

details. For this section you will need the following:

- D **Activity Format:** Choose the program/activity delivery method/type from the drop-down options.
- E **Activity Name:** Generally, the same as the **Course** title (do not exceed 250 characters).
- F **Begin and End Date:** Scheduled future date of the program. For recurring programs, you may enter an end date not exceeding PRUHWKID years of RUSURYLGHUMWDWM
- G **Speaker Name(s):** Name and credentials only (do not exceed 700 characters).
- H **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.
- I **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 are 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 **END DATE**

Begin Date is a required field. 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 Yes No ← 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.)

- 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

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.

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.

Activity 21-EUEUX created.

[View All Activities](#) [Add an Activity](#) [Add Multiple Classes](#) [Add Multiple Courses](#)

COURSES CURRENTLY PROVIDED

Activity Name/Title

PDCs: 1

Intended Audience: All

ADD

[Edit](#)

[View Activity List](#)

[CLEAR FILTERS](#)

SEARCH BY KEYWORD

FILTER BY STATUS

SEARCH BY PDC VALUE

COMPETENCY

FUNCTIONAL AREA

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)**.