

## Activity Submission Instructions

Welcome to the SHRM Recertification Provider Program! You are now authorized to offer programs and events for SHRM professional development credits (PDCs). This document provides you instructions on how to input your programs (activities) into your Recertification Provider account.

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

- Programs must be added to the portal before the program begin 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.
- Programs must be a minimum of 1 hour in length to equal 1 PDC, with increments of 15-minutes only, thereafter (e.g. 1.25, 2.5, 4.75, 5.0, etc.). If you have a program that offers more than 45 PDCs, contact the SHRM Recertification Provider Team.

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

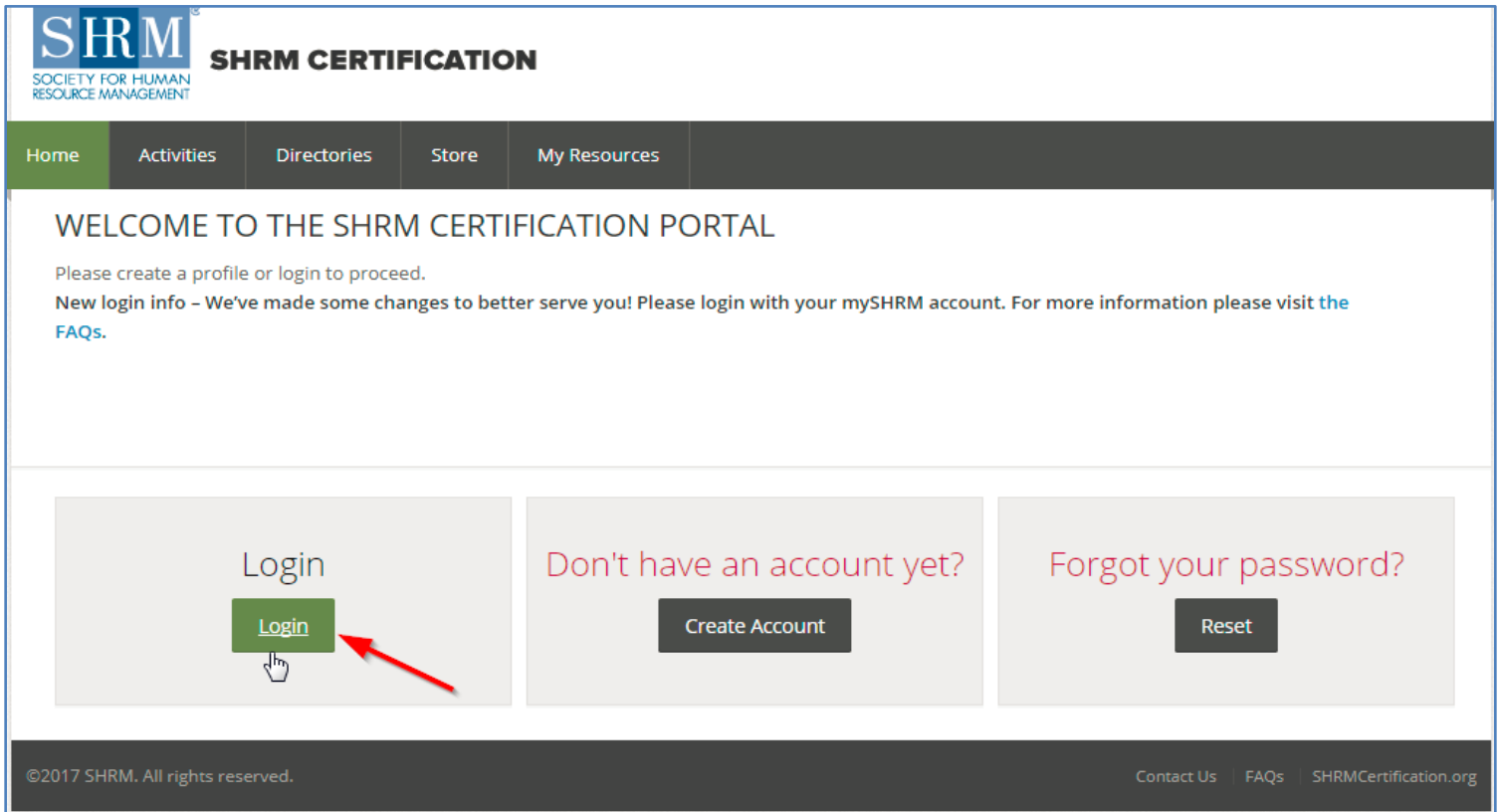
- An Activity ID is created immediately, which means the program has been awarded PDCs.
- Do not change the program begin/end dates or the number of PDCs after the Activity ID is generated. Please Contact the SHRM Recertification Provider Team, if any of your program information has changed.
- Activity IDs should not be sent to registrants before a program starts. Activity IDs should be provided only to participants who complete the program. The Activity ID can be communicated through a certificate of completion 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. **0** and **0**; **I** and **1**; **S** and **5**, etc.).

