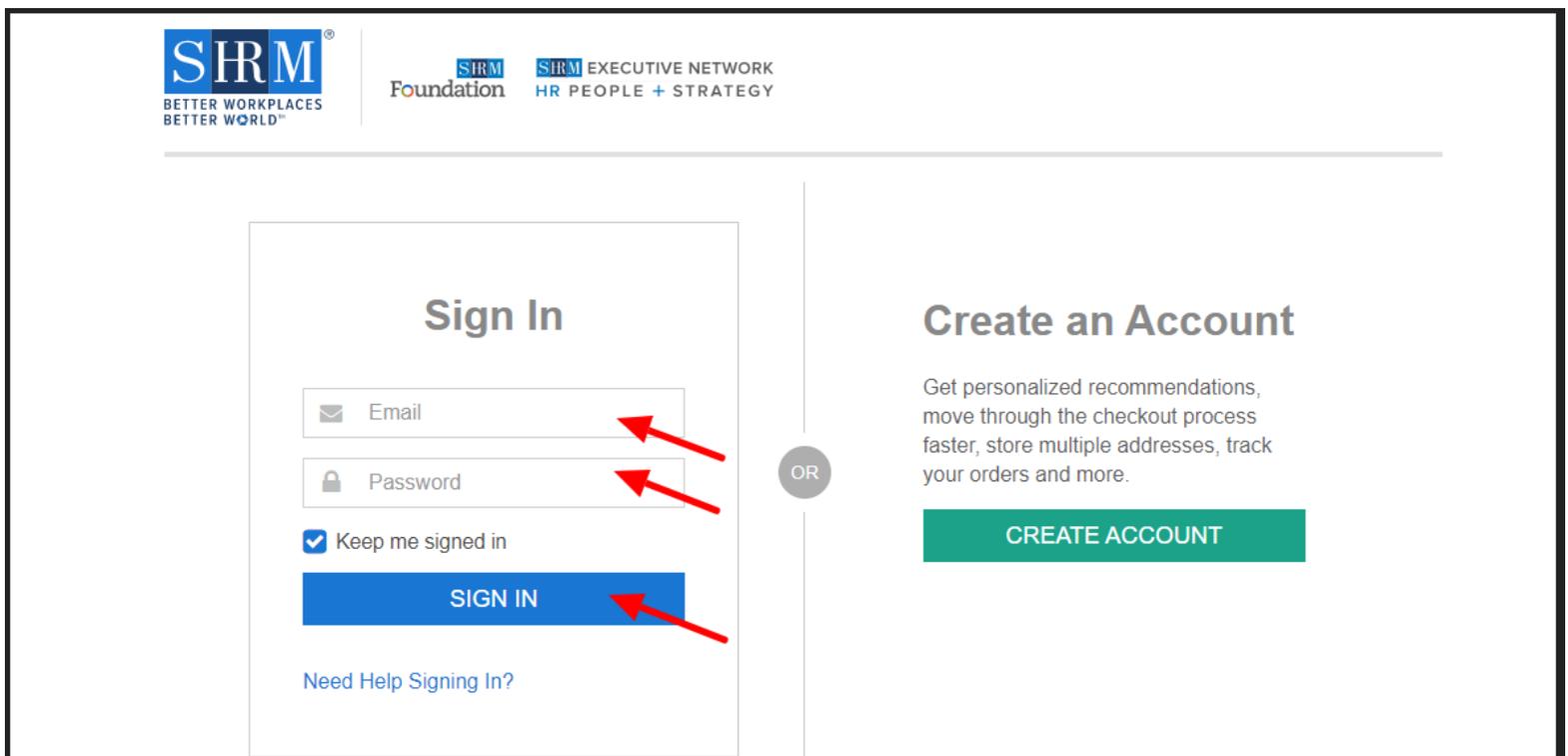
3. Click the **Course List** link in the "Recertification Provider" section.

RECERTIFICATION PROVIDER

PROVIDER ID: RP

CYCLE BEGIN DATE: ▓▓▓ | CYCLE END DATE: ▓▓▓2

PROVIDER SINCE: 7/1/2016

Account Details Update
Contact Management
Course List

SHRM NEWS

4. Click **Add an Activity** at the top of the page to begin entering programs.

| Home | Activities | Directories | Store | My Resources |

RECERTIFICATION PROVIDER COURSE/ACTIVITY ADD

Please create a new course/activity or modify an existing one below. For more detailed information on how to accomplish tasks, please refer to the Recertification Provider Guide. Please note that upon creation of a class, you will be shown the Activity ID.

View All Activities   Add an Activity   Add Multiple Classes   Add Multiple Courses

COURSES CURRENTLY PROVIDED

⟳ CLEAR FILTERS

SEARCH BY KEYWORD

FILTER BY STATUS

5. Enter the overall **"Course"** information. You will need the following:
   a. **Course Name** (do not exceed 250 characters).
   b. **Intended Audience** (select from drop down menu).
   c. **PDC**: The number of professional development credits (PDCs). Only instructional clock hours count as credits. Do not include registrations, welcomes/introductions, lunch, networks time, and breaks. The minimum PDCs = 1 and increments of 15 minutes. E.g. 1.25, 2.75, 3.5, 5.0, etc. If the PDCs for a program is greater than 45, please contact the SHRM Recertification Provider Team at RecertificationProvider@shrm.org.
   d. **Description:** A brief description of the overall course (do not exceed 10,000 characters).

