

Activity Submission Instructions

Welcome to the SHRM Recertification Provider Program! This guide provides instructions for entering your eligible HR programs, activities, and events into your Recertification Provider account to offer SHRM Professional Development Credits (PDCs).

Before adding programs to your SHRM Recertification Provider portal, please note the following:

- Our platform for program submissions was designed with university courses in mind. For example, a university might offer a course titled "HR 101" with 10 different sessions throughout the year. In our system, the overarching course is "HR 101," while each session represents a separate class (or activity). This structure explains why our system includes both a "Course" and "Class (Activity)" distinction. For most one-day workshops, seminars, or webinars, the course and class titles, along with program details, are typically the same. However, every class (activity) must be linked to a parent course. The parent course serves as the overarching title or topic and may include multiple activities beneath it. All activities must align with the parent course details, including the PDC count. If an activity requires a different PDC count, you must create a new course to accommodate it.
- Programs must be added to the portal **before** the program begins 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.
- Award credit based on the actual educational time spent in the program (lunch and break time should not be included). Time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of 1 PDC (e.g. 30-minutes = .50, 45-minutes = .75, 1-hour webinar = 1 PDC, etc.). If you have a program that offers more than 45 PDCs, enter the capped amount of 45 PDCs, then contact the SHRM Recertification Provider Team and include the Activity code and explanation for editing the PDC above the capped amount at RecertificationProvider@shrm.org.

After adding programs to your SHRM Recertification Provider portal, please note the following:

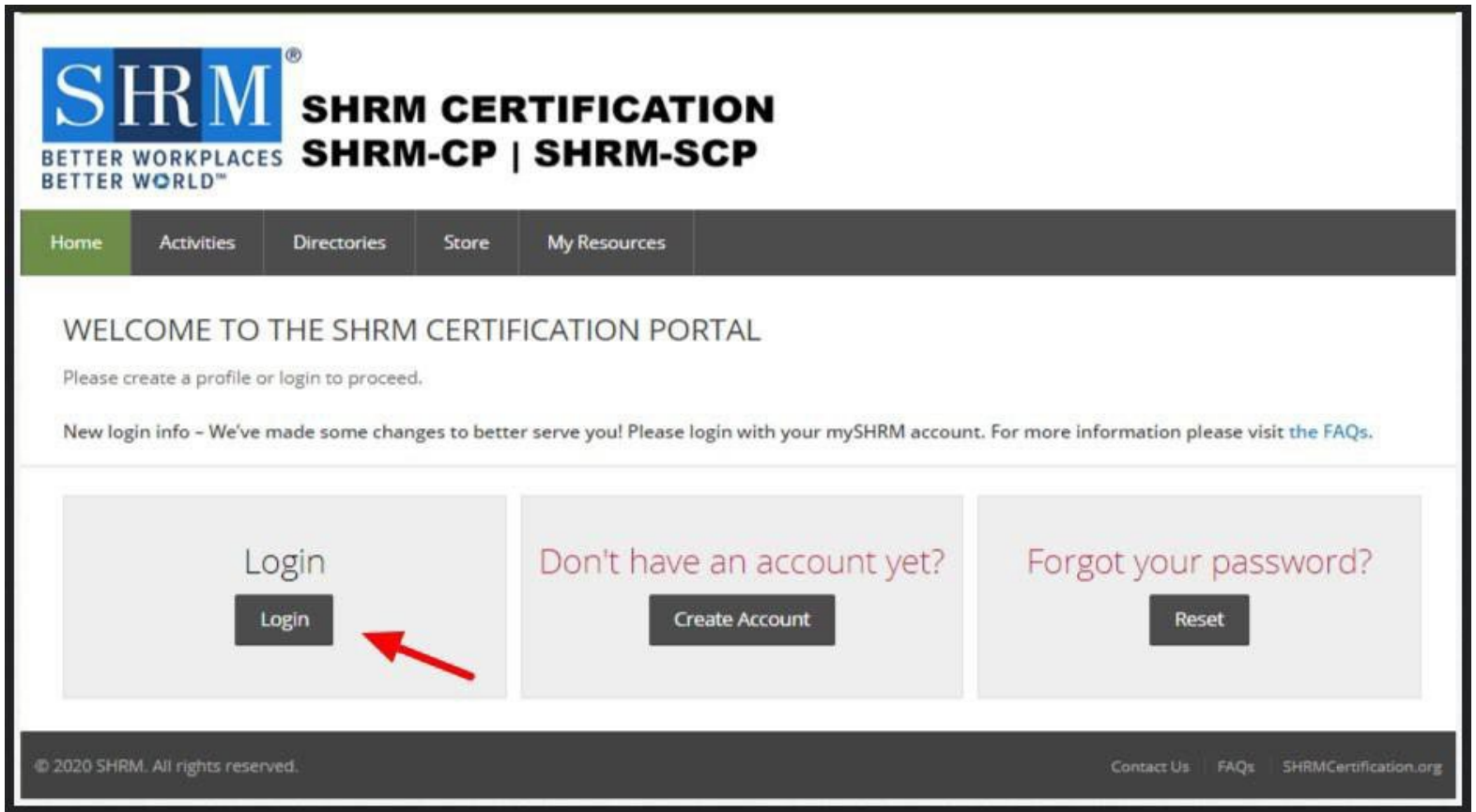
- An Activity ID is created immediately, which means the program has been awarded PDCs.
- You will not be able to edit grayed-out fields or the number of PDCs after the Activity ID has been generated. Please contact the SHRM Recertification Provider Team, if any of your program information has changed 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 completed the program. The Activity ID can be communicated through a certificate of completion, email notification, 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

