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 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).
3. Click **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.
5. 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.

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

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