Please Note:
- The **Course Name** and the **Activity Name** (next steps) may be the same.
- A course may have several activities/programs, as long as each activity has the same number of PDCs and intended audience as the parent course.
- If the PDCs of an activity/program is different than the PDCs of an existing course, then add that activity/program under a separate, new course, since the PDCs of an activity/program must be the same as the PDCs of the parent course.
- The activity/program/class is what you add to obtain the Activity ID, as indicated in step 6 below.
- If you exceed any of the character limits (including spaces, letter, numbers, and special characters) indicated for the fields in step 6, you will have to start all over.

6. To add an activity/program/class information, you will enter the specific activity/program/class

details. For this section you will need the following:

    a. **Activity Format:** Choose the program/activity delivery method/type from the drop-down options.
    b. **Activity Name**: Generally, the same as the **Course** title (do not exceed 250 characters).
    c. **Begin and End Date:** Scheduled future date of the program. For recurring programs, you may enter an end date not exceeding more than two years of your provider status.
    d. **Speaker Name(s):** Name and credentials only (do not exceed 700 characters).
    e. **Registration URL:** If no URL exists for the program, enter the URL for the Provider or organization's website. The URL is where registrants will obtain full program details and/register for your program.
    f. **Learning Objectives:** A summary or bullet points of the main learning objectives (do not exceed 2000 characters).
    g. **Activity Description:** do not exceed 10,000 characters.
    h. **Publish to Portal:** Select "**Yes**" puts this out to public domain, allows anyone to register/participate in the program. Select "**No**" if program/event is closed to general public (e.g. by invitation only, internal courses, etc.).

ACTIVITY INFORMATION

ACTIVITY FORMAT

Seminar/Workshop ⌄

ACTIVITY NAME (250 CHARACTERS)

Testing Character Limits

BEGIN DATE

Begin Date is a required field.

END DATE

End Date is a required field.

SPEAKER'S/PRESENTER'S NAME

REGISTRATION URL OR ORGANIZATION URL

Registration URL or Organization URL is a required field.

LEARNING OBJECTIVES (2000 CHARACTERS)

✖

ACTIVITY DESCRIPTION (10000 CHARACTERS)

✖

PUBLISH TO PORTAL ⬅ Select "Yes" puts this out to public domain, allows anyone to register/participate in the program. Select "No" if program/event are closed (e.g. by invitation only, internal courses, etc.)

◯ Yes ◯ No

---

    i. **Activity Location**: Enter the location information for the event/program/activity. For Virtual Learning, eLearning, books, other passive program types, or recurring programs in several location concurrently, enter the location information of your organization.

ACTIVITY LOCATION

ADDRESS LINE 1

STATE/PROVINCE

ADDRESS LINE 2 [OPTIONAL]

ZIP/POSTAL CODE

ADDRESS LINE 3 [OPTIONAL]

COUNTRY

United States

CITY

7. **SHRM BoCK** **Representation**: Lastly, you will select at least one of the various SHRM BoCK Competencies and/or Functional Areas that your program aligns with and then click **Save**.

SHRM BOCK REPRESENTATION (CHOOSE AT LEAST ONE)

☐ HR Expertise (HR Knowledge Domains)*
☐ Business Acumen
☐ Communication
☐ Consultation
☐ Critical Evaluation
☐ Ethical Practices
☐ Global & Cultural Effectiveness
☐ Leadership & Navigation
☐ Relationship Management

*WHAT HR EXPERTISE IS REPRESENTED/ACQUIRED BY PARTICIPATION IN THIS PROGRAM? RESPOND ONLY IF YOU SELECTED HR EXPERTISE AS ONE OF YOUR CHOICES ABOVE.

PEOPLE

☐ Talent Acquisition & Retention
☐ Employee Engagement
☐ Learning & Development
☐ Total Rewards

ORGANIZATION

☐ Structure of the HR Function
☐ Org. Effectiveness & Development
☐ Workforce Management
☐ Employee Relations
☐ Technology & Data

WORKPLACE

☐ HR in the Global Context
☐ Diversity & Inclusion
☐ Risk Management
☐ Corporate Social Responsibility
☐ U.S. Employment Law & Regulations

STRATEGY

☐ Business & HR Strategy

[Back] [Save]

8. After you successfully enter your program, you will see the **Activity ID** (example below), which you will communicate to attendees who complete the event and who are seeking SHRM PDCs.

Please Note:

    If you need to locate your Activity ID on the portal at a later time. Log into the portal - on your Home page click **Course List** link (located under Recertification Provider section), on the Recertification Provider Course/Activity ADD page click **View Activity List** button and under the Activity Name/Title, you'll see Activity ID code.

Congratulations on adding your program successfully to offer SHRM PDCs!

Thank You

For assistance about the SHRM Recertification Provider Program, please contact the SHRM Recertification Provider Team by email at RecertificationProvider@shrm.org or by phone **1-800-283-SHRM(7476)**.