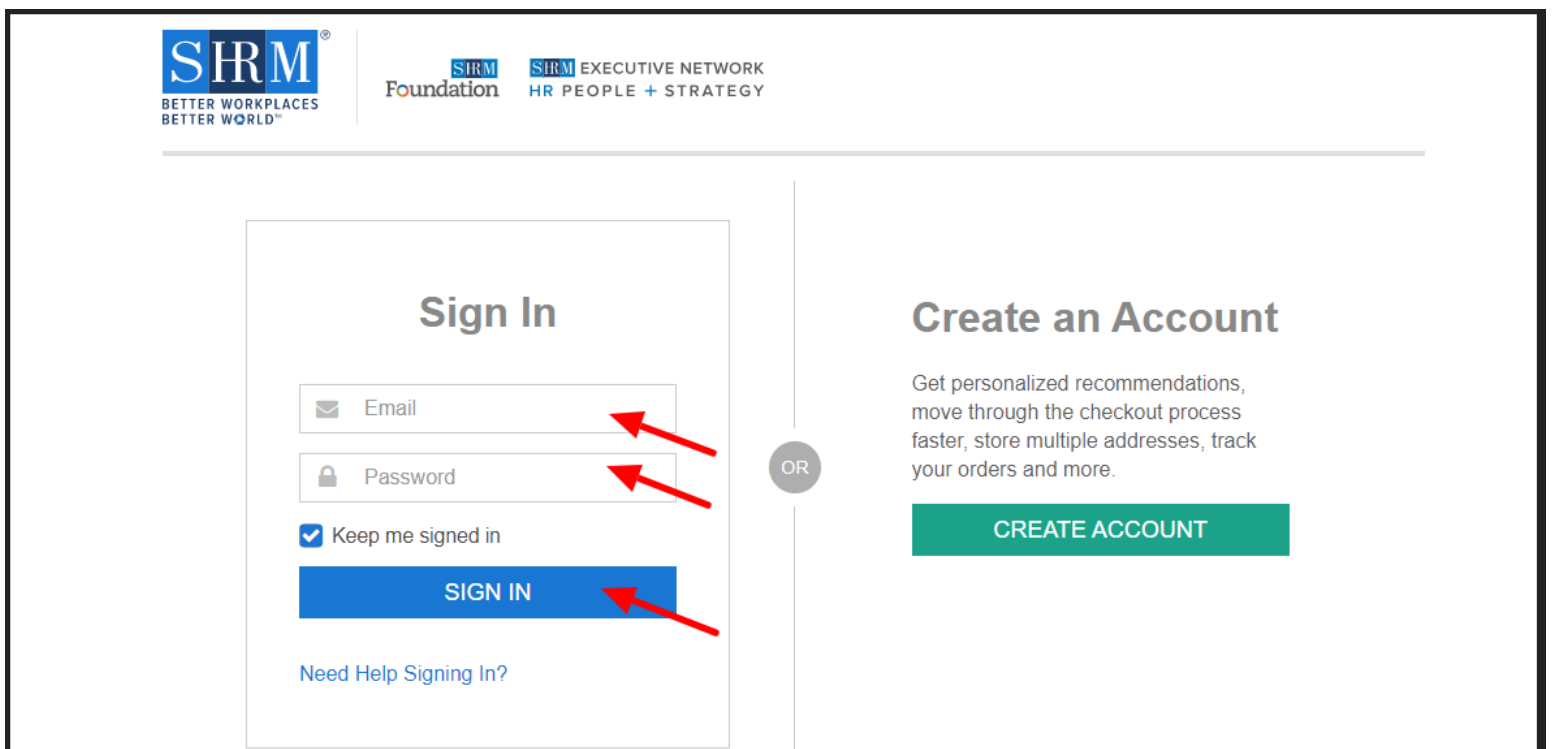
- Virtual Learning (Real-time) Programs
Virtual programs require a live instructor as well as real-time/live interaction and engagement with the instructor and/or other students. Virtual Learning includes webinars and webcasts that require real-time/live (not recorded) interaction.
- eLearning/Self-Paced 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 SHRM-approved 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 to exceed your current provider status (cycle end date). 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

