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**

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](http://sme.org/recertification) for additional information.
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.

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.

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