### Program Types/Formats

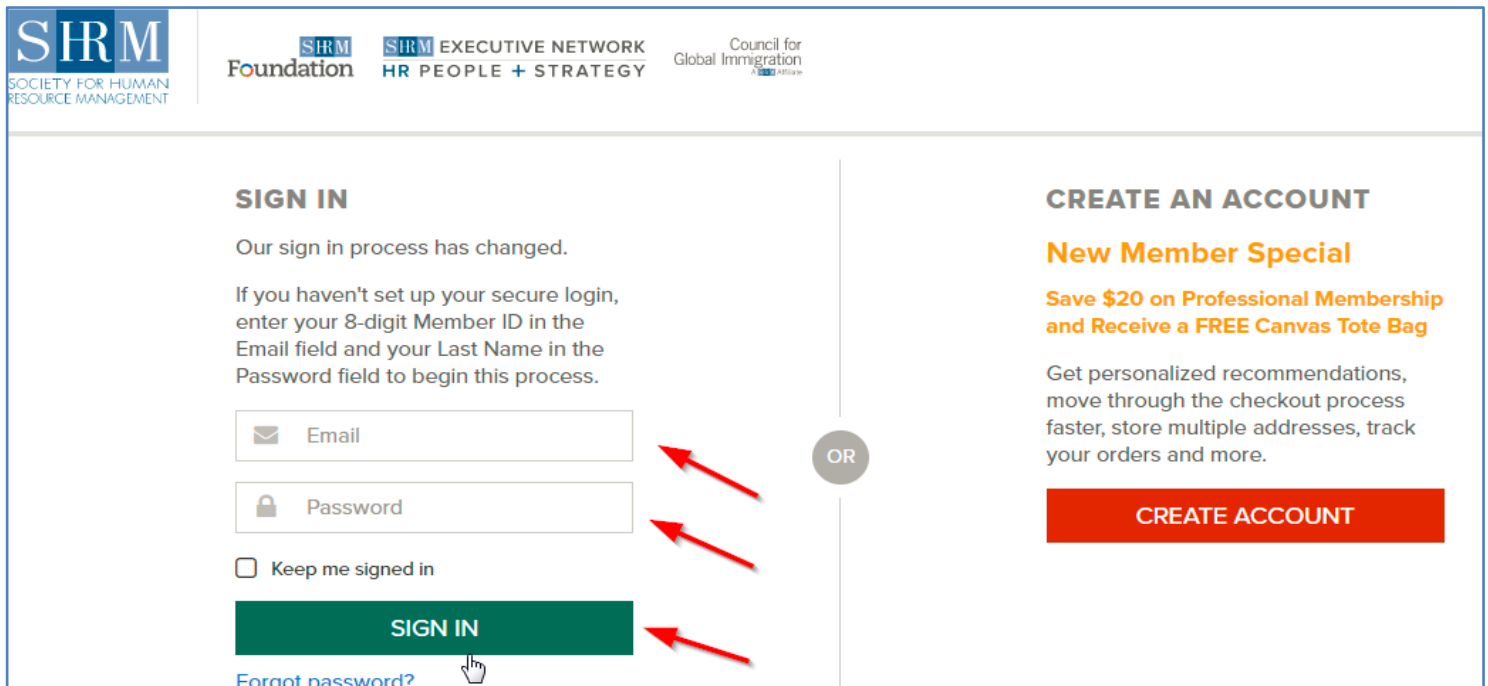
- Virtual Learning (Real-time) Programs  
Virtual programs require a live instructor as well as real-time/live interaction and engagement with the instructor and/or other students. Virtual Learning includes webinars and webcasts that require real-time/live (not recorded) interaction.
- eLearning/Self-Paced 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 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 conference/seminar/workshop or Virtual Learning), please select the **Recurring** program type and set a begin/end date range not exceeding two years from the date you add the program. 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.

**RECERTIFICATION PROVIDER**

CYCLE BEGIN DATE: 1/1/2017 | CYCLE END DATE: 12/31/2017

PROVIDER SINCE: 12/22/2014

[Renew Your Recertification Provider Status](#)

[Course List](#) ←

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**SHRM NEWS**

THE REGULAR APPLICATION DEADLINE DATE FOR THE WINTER 2017 TESTING WINDOW IS OCTOBER 20, 2017 AT 11:59PM ET.