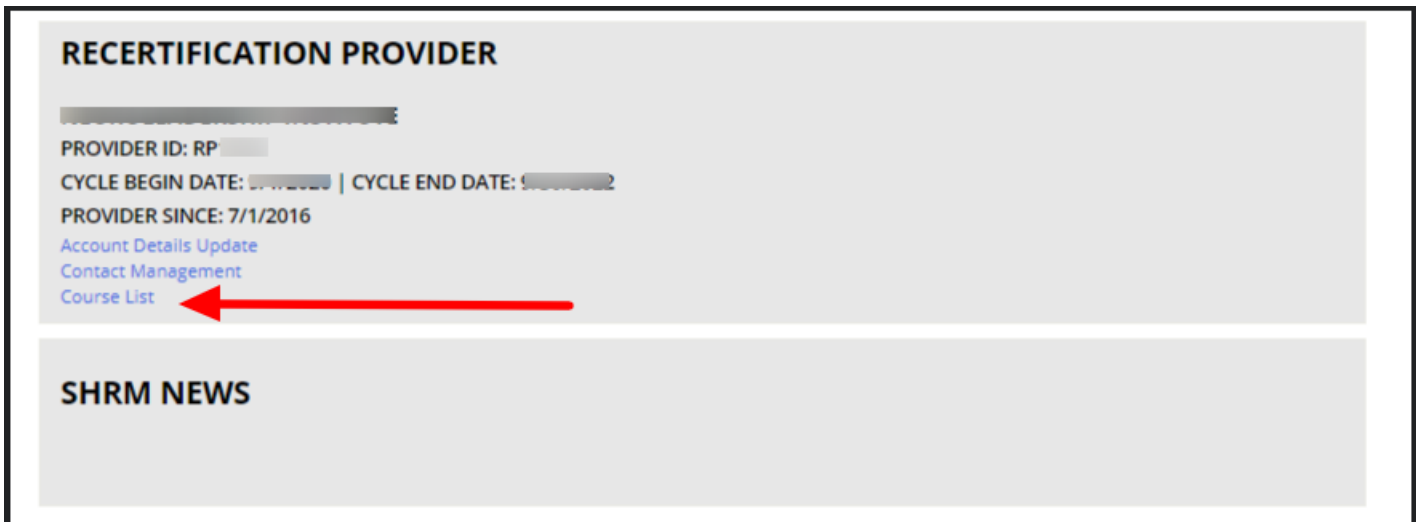
1. Go to <https://portal.shrm.org> and click **Login**.



