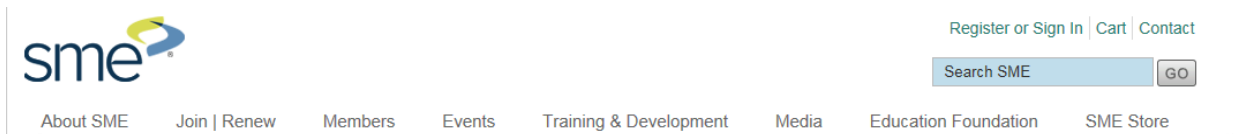




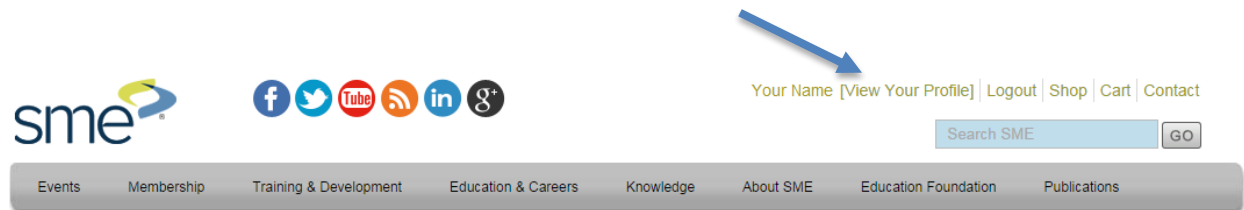
Adding Recertification Credits

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



Proceed with the following steps:

1. After signing in, click **View Your Profile** (located in the upper right hand corner of the Webpage).



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

Certification

- My Certifications
- My Transcripts
- My Exam Scores
- Portfolio Submission

3. Click Add New Transcript

Transcripts

Search

Date Range: to

Credit Type:

[Add New 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. sme.org/recertification for additional information.

Add New Transcript

** Required*

* Program Title:

* # of Credits:

* Activity Type:

Effective Credits: 8.00

* Credit Type:

* Credit Date:

Body of Knowledge:

- Business Results
- Consistent Lean Enterprise Culture
- Continuous Process Improvement
- Cultural Enablers

Upload Documentation:

Comments:

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

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

Transcripts

Search

Date Range: to

Credit Type:

Add New Transcript

Transcripts sorted by credit date

[Printable View](#)

Attended a Lean Conference	
Credit Date:	12/18/2017
Activity Type:	Conference Attendance (regional or national)
Credit Type:	Lean Bronze
# of Credits:	8.00
Comments:	

Total Credits: 8.00

- Repeat steps three and four to add additional recertification activity.

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