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

Home Activities Directories Store My Resources

### 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.

[View All Activities](#) [Add an Activity](#) ←


**COURSES CURRENTLY PROVIDED**

[CLEAR FILTERS](#)

SEARCH BY KEYWORD

FILTER BY STATUS

5. Enter the overall “**Course**” information. You will need the following:
  - a. **Course Name** (do not exceed 150 characters).
  - b. **Intended Audience**.
  - c. **PDC**: The number of professional development credits (PDCs). Only instructional clock hours count as credits. Do not include registrations, welcomes/introductions, lunch, networks time, and breaks. The minimum PDCs = 1 and increments of 15 minutes. E.g. 1.25, 2.75, 3.5, 5.0, etc. If the PDCs for a program is greater than 45, please contact the SHRM Recertification Provider Team.
  - d. **Description (Optional)**: A brief description of the overall course (do not exceed 8,000 characters).



[Example Course Creation](#) | [Logout](#)

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## ACTIVITY CREATION

All activities must have a parent Course. A course may have many instances of an activity, however all activities will have the same parent details and the same number of PDCs.

Please refer to the [Recertification Provider Guide](#) for more information on this process.

Example 1 - Single instance activity - Activity details will be the same as the parent course.

Example 2 - Single Course with unique activity offerings - Activity details will vary based on dates, locations and times of the activity, but all activities will be based on the same parent course.

### COURSES

New Course
▼

#### COURSE NAME

Character Limits Test

#### PDC

PDC is a required field.

#### INTENDED AUDIENCE

All

All

Early Career

Mid Level

Senior Level

Executive Level

#### DESCRIPTION [OPTIONAL]

**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 is 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, letter, 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 150 characters).
  - c. **Begin and End Date:** Scheduled future date of the program. For recurring programs, you may enter an end date not exceeding two years of the date you add the program to your portal.
  - d. **Start and End Time.**
  - e. **Speaker Name(s):** Name and credentials (optional) only (do not exceed 700 characters).
  - f. **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.
  - g. **Learning Objectives (Optional):** A summary or bullet points of the main learning objectives (do not exceed 500 characters).
  - h. **Activity Description (Optional):** do not exceed 8,000 characters.

## ACTIVITY INFORMATION

### ACTIVITY FORMAT

Seminar/Workshop

### ACTIVITY NAME

Testing Character Limits or engagement with an instructor or other participants. programs are programs that do not require real-time/live

### BEGIN DATE

Begin Date is a required field.

### END DATE

End Date is a required field.

### START TIME

12:00 AM

### END TIME

12:00 AM

### SPEAKER'S/PRESENTER'S NAME [OPTIONAL]

### REGISTRATION URL OR ORGANIZATION URL

Registration URL or Organization URL is a required field.

### LEARNING OBJECTIVES [OPTIONAL]

### ACTIVITY DESCRIPTION [OPTIONAL]

- 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

ADDRESS LINE 2 [OPTIONAL]

ADDRESS LINE 3 [OPTIONAL]

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

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

**SHRM BOCK REPRESENTATION/ALIGNMENT (CHOOSE AT LEAST ONE)**

Business Acumen

Communication

Consultation

Critical Evaluation

Ethical Practices

Global & Cultural Effectiveness

Leadership & Navigation

Relationship Management

**WHAT FUNCTIONAL AREA(S) WILL BE REPRESENTED/ACQUIRED BY PARTICIPATION IN THIS PROGRAM?**

**PEOPLE [OPTIONAL]**

Talent Acquisition & Retention

Employee Engagement

Learning & Development

Total Rewards

**ORGANIZATION [OPTIONAL]**

Structure of the HR Function

Org. Effectiveness & Development

Workforce Management

Employee Relations

Technology & Data

**WORKPLACE [OPTIONAL]**

HR in the Global Context

Diversity & Inclusion

Risk Management

Corporate Social Responsibility

U.S. Employment Law & Regulations

**STRATEGY [OPTIONAL]**

Business & HR Strategy

7. After you successfully enter your program, you will see the **Activity ID**, which you will communicate to attendees who complete the event and who are seeking SHRM PDCs.

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## 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 17-GPQ44 created.



### Please Note:

If you need to locate your Activity ID on the portal at a later time, login to the portal, click **Course List**, locate and click the title of the course.

**Congratulations on adding your program successfully to offer SHRM PDCs!**

# Thank You

For assistance about you're the SHRM Recertification Provider Program, please contact the SHRM Recertification Provider Team by email [RecertificationProvider@shrm.org](mailto:RecertificationProvider@shrm.org) or by phone **1-703-535-6250**.