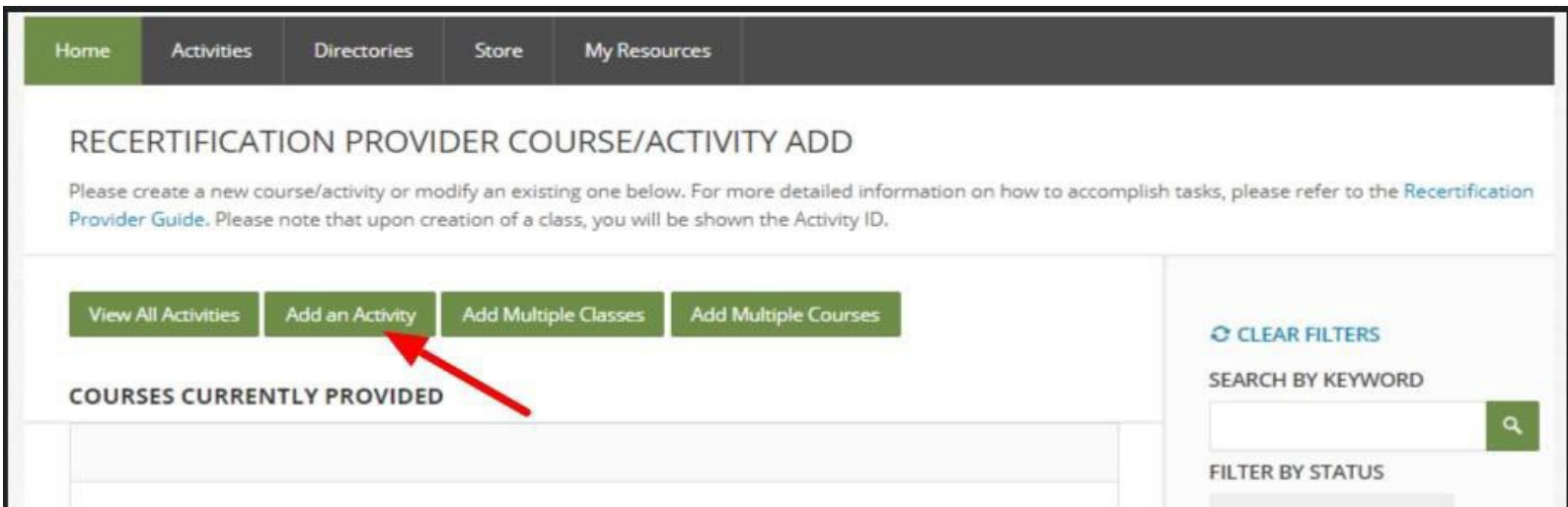
2. Enter your email address and password for your Provider account and click **SIGN IN**.



3. Click the **Course List** link in the “Recertification Provider” section.



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



Please note the following for Conference PDC submission:

- When submitting PDCs for a conference, simplify the process by creating one activity with a total PDC amount for the entire day or a multi-day event. Calculate the hours of actual HR learning opportunities, excluding breaks and lunch, and award PDCs based on engagement hours rather than individual or concurrent sessions. Concurrent or individual sessions cannot be aggregated to inflate the total PDC count, and an attendance mechanism must confirm participants complete all required sessions. For individual, concurrent, or recorded (on-demand) sessions, submit these under separate groupings with unique activity codes, clearly distinguishing between "Live" or "On-demand" in course names and ensuring that on-demand end dates align with your provider cycle. Choose either a single activity approach or separate activity submissions for live, concurrent, and on-demand sessions—hybrid submissions are not allowed. To prevent double-dipping, use attendance tracking to monitor participation and appropriately award PDCs while retaining attendance records for up to three years for verification purposes.

5. Enter the overall “Course” information. You will need the following:
 - a. **Course Name** (do not exceed 250 characters).
 - b. **Intended Audience** (select from the 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, network time, and breaks. Award credit based on the actual educational time spent in the program. Time is calculated in 15-minute increments. Each 15-minute increment = .25, or a quarter of 1 PDC (e.g. 30-minutes = .50, 45-minutes = .75, 1-hour webinar = 1 PDC, etc.). If you have a program that offers more than 45 PDCs, enter the capped amount of 45 PDCs, then contact the SHRM Recertification Provider Team and include the Activity code and explanation for editing the PDC above the capped amount 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 are 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, letters, 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. Class End Date and recurring programs, you may enter an End Date not exceeding your provider status (cycle end date).
Note: *To offer a course/program or activity again, you must submit a new entry with updated start and end dates. Each course/activity has a unique code tied to its specific dates. Simply changing end dates without resubmitting the course/activity will result in a code change, which will affect past and future participants who've already claimed the activity code. This practice is not allowed and will be flagged for provider audits.*
- 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 organization's website. The URL is where registrants will obtain full program details and/or register for your program.
- f. **Learning Objectives:** A summary or bullet points of the main learning objectives (do not exceed 2,000 characters).
- g. **Activity Description:** do not exceed 10,000 characters.
- h. **Publish to Portal:** Select "Yes" puts this out to the public domain and allows anyone to register/participate in the program. Select "No" if the program/event is closed to the 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 <input type="text"/>	STATE/PROVINCE <input type="text" value="▼"/>
ADDRESS LINE 2 [OPTIONAL] <input type="text"/>	ZIP/POSTAL CODE <input type="text" value="✓"/>
ADDRESS LINE 3 [OPTIONAL] <input type="text"/>	COUNTRY <input type="text" value="United States ▼"/>
CITY <input type="text"/>	

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

SHRM BASK 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.**

<p>PEOPLE [OPTIONAL]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Talent Acquisition & Retention <input type="checkbox"/> Employee Engagement <input type="checkbox"/> Learning & Development <input type="checkbox"/> Total Rewards 	<p>WORKPLACE [OPTIONAL]</p> <ul style="list-style-type: none"> <input type="checkbox"/> HR in the Global Context <input type="checkbox"/> Diversity & Inclusion <input type="checkbox"/> Risk Management <input type="checkbox"/> Corporate Social Responsibility <input type="checkbox"/> U.S. Employment Law & Regulations
<p>ORGANIZATION [OPTIONAL]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Structure of the HR Function <input type="checkbox"/> Org. Effectiveness & Development <input type="checkbox"/> Workforce Management <input type="checkbox"/> Employee Relations <input type="checkbox"/> Technology & Data 	<p>STRATEGY [OPTIONAL]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business & HR Strategy

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.

The screenshot displays the SHRM Certification portal interface. At the top left is the SHRM logo with the tagline "BETTER WORKPLACES BETTER WORLD™". To the right of the logo, it says "SHRM CERTIFICATION SHRM-CP | SHRM-SCP". In the top right corner, there are links for "Example Course Creation" and "Logout". Below the header is a navigation menu with "Home", "Activities", "Directories", "Store", and "My Resources". The main heading is "RECERTIFICATION PROVIDER COURSE/ACTIVITY ADD". Below this heading is a paragraph of instructions: "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." A green notification box with a red arrow pointing to it contains the message "Activity 21-EUEUX created." Below the notification are four buttons: "View All Activities", "Add an Activity", "Add Multiple Classes", and "Add Multiple Courses". The section "COURSES CURRENTLY PROVIDED" shows a table with one row containing a course name (partially obscured), "PDCs: 1", "Intended Audience: All", and "Add" button. Below the course name are "Edit" and "View Activity List" buttons. On the right side, there are filter options: "CLEAR FILTERS", "SEARCH BY KEYWORD" (with a search input and button), "FILTER BY STATUS" (with a dropdown), "SEARCH BY PDC VALUE" (with a search input and button), "COMPETENCY" (with a dropdown), and "FUNCTIONAL AREA" (with a dropdown).

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 the **Course List** link (located under the Recertification Provider Menu section), on the Recertification Provider Course/Activity ADD page click the **View Activity List** button, and under the Activity Name/Title, you'll see the Activity ID code.

Congratulations on adding your program successfully to offer SHRM PDCs!

Thank You

For assistance with the SHRM Recertification Provider Program, please contact the SHRM Recertification Provider Team by email at RecertificationProvider@shrm.org or by phone at 1-800-283-SHRM(7476) option 3.